

## Minutes of LOC meeting Tuesday 9th May 2023

Present: Alvaro Borges, Amy Clarke, Peter Greedy, Nigel Harris, Dave Jeavons, Carole Jenkin, Sid Maher, Ian Shapcott, Adrian Street & Ankur Trivedi.

### 1. Apologies

Apologies had been received from Riz Choonara and Tomas Gacek

### 2. Declarations of conflicts of interest

Ankur informed the meeting he had been appointed to the AOP Council as IP representative. The Committee congratulated Ankur and agreed there would be no conflict of interests.

### 3. Minutes of last meeting

Ian asked for clarification of the purpose Alvaro and Riz's meeting with Nick Rumney, Alvaro explained it was to try to find out how Worcestershire managed to fulfil so many IP placements and if there was any experiences that could be used to improve the situation in Gloucestershire.

The minutes were approved and signed following this update.

### 4. Matters Arising and Action Points

#### *Action Points from last meeting*

|      |  |            |
|------|--|------------|
| i.   | Temporarily suspend Matt's MS365 Account                   | Completed  |
| ii   | SharePoint re-organisation                                 | See Item 8 |
| iii  | Teams/Zoom background                                      | Ongoing    |
| iv   | Sign & return PAYE form to Nigel                           | Ongoing    |
| v    | Share expenses deadlines                                   | Completed  |
| vi   | Attendance report  | Completed  |
| vii  | Share Enhanced Services reports                            | Ongoing    |
| viii | AGM funding from J&J                                       | Completed  |
| ix   | Save the Dates communication for AGM and CPD day           | Completed  |
| x    | Advise HES list of 'recommended' practices not appropriate | Completed  |

i. Ian noted there had been a 10% increase in the cost of MS365 so despite having one less account the monthly cost would remain the same.

iii. Sid had found some possible ways to produce a background but was working on solutions that would not incur any costs.

iv. Nigel was waiting for forms from Amy, Ian & Carole

v. A specific format for the expenses claim for was not required, Adrian would adapt the current Excel sheet and add to SharePoint. <sup>i</sup>

vii. Ankur reported that the ICB meeting had not taken place yet, the reports would be shared afterwards. <sup>ii</sup>

viii. Peter had secured funding of £300 from both J&J and SpaMedica.

## 5. Treasurer's Report

See Appendix 1 for the current account balance and income/expenditure statement.

Nigel noted that the AGM venue invoice had been paid for 30 people and Kingsholm had been booked for the CPD day and a deposit paid.

The PAYE arrangements were in place and the April remuneration was in hand and should be paid on the 25<sup>th</sup> of the month. There would be a password protected summary sent out for April and May, though the former would be zero. Nigel also requested completed expenses forms be sent to him on the 1<sup>st</sup> of each month.

Nigel had once again had an issue with a request for a Registered Address, it was agreed using any of the Officers addresses would not be appropriate. A PO Box had been suggested previously and Alvaro felt this needed to be arranged.

Ankur and Sid recommended a virtual office offering a scanning and e-mail service for correspondence as a better option to avoid post having to be forwarded or collected. This was agreed and Adrian would investigate option. <sup>iii</sup>

## 6. Chair's Update

Alvaro reported on a meeting he had had with the Trust regarding IP Placements, one student had still not secured anything and Alvaro would chase a response. <sup>iv</sup> Ankur agreed this was an issue nationally with a reported 50% of students being unable to complete the qualification due to a lack of placements and this was high on his agenda for his new AOP role.

The Higher Qualification funding would hopefully be repeated next year with support from LOCSU, although the position was not completely clear as Health Education England was becoming a part of NHSE.

As mentioned previously, GREG provided shorter courses and were keen to raise awareness in the County and Alvaro wondered if it would be helpful if they attended the AGM or CPD day. Ankur agreed it was a good way for practitioners to ease back into learning. Nigel asked whether the courses were virtual or face to face, Alvaro thought there was a mix but F2F would be more expensive. There was some concern about the AGM as it was already a full evening, and it might be seen as unfair by the two suppliers who had already agreed sponsorship.

While discussing the AGM Peter asked for some clarification of the CPD role, Alvaro recollected from the Strategy Day that a CDP/Events sub committee had been agreed but this was before Peter had joined the Committee.

Peter comfortable with this in the short term as the majority of the AGM organisation was in hand but thought the role parameters should be better defined in future.

Alvaro would send a Google for the AGM to find out how many people would be attending. <sup>v</sup>

Alvaro had shared the latest Newsletter and requested committee members double check the content before it was sent County Wide. <sup>vi</sup>

Tomas Gacek had expressed an interest in joining the committee and it was agreed it would be good to have CLO representation in the LOC.

#### 7. PES Update

The only update Ankur had was that the CPG Low Vision Awareness event had been cancelled due to illness. He was not aware of a revised date at this time.

#### 8. CPD Update

Further to the AGM discussion earlier, Alvaro reported that Scott Vallence, the COL Lead, would like to attend the AGM to share some data but was not sure if there would be time. Ankur was again concerned about possible conflicts if there were multiple attendees from the Trust might be seen as favouritism by other providers. Peter noted that NewMedica had been invited to the CPD day.

The normal running order for the AGM was committee business first and then CPD as in the past practitioners had attended for the presentation and then left before the AGM. It was agreed that it would be possible for the SpaMedica interview to take place as delegates were finishing their food before the formal part of the meeting. Alvaro agreed there would not be time for Scott to present at the AGM.

Sid suggested that in future the AGM change to a more social event, possibly with some sort of awards and a raffle as CPD was to be provided elsewhere. Nigel thought any raffle could be used to support VCHP which was agreed to be a good idea.

Peter reported that the CPD Group was planning to meet shortly, as had been mentioned by Nigel the venue for the CPD Day had been confirmed and a save the date message had been sent County Wide. He noted that the day was oversubscribed for CPD presentations, and the group would have to agree the final agenda.

Peter noted that more promotion for the day would be required to ensure there would be enough delegates to make the event successful.

Nigel asked if it was possible to have a list of contacts to assist with the organisation of payments from suppliers. Peter would liaise with Nigel. <sup>vii</sup>

#### 9. SharePoint

Adrian proposed that the folders in the gloucestershireloc site document library be organised into separate sites:

- Meetings
- Community Information
- WOPEC codes
- Newsletters – incoming (LOCSU etc) along with a place for any committee member to upload anything that could be included in a Community wide update
- etc.

As Adrian couldn't find a way of adding a shared calendar a Datebook site had been started on SharePoint with a couple of lists initially to put various meetings in date order:

- Committee – to include sub-groups e.g. CPD
- External – CPG, NHSE Liaison etc

More lists could be added if required.

Alvaro would like to see meeting links easily available so that committee members could attend any meeting if, for example, someone was ill and would be unable to attend.

Adrian would continue with the task and welcomed any suggestions or input, especially on a way to change the date format. <sup>viii</sup>

#### 10. Any Other Business

Alvaro noted that Steve Guilford had set apologies for the AGM.

Sid asked about the e-mail addresses, Ian confirmed that @glosloc.co.uk should be the default but the old onmicrosoft versions should still work.

Alvaro had experienced some difficulty with the County Wide e-mail, others had not had any difficulty using Ian's instructions so Alvaro would review and try again.

Adrian would check who needed to be elected at the AGM <sup>ix</sup>

#### 11. Date of Next Meeting

Tuesday 11<sup>th</sup> July, 7:00pm via Teams

*Action Points*

|      |   |             |
|------|---|-------------|
| i.   | Adapt expenses claim form                         | Adrian      |
| ii   | Share Enhanced Services reports after ICB meeting | Ankur       |
| iii  | Virtual office options                            | Adrian      |
| iv   | Chase Trust re IP Placement                       | Alvaro      |
| v    | Google form for AGM attendance                    | Alvaro      |
| vi   | Review Newsletter                                 | All         |
| vii  | Liaise re sponsors payments                       | Peter/Nigel |
| viii | SharePoint re-organisation/suggestions            | Adrian/All  |
| ix   | Check who needs to be elected at AGM              | Adrian      |

TREASURERS ACCOUNT 30-95-72 02256279 View IBAN and BIC  
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£ 61,174.51 Current balance

£61,174.51 Available funds ?

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| Treasurers Account |  |                    |                    |
|--------------------|--|--------------------|--------------------|
| Year 2023-2024     |  | Year 2023-2024     |                    |
| <b>INCOME</b>      | Item                                   | <b>INCOME</b>      |                    |
|                    | <b>Opening Balance at 01/04/22</b>     | £ 63,373.91        |                    |
|                    | Voluntary Levy Payments                | £ -                |                    |
|                    | Statutory Levy                         | £ 1,327.20         |                    |
|                    | Bank interest and Refunds              | £ -                |                    |
|                    |  |                    |                    |
|                    | <b>TOTAL INCOME</b>                    |                    | £ 1,327.20         |
|                    |  |                    |                    |
| <b>EXPENDITURE</b> |  | <b>EXPENDITURE</b> |                    |
|                    | <b>Chairperson's</b> Time Expended     | £ -                |                    |
|                    | <b>Secretary's</b> Time Expended       | £ -                |                    |
|                    | <b>Treasurer's</b> Time Expended       | £ -                |                    |
|                    | Attendance Allowances <b>Committee</b> | £ -                |                    |
|                    | Travel                                 | £ -                |                    |
|                    | Committee Expenses                     | £ -                |                    |
|                    | Room Hire                              | £ 3,192.00         |                    |
|                    | LOC Clinical Lectures Support          | £ -                |                    |
|                    | Website costs                          | £ 334.60           |                    |
|                    |  |                    |                    |
|                    | Central Fund Donation                  |                    |                    |
|                    | Voluntary Levy                         | £ -                |                    |
|                    | <b>LOCSU</b> Payments                  | £ -                |                    |
|                    | Other costs                            | £ -                |                    |
|                    |  |                    |                    |
|                    | Benevolent Fund Donation               | £ -                |                    |
|                    |  |                    |                    |
|                    | <b>TOTAL EXPENDITURE</b>               |                    | £ 3,526.60         |
|                    |  |                    |                    |
|                    | <b>INCOME SURPLUS/ (DEFICIT)</b>       |                    | <b>-£2,199.40</b>  |
|                    | <b>Total</b>                           |                    | <b>£ 61,174.51</b> |