

Minutes of LOC meeting Tuesday 15th August 2023

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

Andy Partridge and Riz Choonara joined via Teams.

Guest: Andy Byrne, LOCSU Advancement Lead.

1. Apologies

There were no apologies.

2. Declarations of conflicts of interest

There were no new declarations of conflicts of interest.

3. Minutes of last meeting

The minutes of the July Committee meeting were approved.

4. Matters Arising and Action Points

Action Points from last meeting

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

- i. Adrian had not received signed Declarations of Conflicts of Interest from:
Riz
Nigel
Andy

5. Sub-Committees

The membership of 4 sub-committees reporting back to the full committee as Amy had suggested were agreed as:

- Clinical – Alvaro, Amy, Andy & Ankur
- Financial – Nigel, Peter & Sid
- Events – Carole, Dave, Nigel, Peter & Sid
- Comms/IT – Adrian, Ian, Sid & Tom

Amy felt each group should be able to spend an agreed amount without having to refer to the full committee. Alvaro suggested setting a budget for each group and the committee overall, it was

agreed Adrian would add this to the Strategy Day agenda. ⁱ Adrian would collate and distribute all sub-committee notes prior to full committee meetings.

Riz did not have a role but was experiencing some difficulties with the Teams link so Amy would contact Riz directly to discuss the situation. ⁱⁱ

6. Treasurer's Report

See Appendix 1 for the current statement. Nigel reported that the committee was running at a deficit as planned and noted that there were some large amounts due, notably the CPD Day final invoice, though this would be offset by income from the sponsors and ticket sales.

Some potential issues with PCSE making payments to the wrong LOC had been reported and Nigel would be monitoring the situation. Nigel would also investigate a higher interest account for the committee funds as this may now be worthwhile as interest rates had risen. ⁱⁱⁱ

Nigel needed set up PAYE accounts for Andy P & Tom. ^{iv}

7. Chair's Update

The Chair's e-mail had been set up and was working, Ian would remove Alvaro from the cc so all e-mails to chair@ would go directly to Amy.

Amy reported that she had arranged to meet with Kerry O'Hara before the next CPG meeting to introduce herself.

Amy had also signed a Memorandum of Understanding for the current Enhanced Services from a historic omission when Gloucestershire PEC had moved over to PES.

Alvaro had discussed a discharge issue with Tetbury Hospital, Ankur confirmed that in future all cataract patients from Tetbury would be discharged via Opera. Dave asked if Tewkesbury hospital were doing the same and Ankur confirmed they were.

8. PES Update

Ankur had met with Graham Mennie, see Appendix 2 for a precis that had been shared on Teams.

Ankur felt there would be a case for OCT scans to be embedded into glaucoma monitoring with an uplift in fees and a Community AMD monitoring scheme for patients who were not going to receive any treatment. Amy noted Herefordshire had something along these lines in place.

9. Events Update

Peter reported that the venue had been visited, a confirmation e-mail had been sent to the 15 exhibitors and the agenda had been finalised. Access would be available from 7:30am to allow exhibitors to set up by 8:30 when delegates would start to arrive with a prompt 9:00am start.

41 tickets had been sold so far but the team would like more attendees and Peter asked all committee members to encourage any practitioners not already signed up to attend. Sid had set the target of an extra two tickets each.

Nigel noted that neighbouring LOCs had been contacted and suggested reaching out to pre-reg Optoms and SDOs, while they would not require the CPD points it would be a good learning and networking opportunity.

Sid was to organise a promotional video for the event^v and it was agreed some presentations for recently achieved certificates would be a good idea on the day.

It was agreed to pay for food for 100 people to cover delegates, presenters and exhibitors, the number could be increased nearer the time if necessary.

Ankur would share the list of delegates from Eventbrite to check if anyone who had expressed an interest could be chased up if they hadn't signed up.^{vi}

10. MS365 Update

See Appendix 3 for Adrian's pre meeting notes. Adrian & Ian didn't feel the NetMonkey proposition would be cost effective.

Ankur felt that MS365 was important to help the Committee appear more business-like, and Teams especially was widely used in NHSE. Andy B would check whether LOCSU might be able to provide some support, but Alvaro thought Gloucestershire were ahead of many LOCs in adopting the system.

It was agreed Ian and Adrian would complete some training and share their findings with a possible knowledge sharing session at the Strategy Day.^{vii}

11. Business Case for OCT with referrals

Alvaro noted that while Gloucestershire was doing well with enhanced services compared to some areas there would be opportunities to expand further, and he wondered if there was a way of utilising OCTs in Community practices to generate images for use in secondary care?

Alvaro reported that Lydia Chang had visited GHNHSFT who was very focussed on Primary Care (see Appendix 4 for Meeting Notes), and it had been noted that the Trust was under pressure with long waiting lists and there was a possibility to expand services involving clinical input and imaging.

Andy B warned it would be critical to work closely with Secondary Care to address concerns consultants might have, notably around Clinical Governance. He also suggested that using reducing patient travelling by utilising local practices could be helpful for any Sustainability targets.

Ankur noted that there would a procurement process would be required, and Andy suggested the LOC could work directly with commissioners to develop new enhanced services.

Alvaro had discussed the situation with Zoe Richmond to see if there might be funds available from Optometry First, Zoe had advised there would not be. Andy P commented that while Optometry First was having some issues with engagement with practices the initiative was moving in the right direction.

Andy B noted that Trusts were not required to report on follow-up waiting lists which were very long and thought there was an opportunity for Optometry to get involved and Alvaro felt Gloucestershire was in an ideal position to demonstrate how well Optometry First could work. It was agreed the discussion would be continued by the Clinical Sub-Committee.^{viii}

12. Pachymeter Funding

Riz wondered if referrals could be reduced if pachymetry was included in the process, he had considered purchasing an instrument, but the cost was around £2k so Riz asked of any funding might be available? Ankur noted that pachymetry is not generally part of Glaucoma Repeat Reading schemes and Amy suggested they might not be very relevant as there was a wide variation in corneal

thicknesses. It was also noted that some OCTs and Autorefractors have a pachymetry function. Ankur would investigate further but felt that there it would not be very likely pachymetry would be added to the Repeat Reading scheme. ^{ix}

13. NOC Attendance

Ankur would be attending with PES, Alvaro with LOCSU and Tom had registered for the extra LOCSU place for new committee members but had not received confirmation as yet. GlosLOC had one funded place and it was agreed the cost of one extra place would be covered from Committee funds and Andy P and Peter would attend, with Sid deferring to 2024. The attendees would liaise to organise travel arrangements.

14. Any Other Business

The Strategy Day was confirmed as Wednesday 11th October, the events team would book a venue, The Leonardo. ^x

Andy P reported there was a possibility that Specsavers WOPEC events could be open to non-Specsavers Optometrists and asked if there was a list of Lead and General Assessors in the region. Ankur would confirm the names via e-mail. ^{xi}

Alvaro noted there were currently two Optometrists interested in OSCES and it would be easier for the LOC to fund places at another event, it would be problematic to organise a session for just a couple of people.

Alvaro confirmed that IP placements had been arranged for Poonam and Andy P at Gloucester and Cheltenham, but the ICB had not paid the Trust from the Higher Education funding pot as yet. There were also two more candidates looking for IP Placements that he would be working on.

Ian requested a picture and short biography from the new committee members to be included on the website. ^{xii}

Adrian had suggested a DO WhatsApp group, but it was pointed out that it would be better to include any dispensing queries in the main chat for the benefit of all practitioners. Adrian would work on updating the DO contact list. ^{xiii}

It was agreed better hardware would be required for future hybrid meetings, Adrian would e-mail The Workplace to see if there was anything available and Sid would investigate options up to £200 ^{xiv}

15. Date of Next Meeting

Wednesday 11th October 9:00am provisionally at The Leonardo.

Actions

i.	Add budgets to Strategy Day agenda	Adrian
ii	Contact Riz to discuss sub-committee role	Amy
iii	Investigate higher interest account	Nigel
iv	PAYE accounts for Andy & Tom	Nigel
v	CPD Day promotional video	Sid
vi	Share delegates list from Eventbrite	Ankur
vii	MS365 Training/Development	Adrian/Ian
viii	Optometry First discussions	Clinical
ix	Pachymetry and Repeat Readings Scheme	Ankur
x	Book Strategy Day venue	Events
xi	WOPEC Assessors details to Andy P	Ankur
xii	Pictures & biography for website	Andy & Tom
xiii	Update DO contact list	Adrian
xiv	Hybrid meeting hardware	Adrian/Sid

Abbreviations

CPD	Continuing Professional Development
CPG	Clinical Programme Group
GHNHSFT	Gloucestershire Hospitals NHS Foundation Trust
GIRFT	Getting it Right First Time
ICS	Integrated Care System
IP	Independent Prescriber
LOCSU	Local Optical Committee Support Unit
OCT	Optical Coherence Tomography
OSCE	Objective Structured Clinical Examination
PAYE	Pay As You Earn
PCSE	Primary Care Support England
PEC	Primary Eyecare Company
PES	Primary Eyecare Services Ltd

People

Lydia Chang	GIRFT	
Kerry O'Hara	ICS	Associate Director - Transformation & Service Redesign
Graham Mennie		CPG Chair
Zoe Richmond	LOCSU	Clinical Lead

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	£	6,275.60
	Sponsor Payments	£	300.00
	Eventbrite	£	828.92
	TOTAL INCOME		£ 7,404.52
EXPENDITURE			EXPENDITURE
	Chairperson's Time Expended	£	1,344.00
	Secretary's Time Expended	£	1,188.00
	Treasurer's Time Expended	£	1,606.00
	Attendance Allowances Committee	£	1,494.00
	Travel	£	181.09
	Committee Expenses	£	3,472.00
	Room Hire	£	4,208.25
	LOC Clinical Lectures Support	£	-
	Website costs	£	595.34
	HMRC PAYE Deductions	£	2,287.00
	Voluntary Levy	£	-
	LOCSU Payments	£	-
	Other costs	£	100.00
	Benevolent Fund Donation	£	-
	TOTAL EXPENDITURE		£ 16,475.68
	INCOME SURPLUS/ (DEFICIT)		-£9,071.16
	Total		£ 54,302.75
	BANK STATEMENT AT 08/08		£ 54,302.75

Graham Mennie has asked me for an informal chat about "The Eye Health CPG is looking at further extended roles for Optoms in Gloucestershire in addition to GOS work" will report back but wanted the rest of the LOC to be aware.

Just had this meeting; for everyone's information. This is being driven by Ophthalmology long waits for out-patients. Apparently, Community Optometry has helped in Bristol, so I am reaching out to Amy (my PES counterpart there) to get some info. Likely to need to go out to procurement (depending on size of contract). Next stage will be meeting with ICB, Trust, PES and ideally someone from LOC (that isn't me as I will be representing PES). Emily has already spoken to Graham about

Naevus monitoring pathway. However, the pathways that will likely have biggest impact will be around glaucoma monitoring and Wet AMD.

Ankur Teams Message
10/08/23

APPENDIX 3

MS365

Ian and I met with Adam Aitkin of NetMonkeys:

Hi Ian and Peter,

Following our call yesterday please see costings below for a day onsite training- the time required is currently unknown, NetMonkeys recommendation would be to bill on a time and material basis.

The quotation is for a full days work- with the work involved being as follows.

- Assistance with setting up Microsoft Teams
- Plus training

NetMonkeys day rate is £750.

If you are happy to proceed, please let me know and I can look to book in for you. If you have any questions just let me know.

Kind Regards

Adam Aitken
Account Manager

Ian feels the day rate is appropriate for this type of work.

During the discussion it transpires that using Teams is probably the best option for an organisation like the LOC as I suggested in my notes for the July meeting. NetMonkeys can provide support for the setting up process (they seemed to suggest I have been working along the right lines so far) and would need to send someone from Manchester for the training which would need to be charged as a day even if the training is only an hour or so.

I would therefore estimate 2 days in total, so £1500 plus VAT. There would also potentially travelling expenses for the training to be added on.

While it was agreed some external advice and guidance is a good idea does this seem expensive? As a possible alternative there are various on-line training modules, might it be worth everyone trying these and then have a 'peer discussion' session at the Strategy Day to help each other? This worked very well previously when Dropbox was first used.

<https://support.microsoft.com/en-us/office/microsoft-teams-video-training>

Additionally, Ian has found some Microsoft Teams Admin training modules which would be free (though the time spent on it by committee members would be chargeable, of course) which he and A N Other (I'd be happy to do it if no one else wants to take it on) will undertake to try to ensure the LOC MS365 account runs as smoothly as possible.

[Admin training resources - Microsoft Teams | Microsoft Learn](#)

Adrian
09/07/2023

APPENDIX 4

[GIRFT Meeting Notes - Gateway Review 2023 08 07](#)