

Minutes of LOC meeting Tuesday 21st May 2024

Present: Alvaro Borges, Riz Choonara, Amy Clarke, Tom Gacek, Peter Greedy, Nigel Harris, Dave Jeavons, Carole Jenkin, Sid Maher and Ian Shapcott.

Andy Partridge and Ankur Trivedi joined via Teams.

1. Apologies

Apologies had been received from Adrian Street.

2. Declarations of conflicts of interest

There were no new declarations of conflicts of interest.

3. Minutes of last meeting

The minutes of the last Committee meeting were approved.

4. Matters Arising and Action Points

Meetings since 19th March 2024 Committee Meeting

Date	Meeting	Attendees (external)	Notes
25/03/24	LOCSU Model Constitution Consultation	Ian	
15/04/24	Comms Group		Appendix 1
16/04/24	PCG Meeting	Adrian	Appendix 2
22/04/24	NHSSWCCH Liaison Meeting	Adrian	Appendix 3
01/05/24	Events Group		Appendix 4
07/05/24	Clinical Group		Appendix 5

Action Points from last meeting:

i.	Review ECLO referral and promote Low Vision Service	Ongoing
ii	CPD points and cost of FB workshop	Ongoing
iii	Investigate Primary Care Group with stakeholders	Ongoing
iv	Expenditure forecast	Completed
v	Review proposed revised model constitution	Completed
vi	VMT referrals	Ongoing
vii	Confirm Low Vision service practices	Completed
viii	CPD day topics	Ongoing/Completed?

- i. Comms Group to review current ECLO referral form. Sid's new up-to-date list for the Low Vision service is now ready for distribution on website and inclusion in Newsletter.ⁱ
- ii. Andy has contacted Sacha from WOPEC but has not yet received a response. He will chase.ⁱⁱ
- iii. Adrian to give update at next Committee meeting.ⁱⁱⁱ
- vi. Mr Kaintatzis (VR consultant) has produced a document for Guidance on VMT referrals. Amy is awaiting confirmation from the other VR consultants that they are happy for this to be shared countywide.^{iv}
- viii. Peter feels the CPD day programme is already close to full so this input may not be necessary.

5. Chair's Update

Amy has been contacted by Emily Fletcher (Medical Retina Consultant) as the Trust has many Low Vision patients requiring a domiciliary service. Sid will share the new list of providers with Amy to pass on to Miss Fletcher.^v The two domiciliary providers registered on the scheme are Sid and Sanjay Goel.

The ICB have asked how many practices may be interested in offering a hypertension screening service as they intend to apply for funding for a pilot scheme. Deadlines are tight (May 24th) so Ian has circulated an Expression of Interest form to the community and will let Amy have the results by end of Wednesday 22nd May. As of 21st May 14 practices have indicated interest.

Concerning the Triage line issues, Amy reported that the contact that she has been dealing with has left her post. Alvaro has an opportunity to feedback directly to Will Dean as they now work together at times. Alvaro, Tom and Ankur suggested creating a feedback form to obtain accurate data about the quality of the service rather than relying on anecdotal evidence but it was noted that this would require LOC resources to collate the data before feeding back to the hospital.

Some new dry eye guidelines were presented at the CPG meeting, produced by pharmacists and ophthalmologists. The primary driver for this is reducing the GP budget and Amy fears that an increase in referrals to secondary care will result. Ian will replace the existing guidelines on the website with the new version.^{vi}

There is slow progress on Newmedica discharging untreated ocular hypertensive patients to the community scheme. Numbers are now known and have been sent to the ICS to try to get approval. No response as yet.

The ICS have a new primary care strategy that will mention pharmacy, optometry and dentistry. Alvaro has provided the LOC's contribution.

6. Revised Model Constitution Draft

The deadline to complete the LOCSU feedback questionnaire has been extended to May 31st. Ian has reviewed the proposed new Core Constitution and advises that there is little that requires detailed discussion as it primarily lays out the basic principles by which an LOC must be run and is straightforward.

The only point needing clarification concerns the indication that the accounts must be audited by an accountant. The committee accept that this is best practice. However, after discussion it was decided that a suggestion should be made in the feedback questionnaire that this clause be moved from the Core Constitution to the Schedules. This would allow the matter to be debated by the county's contractors before adoption. The committee are likely to strongly advocate the best practice approach but it is felt preferable to make this decision after discussion with the contractors rather than it being rigidly imposed without consultation.

Ian will complete the feedback questionnaire accordingly before the May 31st deadline.^{vii}

7. PES Update

Ankur is in the process of arranging a meeting with PES colleagues to discuss Opera support for the potential in-practice hypertension screening service.

There have been some issues with Opera log-ins but it seems that this may be confined to one particular user. Ankur enquired if any committee members have had, or have heard of others having, problems and they have not.

8. Communications Group

Tom has shared a Rules & Guidelines document to help formalise administration of the Community WhatsApp groups. Any comments, suggestions for amendment from committee members are welcome.^{viii}

Production of the Newsletter has passed from Alvaro to the Comms Group. There is a draft Newsletter ready to be distributed once there is clarification around funding for Higher Qualifications. Amy and Alvaro confirmed that there will be no more funding going forward. There may be a small residual sum remaining which, if so, could be used towards a general CPD offering such as a foreign body workshop, rather than be given to individuals. Ian will complete the Newsletter for distribution.^{ix}

For the future, the Comms group will work on a more controlled approach to creation of the Newsletter with defined roles and more structured procedures for content collection.^x

8.1 Divide County for Practice Visits

Sid outlined the Comms group's plan for practice visits based on the county map produced by Adrian. Alvaro cautioned that this sort of approach may not be an effective use of resources unless well planned – 'cold-calling' is unlikely to work. It was suggested that there should be a mention at the AGM that this would be part of our approach going forward. Sid will reach out to each committee member individually to see how much time they are prepared to commit to this and in what locations.^{xi} Ideally visits in the run up to the CPD day would be valuable and by this time business cards will have been produced with QR codes for both the website and the new referral pathways document in development by the Clinical team.

9. Events & CPD Group

Peter briefly reported on the successful Quiz Night which was well supported and raised £160 for VCHP. A social event for the summer is being planned.

The Leonardo Hotel has been booked for the AGM. Nikon will be the main sponsor and will cover the cost of the room hire. Spamedica will also attend as a second sponsor. Peter has set up the registration form and the Comms team will now promote on WhatsApp, email and website.

The CPD day will be 2nd October, once again at Kingsholm. Peter will value any ideas for sponsors or speakers although the input from the Clinical group may not now be necessary as the programme is already close to full. Suggestions from the committee included Richard Edwards (OCCS) by Ankur, Kam Balaggan (VR consultant) by Riz and Matt Roney (IP Optom) by Andy. Peter has a Leadership talk already prepared about which Ankur has received excellent feedback. Nigel mentioned that the day could be a good opportunity for colleagues to 'buddy up' to do their CPD reflection exercise as this will be necessary at some stage between July and the end of the year.

This year, in addition to five CPD talks there will be two breakout rooms to do 'sign-up' mini-workshops, probably foreign body removal and one other. It was noted that the number of places that can be offered for a FB workshop will depend upon the number of slit lamps available and so sourcing these from sponsors is a priority before the number of places offered can be confirmed.^{xii}

10. Finance Group

10.1 Treasurer's Report

See Appendix 6 for the Account Balance

Nigel shared his forecast for the 2024-25 accounts. The increased level of committee activity over the past year has contributed to a deficit of approx. £24K over 2023-24. This has eroded the surplus that built up during the pandemic and the forecast shows that the increase in levy to 1.5% enacted since January will not be sufficient to maintain parity with expenses. An increase to 2% (1.5% to LOC without LOCSU's 0.5%) is forecast to bring income/expenses very close to balance.

Accordingly, Nigel's recommendation is to propose an increase in the levy to 2% at the AGM. If this does not occur committee activities will need to be scaled back.

Nigel apologised that an error slipped through in committee expenses for February 2024 such that the payments made did not correlate with the claims (no member has queried this). Small amounts are involved and it will be corrected in this financial year. It was confirmed that the P60's are correct as issued for the actual payments made. The committee reassured Nigel but it was suggested that delegation to another member of the Finance team (Peter/Sid) to have a look over the accounts at times would be valuable.

11. Any Other Business

Sid requested the committee complete a short questionnaire about the Quiz Night to feed into an essay he is completing for the LOCSU Leadership course. All agreed.

Alvaro reported that there is a meeting for LOC Chairs and Vice-Chairs in London next month. Amy will not be able to attend.

There will be a Regional Optometric Conference (South West) in November and full NOC next April/May. Nigel will need to be aware for budgeting purposes. It was Peter's proposal that the committee send more members to the NOC than previously because of the value it can add.

Riz expressed the disappointment of the whole committee that the dry eye document has been produced with no consultation with optometry and no opportunity for discussion. Alvaro suggested that the lack of optometry involvement should be flagged and added as an agenda item for the next CPG meeting.

Amy is unable to attend the regional LOC Zoom meeting on May 29th. Sid agreed to join and will liaise with Alvaro beforehand for background.

Carole has decided to stand down from the committee after the AGM. Alvaro expressed the whole committee's appreciation for her contribution.

12. Date of Next Meeting

Tuesday 11th June 2024 AGM. Leonardo Hotel from 6pm

Action Points

i.	Review ECLO referral and promote Low Vision Service	Comms
ii	CPD points and cost of FB workshop	Andy
iii	Investigate Primary Care Group with stakeholders	Adrian
iv	VMT referrals	Amy
v	Share LV providers list with Amy	Sid
vi	Upload new Dry Eye Guidelines to website	Ian
vii	Complete Core Constitution Consultation Feedback	Ian
viii	Review new WhatsApp Rules document and feedback to Comms	All
ix	Complete May Newsletter and distribute countywide	Ian
x	Devise more structured approach to Newsletter creation	Comms
xi	Ascertain individual member's availability for practice visits	Sid/Comms
xii	Source slit lamp supply (and sponsorship) for CPD day	Peter/Events

Abbreviations

ECLO	Eye Care Liaison Officer
WOPEC	Wales Optometry Postgraduate Education Centre
VMT	Vitreo-Macular Traction
ICB	Integrated Care Board
CPG	Clinical Programme Group
ICS	Integrated Care System
LOCSU	Local Optical Committee Support Unit
OCCS	Optical Consumer Complaints Service
VR	Vitreo-retinal
IP	Independent Prescriber
ROC	Regional Optometric Conference
NOC	National Optometric Conference

NHSSWCCH (Optometry SW)/LOC Liaison Meeting Notes 22nd April 2024

Present: Nikki Holmes, Michelle Toy, Jenny Collins, Sarah Lillington, Charles Bill, Max Holford, John Hopcroft, Adrian Street & Ali Yasen

- Practices had been selected for QiO visits, Gloucestershire is scheduled for June visits and letters would be sent out this week.
- Michelle would also share an overview of the QiO responses with Contractors and LOCs.
- There was a reminder about the language and translation service included BSL and that there was currently no charge to practices. LOC members who had used the service reported it was effective and easy to use.
- Charles & Max noted again there were a lot of issues with Devon ICB, especially around Patient Choice and mentioned there didn't seem to be any NHSE guidance in place. After extended discussion Nikki agreed investigate further.
- Following on from the last meeting the absence of a LEHN had been highlighted to the SW Primary Care Operational Group. The situation was being considered and further feedback would be available at the next meeting.
- Also from the last meeting, Michelle would be sharing some guidance around claiming a GOS1 for a recheck and second opinions.

Notes from Primary Care Group Meeting 16th April 2024

Present – Adrian Street, Nic Wright (Glos LMC) & Rebecca Myers (Community Pharmacy Glos)

Apologies – Leo O'Hara (Glos LDC)

Nic & Rebecca were aware of CUES (though Nic was still thinking of it as 'flashes & floaters') but there wasn't generally much awareness around the other Enhanced Services or COL.

I've not checked – do we have a summary of the services & COL anywhere? If not, I'll put something together for the next Committee meeting.

Also, is there any update on the possible revised CUES agreement (again I've not done a search!)?

Rebecca explained Pharmacy First which I had no knowledge of! Optometrists can refer into the pathway and would send some information. Rebecca asked how Optoms would deal with Ophthalmic Shingles?

Can anyone help with the shingles question please?

Nic reported that the new GP Contract had been widely rejected. Unlike Optometry the GPs were considering various forms of industrial action! The Out of Hours contract was also in the process of being procured.

Nic thought she had heard that a more formal Primary Care Board had been mentioned somewhere by the ICB.

If this is correct, we need to make sure we are involved.

Regularity of meetings was considered and quarterly was agreed unless there was anything that required strategic collaboration in the meantime.

Other organisations to invite were discussed, it was agreed to keep to the four organisations for now but invite all Officers to the next meeting.

DONM – Wednesday 10th July 2024 9:30am at LMC Office, 10 Westgate House.

Notes from GlosLOC Communications Group meeting held 15th April 2024

Present: **Adrian**, **Ian**, **Sid** & **Tom**

Agenda

1. Updates from last meeting
2. Practice visits
3. WhatsApp
4. Newsletter
5. LV Update/ECLO referral

1. Completed actions:

Share Vis, Mis & Values video on social media feeds and update LinkedIn profile.

Investigate map for regions.

Get web-site usage statistics.

Talk to Clare to leave group to remove admin status and then re-join as member.

Investigate instructional videos for Sway to add to resources.

Share World Optometry Day/Week on social media feeds.

Ongoing actions:

Review WhatsApp rules to include something regarding repetitive topics.

Low Vision page needs to be updated with contact details of practitioners providing the new service.

2. Sid would distribute a list of practices in advance of the next committee meeting for committee members to offer to visit practices.

The Group need to develop a brief and material for practice visits so that the message is as consistent as possible.

Adrian would put something together for consideration.

Tom suggested including something in the newsletter so that practices were aware that the visits would be taking place.

Also, might it be better for someone who doesn't already have a relationship with the practice to visit?

3. Tom had investigated the various WhatsApp options, but the free versions did not allow control of the times people can post.

It was agreed a paid version was not appropriate.

Sid suggested the possibility of 'pinning' some guidelines to the top of the chat. Tom suggested including a message to say something along the lines of 'don't expect a reply from a Committee member between the hours of....'

Also, the message could include a suggestion that it is possible to mute the chat and also that members might like to take some conversations into a private conversation.

Sid also felt that there should be a clear route for anyone to raise concerns about the content of the chat, e-mail secretary@glosloc.co.uk and Adrian would share with relevant committee members as required.

Tom would investigate an update of the rules and the wording for a possible pinned message.

4. Sid would clarify the position on the Sway newsletter with Alvaro, a quarterly newsletter is overdue as the last one was December.

Ian would review the Sway training material.

5. Sid had almost completed the LV update and would liaise with Ian to update the website. Adrian would chase Nicola for the ECLO referral and guidelines.

DONM – 3rd June - TBC

Events Team Meeting 1st May 2024

Minutes:

1. Pub Quiz event review: Thursday 11th April.
 - Venue worked well, people happy with food and staff. Location difficult for some.
 - Microphone and speaker worked well and will be useful for future events.
 - People are siloed by practice team. This has pros a cons.
 - Good for the practice team
 - Not so good for inter practice networking.
 - LOC team to be aware to mingle and introduce themselves.
 - Important to keep sponsorship low key for these events.
 - That said, NM will have spent circa £700 for food
 - Evening raised £140 or VCHP - £70 per team and this was doubled by NM!
 - Suggestion of an interactive section/question in the quiz that requires people to move around and therefore mingle more.
 - Ideas for next networking event
 - Skittles – consider Summertime event.
 - **SM TO CHECK PUB VENUE IN LECKHAMPTON.**
2. AGM Planning. June 11th.
 - Venue update – Leonardo Hotel – currently booked for 40, capacity 80.
 - Room hire: £495. £18.50/person food charge – 5 item buffet. **CJ point of contact.**
 - Timings:
 - i.6 (refreshments available) for 6.30 - food to be served.
 - ii.AGM 7-7.30. Amy, Nigel, and Adrian. To include recognition of all colleagues who have completed higher qualifications sponsored by LOC. **NH to coordinate with officers to ensure this is in order.**
 - iii.7.30-7.45 Loo break.
 - iv.CPD from 7.45-8.45.
 - v.8.45 wrap up and close.
 - Sponsorship:
 - i.Nikon. Covering cost of venue hire. CPD – Recommendation and communication: reducing the risk of no tolerance. (3 interactive points and peer review accredited). **CJ point of contact.**
 - ii.Second sponsor: Spamedica paying £300 to have a table at the event. No merchandising allowed other than just on display table. **PG point of contact.**
 - Registration process:
 - i.Name. Email. GOC number. Food preferences.
 - ii.Use Microsoft Forms for registration Process. **PG to set up.**
3. CPD Day
 - Date – 2nd October booked.
 - Venue – Main room plus 2 breakout rooms. **CJ primary contact with Kingsholm.**
 - Sponsors/Exhibitors : Focus on what's new and exciting to optics.
 - i.Essilor, Hoya, Newmedica, Nikon (inc. Optos), Scope, Spamedica, Spectrum Thea, Topcon, Zeiss, The Body Doctor, Alcon, Coopervision (and No7), Scotlens, Deepcove, Birmingham Optical, Grafton Optical, Bondeye, Wolf.
 - Speakers/Talks: **Looking for input from CLINIC TEAM HERE ALSO!**

- i. Ophthalmologist – From New Medica this year – GLAUCOM THEME.
 - ii. Zeiss – now available for LOC support. **PG to follow up.**
 - iii. Dry eye – Body Doctor, Scope, Thea?
 - iv. Contact lens company? Ortho K – Scotlens or Cooper.
 - v. AI talk?
 - vi. Diagnostics. Optos or other wide field imaging.
 - vii. Non-Clinical – PG could do workshop on leadership or communication.
 - viii. Breakouts:
 - 1. Foreign Body workshop?
 - 2. Therapeutics workshop for (IP Point?)
 - ix. Facilitated workshop on reflective statements or some guidance?
 - Finances:
 - i. Sponsors - £600 for whole day exhibition. 15 spaces = £9000.
 - 1. Extra potential to have a sponsor for each breakout room?
 - ii. Delegates - £45pp with early bird price of £35 (same as last year). 70 delegates will generate another circa £2500.
 - Registration via Eventbrite. Worked well last year.
 - Charity – not discussed.
 - Other considerations: NA.
4. Date of next meeting: TBD at next Committee meeting on May 21.

Clinical Group – Minutes

Meeting 7th May 2024 7:00pm – via Teams

In attendance:

Alvaro Borges, Amy Clarke, Ankur Trivedi, Andy Partridge, Riz Choonara

Agenda items discussed:

Action log - Update
Triage line
HEE funding
Dave Jevons - HES referral rejection
Referrals flowchart - Update
Primary care Strategy Glos – Kerry email
AOB

Minutes

Triage line

Discussion on the current delays for the Eye casualty triage line. General feedback was that service has improved since the last update to the initial menu options.

Despite this there has been some negative feedback from the community especially on the LOC Community WhatsApp group.

There was some uncertainty about how representative of the quality of service this anecdotal evidence is.

It was agreed to set up either an LOC email to gather this feedback or a Teams survey form to gather further feedback and evidence.

If the feedback shows still significant delays and poor quality of service, this would support escalating the concerns with the ICS.

Action:

Set up an email inbox or feedback form. Alvaro volunteered to set it up and share with the group before it is shared with the Comms group for wider circulation.

HEE funding

Laura emailed recently Ankur, about her leaving her post.

She also communicated no future access to HEE funding for the financial year 2024/2025

Ankur raised how Worcs and Derbyshire still receive this.

Having said that Glos was the only ICS in the SW to receive funding for high qualifications

Action: Amy to email Megan and seek clarification on HEE funding underspent approx 5k? Could this be spent for the year 2024/2025

Dave Jevons – HES referral rejection

General discussion about the clinical appropriateness of the referral rejection recently experience by fellow LOC committee member Dave Jevons.

Quite some complexity about the referral criteria and patient details. It appears to be an isolated episode

Action: Ankur to discuss with Dave Jevons Post op CMO rejected referral

Referrals flowchart – Update

A referral flowchart was created by the clinical group. Overall group was pleased with it and that it reflects and supports the local referral pathways and referral timescales.

There was still a need to further update it before this is shared with the Comms group for further editing and publishing on the website

Action: Alvaro to edit and share with the group

[Drawing.vsd](#)

Primary care Strategy – Gloucestershire

The LOC was recently approached by the ICS commissioner Kerry O'Hara to contribute towards the ICS Primary care Strategy. While the current ICS strategy document is heavily dominated by GP primary care practice, it was welcomed the ICS request for input.

Alvaro drafted a reply which was circulated with the group for input.

The deadline for submission is the 14th May

It was also discussed how a pilot CVD (Cardio vascular disease) service could be shared with ICS leads soon for an expression of interest in this new clinical pathway. While details are still lacking Riz has received a similar pilot documentation and fees ranged between £15 for HBP and £45 for AF detection

[Support by Gloucestershire primary care optometry.docx](#)

Action: raise with Kerry CVD EoI. Before this is added to the document.

AOB


General acknowledgement about the benefit of funded higher qualification for IP in the county and funding for HES placements especially for optometrists that work in the community. Poonam has now started her placement at CGH and GRH, and Andy Partridge is due to start very soon.

The group felt this creates a good precedent for any future HES local placements as there was significant hurdles to jump through in order to secure the local placement.

Group agreed this is something that is worth shouting about.

Action : Sid PR about HES IP and placements

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TREASURERS ACCOUNT 30-95-72 02256279 View IBAN and BIC
COUNTY & CITY OF GLOS OPTICAL COMM

< Feb Mar Apr >

All transactions

 March


Statement options ▾

In + £3,474.23

Out - £3,999.26

DATE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
28 Mar 24	NHS GLOUCESTERSHIR 89990015917	BGC	2,927.01		18,570.50

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32 DAY NOTICE ACCOUNT 19575249LS

£ 20,321.98 Balance

2.60 % Gross p.a. (variable) ?

 Nominated Account 30-95-72 02256279 ?

Gross basic tax rate status
05/04/2024 Balance last updated

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