

Minutes of LOC meeting Tuesday 11th July 2023

Present: Alvaro Borges, Amy Clarke, Tom Gacek, Peter Greedy, Nigel Harris, Dave Jeavons, Carole Jenkin, Sid Maher, Andy Partridge & Adrian Street

Alvaro welcomed Andy and Tom to their first meeting as committee members.

1. Apologies

Apologies had been received from Riz Choonara, Ian Shapcott and Ankur Trivedi

2. Declarations of conflicts of interest

There were no new declarations of conflicts of interest.

Alvaro would distribute the LOCSU Guidance, and it was agreed all committee members would review and sign a copy annually at the first meeting after the AGM. ⁱ

3. Minutes of last meeting

The minutes of the May Committee meeting and AGM were approved.

4. Matters Arising and Action Points

Action Points from last meeting

i.	Adapt expenses claim form	Completed
ii	Share Enhanced Services reports after ICB meeting	Ongoing
iii	Virtual office options	Completed
iv	Chase Trust re IP Placement	Covered in item 8
v	Google form for AGM attendance	Completed
vi	Review Newsletter	Completed
vii	Liaise re sponsors payments	Completed
viii	SharePoint re-organisation/suggestions	Completed
ix	Check who needs to be elected at AGM	Completed

Peter and the Events Team were congratulated on the excellent AGM organisation, it was agreed the evening was very good.

Peter noted he had passed the LOCSU Leadership course and Sid had completed the LV Professional Certificate.

5. Election of Officers

Alvaro was stepping down as Chair but would continue as a committee member, Amy would be happy to move into the role but warned she would not have time to do everything Alvaro does and suggested sub committees with a lead and deputy for each:

- Clinical
- Financial
- Events/CPD
- Communication/IT

The vice-chair role was also discussed, and it was agreed unanimously Amy would be Chair Alvaro take the role of Vice Chair for one year to support Amy with a new Vice Chair elected at the first Committee meeting after the 2024 AGM. It was also agreed succession planning should be discussed at the next Strategy Day. ⁱⁱ

Nigel was happy to continue as Treasurer and it was agreed a Vice Treasurer was required. Adrian was happy to continue as Secretary. Both were agreed unanimously.

The structure and membership of the sub committees would be top of the agenda at the next meeting. ⁱⁱⁱ

6. Meeting and Communication Format

Amy suggested meetings be every six weeks and would prefer face to face. Adrian noted that historically meetings were bi-monthly and often went on until 11:00pm which he felt was much less productive than more regular, shorter meetings.

Monthly hybrid meetings were agreed with a view to moving to 6 weekly or bi-monthly meetings which would be more reporting from the proposed sub committees. Adrian suggested using written notes distributed before meetings could help save time.

Adrian had sent around some thoughts around MS365 (Appendix 2) for consideration, but Peter had found a contact for possible advice and training. Peter would provide details to Adrian to discuss the options further. ^{iv} It was agreed any training would be most effective face to face at the Strategy Day.

7. Treasurer's Report

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

Nigel noted that as planned the surplus was running down and there had been some large expenditure on the AGM and CPD Day some of which would be recovered from suppliers and attendees.

He reported arrangements with The Workplace and Locum Link for PAYE were both working well and that he had set up a Purchase Order template to facilitate the payment of event sponsorship by suppliers.

8. Chair's Report

Alvaro would send an expression of interest survey to find out if there were enough practitioners interested in Glaucoma OSCE to help decide if it was worth setting up an event. ^v Andy reported he was investigating making spare places at Specsavers events available to non-Specsavers practitioners and would report on progress at the next meeting. It was agreed the LOC would be able to pay a fee for Gloucestershire practitioners to attend any such events.

At the last CPG meeting there had been a presentation from the Sight Loss Council which had been well received, the statistic that people with learning disabilities were 10 times more likely to suffer with reduced vision would be an important factor in the eyecare for special schools programme that had been announced.

Alvaro had met with Will Dean (Clinical Lead) and Anna Warner from the GHNHSFT and IP placements had been arranged for Poonam Odedra and Andy which was excellent news as this had been a problem for practitioners on the IP course in the past.

Alvaro had not had any updates on future funding as the system had changed, Laura Edwards would be leading on financing of higher qualifications. There was approximately £5k left in the pot, Adrian would pass on details of the practitioners who had expressed an interest following the AGM. ^{vi}

Alvaro reported that the bid for accelerated funding had been won by Bristol, the Community Ophthalmic Link had missed out and the ICS needed to find £180k by next April if COL was to continue. Alex Chalk and Richard Graham (MPs for Cheltenham and Gloucester) had proposed COL for the NHS awards and had arranged for a meeting with the relevant Undersecretary which would hopefully help with future finance.

Alvaro had been invited to a meeting regarding ocular naevi monitoring which would be an ideal use of the COL. He had also attended a successful Stakeholder event organised by Herefordshire LOC that had included commissioners, consultants etc and suggested something similar as a possibility in Gloucestershire to be considered by the Events team.

Finally, Alvaro noted there were some issues with cataract referral waiting times getting longer as referrals had increased and there was a risk to the current pre and post operative schemes and fees as the ICB might be looking to save money in these areas.

9. Events Update

Peter was planning a post AGM debrief, initially it was felt the meeting was a bit too long but he would share any learning points.

Peter noted that the Wellbeing online event had been arranged for the 2nd November and Sid would do some promotion via the social media channels. ^{vii}

Peter reported that arrangements for the CPD Day were pretty much all in place, there would be 5 presentations with 3 interactive points for Optoms and DOs for each and 11 exhibitors with 21 tickets sold so far. Adrian had sent a request regarding an exhibitor (Appendix 3) and it was agreed Adrian would invite Frank with a discounted rate of £250 in recognition of Frank's support for GlosLOC over the years.

The Events team had outlined responsibilities for committee members:

Overall	Peter & Amy
Marketing	Sid
Finance	Peter & Nigel
Registration	Carole & Nigel
Exhibition	David & Sid
Speakers	Ankur & Ian

Sid had some leaflets that he asked committee members to distribute, especially to Optoms and DOs at national chain practices. ^{viii}

10. Any Other Business

Carole asked if anyone had any information on the Cambridge Spectacle Company that were launching in Cheltenham, no one had any contact information though it might be a good idea for someone to introduce the LOC once they were open.

Possible dates for the Strategy Day were 4th, 11th or 12th of October and the Leonardo Hotel was suggested as a venue. Alvaro would send a Teams poll to ascertain the most favourable day. ^{ix}

11. Date of Next Meeting

Tuesday 15th August 7:00pm at The Workplace

The screenshot shows a user dashboard for 'The Workplace'. On the left is a navigation menu with items: 'My dashboard' (highlighted), 'Bookings', 'Products and services', 'Community', 'Perks and benefits', 'Support', and 'Settings'. The main content area is titled 'Hello Adrian,' and includes a sub-header 'This is what we have got for you today.' Below this are two summary cards: 'Unpaid invoices' (stating 'You have no unpaid invoices.') and 'Your tickets' (stating 'No event tickets yet!'). Underneath is a section for 'Upcoming bookings' featuring a card for 'The Bay Room - Star Lod...' with details for 'Meeting Rooms - Star Lodge' and 'Star Lodge', a start time of '15 Aug 2023 19:00', an end time of '15 Aug 2023 21:00', and a 'Confirmed' status.

W The Workplace

My dashboard

- Bookings
- Products and services
- Community
- Perks and benefits
- Support
- Settings

Hello Adrian,

This is what we have got for you today.

Unpaid invoices >

You have no unpaid invoices.

Your tickets >

No event tickets yet!

Upcoming bookings

The Bay Room - Star Lod... ..

Meeting Rooms - Star Lodge Star Lodge

Start Time 15 Aug 2023 19:00 End Time 15 Aug 2023 21:00

Confirmed

Action Points

i.	Distribute & sign LOCSU Conflicts of Interest Guidance	Alvaro/All
ii	Outline agenda for Strategy Day	Adrian
iii	Outline agenda for August committee meeting	Adrian
iv	Contact details for MS365 consultancy	Peter/Adrian
v	Glaucoma OSCE expression of interest survey	Alvaro
vi	Practitioners interested in Higher Qualifications to Alvaro	Adrian
vii	Promote Wellbeing event	Sid
viii	CPD Day leaflet distribution	All
ix	Strategy Day date poll	Alvaro

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TREASURERS ACCOUNT 30-95-72 02256279 [View IBAN and BIC](#)
 COUNTY & CITY OF GLOS OPTICAL COMM

£ 55,484.23 Current balance

£55,484.23 Available funds [?](#)

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Gloucestershire LOC	Treasurers Account		
Year 2023-2024			Year 2023-2024
INCOME	Item		INCOME
	Opening Balance at 01/04/22	£	63,373.91
	Voluntary Levy Payments	£	-
	Statutory Levy	£	4,726.51
	Bank interest and Refunds	£	-
	Eventbrite	£	414.46
	TOTAL INCOME		£ 5,140.97
EXPENDITURE			EXPENDITURE
	Chairperson's Time Expended	£	912.00
	Secretary's Time Expended	£	708.00
	Treasurer's Time Expended	£	1,080.00
	Attendance Allowances Committee	£	1,350.00
	Travel	£	181.09
	Committee Expenses	£	2,548.00
	Room Hire	£	3,976.00
	LOC Clinical Lectures Support	£	-
	Website costs	£	503.56
	HMRC PAYE Deductions	£	1,672.00
	Voluntary Levy	£	-
	LOCSU Payments	£	-
	Other costs	£	100.00
	Benevolent Fund Donation	£	-
	TOTAL EXPENDITURE		£ 13,030.65
	INCOME SURPLUS/ (DEFICIT)		-£7,889.68
	Total	£	55,484.23
	BANK STATEMENT AT	£	55,484.23

MS365

Following the chat on Teams regarding difficulties using MS365 and the excellent suggestion of some external support, I haven't been able to track down any consultancy or training locally, I did ask Peter on the chat, would anyone else have any contacts for something like this at all?

In the meantime, I have done a little more research my suggestions are:

Work on Teams as this seems to be aimed more at organisations like the LOC, a relatively small remote working team. Hopefully everything can be accessed from the Teams Mobile App (I've only had feedback from Ankur on the chat regarding whether this works) and it seems all documents etc can be linked link to SharePoint and OneDrive anyway which should make everything available on all platforms if preferred.

I have hopefully added a Committee channel to the Meetings Team with a folder in the Files with the agenda for the next meeting along with all the previous minutes etc, please advise can this be accessed by everyone?

It is apparently possible to have a shared Teams calendar for that can have all links for committee and other meetings accessible to all Committee members to replace the Datebook site.

A Newsletter Team will potentially work quite well as any suggestions for GlosLOC Newsletter items can be posted in the General Channel Chat and copies of the various publications can be saved in a Document Library.

I have not spent too much time on this as I don't want inappropriately use resources if the LOC will not be continuing with MS365, though I'm not sure what any viable alternatives might be, as far as I recall following Ian's investigation the option of using the Google platform was not as attractive? I can dig up the relevant minutes if required.

Adrian

28/06/23

LOC CPD Day possible exhibitor

As some of you will know I worked for Frank Norville for many years, and he has recently reached out to me for some assistance with his new venture and I would like to help if I possibly can.

As you may be aware from WhatsApp, Frank has opened a small workshop in Gloucester as Ellivron Optical specialising in Trivex and Drivewear along with some creative solutions for occupational specs. He can also offer a while you wait service for cef etc. and from the chat I am guessing there is some demand for a local lab?

<https://www.ellivronoptical.co.uk/>

I appreciate the LOC remit is to support Optical Practices and Practitioners in Gloucestershire, but Frank has always been long-standing champion of the industry - the longer serving committee members will recall Frank very kindly allowed us the use of St Aldate Chambers meeting room at no charge for many years, especially during the austere years in the first decade of the century when committee funds were not so buoyant.

I wondered if, as a 'thank-you' for his support over the years, there would be a possibility of Ellivron having a small stand at the CPD day to promote their services and, if so, what sort of financial contribution might be required? I haven't discussed the event with Frank yet and he may not be interested of course but I wanted to make sure there would be an opportunity before I speak to him.

I will, of course, understand if the view is this would not be appropriate.

Thank you for your consideration.

Adrian

28/06/23