



Gloucestershire Local Optical Committee

Minutes of the Annual General Meeting of the Gloucestershire Local Optical Committee Tuesday 6th June 2023 at The Leonardo Hotel, Cheltenham

Those present:

See Appendix 1.

1. Chairs Welcome

Alvaro welcomed everyone to the meeting and introduced the team from Spa Medica who provided a short update.

2. Apologies for absence

See Appendix 1

3. Minutes of Previous AGM

The minutes of the previous AGM were approved with no objections.

4. Matters Arising

There were no Matters Arising.

5. Chair's Report

Alvaro informed the meeting he would be stepping down as LOC Chair after the AGM but would be remaining on the Committee. He went on to provide an update on projects and developments in Gloucestershire that the LOC had been involved with over the last year including:

Low Vision Service – the pilot had been launched this month.

Community Ophthalmic Link – following the County wide roll out records were now accessed approximately 120 times per week with a suggested reduction in referrals of around 500 since the launch – this figure would be confirmed following an audit. The next phase of development would be two-way communication if funding was available.

MS365 – the Committee was now utilising MS365 to provide easier and more secure communication including newsletters, web-site updates, social media feeds and updates on cataract waiting times.

Higher Qualification Funding – the good relationship the LOC has with the ICB and Commissioners facilitated £45k funding from Health Education England for 'upskilling' the Gloucestershire workforce. 20 Practitioners had signed up but there was still some money left in the pot if anyone else was interested. A bid for another grant had been placed and the possibility of other, shorter courses (e.g. Gloucestershire Retinal Education Group qualifications) being able to be funded was being investigated.

IP Placement Support – one of the issues identified was Practitioners obtaining placements for completing the IP course and work was being done with the Trust to try to overcome any barriers preventing local availability.

CPD Study Day – this had been organised for 20th September 2023 providing up to 15 CPD points.

Committee Development – Ankur had completed the LOCSU Leadership Course and Peter was currently undertaking the same qualification. Nigel had attended LOCSU Treasurers support meetings.

LOC Representation – the LOC were represented at various forums including the ICS, Eye Health CPG, South-West LOC, Optometry Southwest and Pharmacy, Optical and Dental.

Alvaro thanked the committee and wider community for the support he had received as LOC Chair with a mention for Peter for organising the AGM.

See appendix 2 for the slides from the Chair's Report.

6. Treasurer's Report

Nigel reported that the streamlining of the various LOC accounts had now been completed, all banking was now carried out on-line and had been automated as much as possible.

Following the LOCSU calls Nigel explained that the LOC had become more professional and business-like over the last couple of years and committee members were fairly remunerated for the increased workload and were now subject to PAYE.

Nigel noted that while the Committee funds had reduced, they were still showing a surplus so he didn't anticipate the need for any change in the levy for the next financial year despite a further expected increase in expenditure.

Nigel thanked Kevin Rollason for auditing the accounts (see Appendix 3) and while Kevin had generously declined any payment for his time a donation for Gloucestershire VCHP had been agreed instead.

7. Adoption of the Accounts

The Accounts were adopted without objection.

8. Adoption of the statutory levy including LOCSU Levy for the coming financial year

Nigel proposed the Statutory Levy remain unchanged at 1% - 0.5% for LOCSU and 0.5% for the committee. He reminded the meeting that it was possible for the committee to increase the levy by up to 0.5% but he was not anticipating having to implement such an increase.

The unchanged Levy was adopted without objection.

9. Election of Committee Members

Alvaro Borges was due for re-election:

Riz Choonara, Peter Greedy and David Jeavons had all been co-opted since the last AGM and sought to be formally voted onto the committee:

Tomasz Gacek and Andy Partridge were both standing to join the committee:

All were elected without objection.

10. Any Other Business

There was no other business.

11. Date of next Committee Meeting

Tuesday 11th July 2023

APPENDIX 1

Contractors	Performers	Practitioners
Emily Emm	Agnes Ali	Pierina Bayle
Chris Grey	Catheryn Brown	Tomasz Gacek
Clare Griffin	Christelle Bussett	Bernie Lahiffe
Dermot Keogh	Courtney Campbell	Rachel Reeve
Tony Lawrence	Andy Charles	Paul Taylor
Anita Lowcock	Sudip Chauhan	Rebecca Williams
Graeme Lowcock	Andrew Croxford	
Aisling O'Donovan	Sukpreet Dhanjal	
Kevin Tait	John Everett	
Dan Zawadzki	Jon Griffin	
	Kiranjit Johal	
	Rickesh Mistri	
	Florence Morgan	
	Anita Naybour	
	Andy Partridge	
	Alex Paulus	
	Anisah Sheikh	
	Mohammed Tahhan	
	Laura Wilkin	
	Anna Warner	
	Laura Wilkin	
	Fiona Woodward	
Committee	Guests	Apologies
Alvaro Borges	Prakash Chauhan (J&J)	Marie Bell
Amy Clarke ^c	Janice Foster (LOCSU)	Riz Choonara
Peter Greedy	James Gallagher (Spa Medica)	Karen Gennard
Nigel Harris	Sarah Long (J&J)	Steve Guilford
Dave Jeavons	Charmaine Scaysbrook (Spa M)	Ankur Trivedi
Carole Jenkin ^c	Jade Williams (Spa Medica)	
Sid Maher		
Ian Shapcott		
Adrian Street		

APPENDIX 3

Gloucestershire Local Optical Committee
Treasurers Account

Year 2022-2023		Year 2022-2023
INCOME	Item	INCOME
	Opening Balance at 01/04/22	£ 84,578.29
	Voluntary Levy Payments	£ -
	Statutory Levy	£ 28,795.70
	Bank interest and Refunds	£ -
	TOTAL INCOME	£ 28,795.70
EXPENDITURE		EXPENDITURE
	Chairperson's Time Expended	£ 7,783.00
	Secretary's Time Expended	£ 2,317.50
	Treasurer's Time Expended	£ 3,257.30
	Attendance Allowances Committee	£ 15,975.00
	Travel	£ 525.35
	Committee Expenses	£ 7,508.55
	Room Hire	£ 2,351.22
	LOC Clinical Lectures Support	£ 495.00
	Website costs	£ 571.62
	Central Fund Donation	£ 1.00
	Voluntary Levy	£ -
	LOCSU Payments	£ 2,525.40
	Other costs	£ 75.84
	Benevolent Fund Donation	£ 6,613.30
	TOTAL EXPENDITURE	£ 50,000.08
	INCOME SURPLUS/ (DEFICIT)	-£21,204.38
	Total	£ 63,373.91
	BANK STATEMENT AT 31/03/23	£ 63,373.91
	Trade Creditors	£ NIL

Nigel Harris

TREASURER NAME

date of report

19/05/2023


Nigel Harris
Auditor.