



Gloucestershire Local Optical Committee

Minutes of the Annual General Meeting of the Gloucestershire Local Optical Committee Tuesday 11th June 2024 at The Leonardo Hotel, Cheltenham

Those present:

See Appendix 1.

1. Chairs Welcome

Amy welcomed everyone to the meeting.

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

Amy introduced herself and explained the revised committee structure and sub-groups: Clinical, Communications, Events & CPD and Finance.

Amy reported on a busy last 12 months:

Community Ophthalmic Link was the first in the Country and was going from strength to strength with almost 100% of practices in Gloucestershire having access. Funding had also been approved to continue with the current access and to develop Phase 2 which would facilitate two-way communication.

Low Vision Scheme was now up and running with both domiciliary and practice-based providers.

Higher Education Funding had resulted in the following Practitioners achieving higher qualifications:

Alvaro Borges	Nigel Harris	Rachel Reeve
Courtney Campbell	Surita Hysom	Lauren Thomas
Sudip Chauhan	Dermot Keogh	Ankur Trivedi
Rizwan Choonara	Sid Maher	James Turner
Ceri Davies	Poonam Odedra	Naweed Zada
Susannah Dear	Andy Partridge	

Unfortunately, funding would not be available for the next year, but it was hoped that some resources might be forthcoming in the future.

Hypertension Monitoring Scheme had been awarded funding in Gloucestershire, details would be shared as soon as possible.

CPD Day 2024 had been booked for 2nd October at Kingsholm Stadium with 15 CPD points on offer. Booking would be open in the near future.

Social Events – the quiz night had been a big success and future events were being planned.

Amy reported that Carole Jenkin had decided to step down from the committee and thanked Carole for her hard work.

6. Treasurer's Report

See Appendix 2 for Nigel's slides.

Nigel noted that LOCSU suggest 6 to 12 months funds should be kept as reserves.

Karen Gennard queried the increase in costs and asked if this was a one off or a similar increase was expected in the next financial year.

Nigel explained the increase was for increased activity, but this was expected to level off and not significantly increase unless circumstances changed. He also mentioned the income for practices from the Enhanced Services the LOC had been involved with was much higher than the levy.

Adrian commented that many areas were not as fortunate with locally commissioned services and Alvaro confirmed many areas are actually losing schemes and felt the more businesslike approach of the committee was very positive in discussions with Commissioners, but these excellent relationships locally took a lot of time and effort from committee members.

Nigel asked for volunteers to audit the accounts and Tony Lawrence and Clare Griffin offered to help.

7. Adoption of the Accounts

The Provisional Accounts were adopted without objection. Finalised accounts would be added to the GlosLOC website with the Minutes.

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

Nigel proposed the Statutory Levy be increased to 2% - 1.5% 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 Levy increase was adopted without objection.

9. Election of Committee Members

Nigel Harris, Sid Maher, Ian Shapcott, Adrian Street and Ankur Trivedi were all standing for re-election.

All were elected without objection.

10. Any Other Business

There was no other business.

11. Date of next Committee Meeting

Wednesday 17th July 2024

See Appendix 3 for slides from Francesca Hobbs from LOCSU.

APPENDIX 1

Contractors	Performers	Practitioners
Emily Emm	Agnes Ali	Pierina Bayle
Clare Griffin	Courtney Campbell	Bernie Lahiffe
Thomas Hayward	Andy Charles	
Tony Lawrence	Karen Gennard	
Anita Lowcock	Jonathan Griffin	
Graeme Lowcock	Laura Langford	
Kevin Tait	Anita Naybour	
	Iram Noreen	
	Inderdeep Panesar	
	Rakhee Price	
Committee	Guests	Apologies
Alvaro Borges	Amy Baig (Nikon)	Catheryn Brown
Amy Clarke ^c	Francesca Hobbs (LOCSU)	Lindsey Carr
Tom Gacek	Kevin Nunan (SpaMedica)	Riz Choonara
Peter Greedy	Simon Pybus (Nikon)	Clare Holland
Nigel Harris	Charmaine Scaysbrook (SpaM)	Kathy Illingworth
Dave Jeavons ^c		Aisling O'Donovan
Carole Jenkin ^c		Jason Searle
Sid Maher		Neil Vedmore
Andy Partridge		
Ian Shapcott		
Adrian Street		
Ankur Trivedi		

Treasurer's Report

- Implementation of PAYE for all Committee members via Locumkit
- Events – AGM / CPD Day / Virtual evening CPD / Strategy Day / OSCE Sunday / Pub Quiz
- Committee expanded to 13 members after AGM in 2023
- Monthly or bimonthly LOC meetings plus additional sub team meetings
- Quarterly LOSCU meetings for Treasurers

Treasurer's Report

- LOC Constitution consultation process – Ian / Adrian
- Sponsored Andy Partridge to attend NOC and Peter / Tom gained free registration
- Change of levy from 1% overall to 1.5% in Jan 24
- Made use of funds surplus to working capital to provide return with higher interest rate account
- Ran down reserves from surplus built up in 2020-2022

Treasurer's Report

- Accounts 2023-24

Gloucestershire LOC Treasurers Account

Year 2023-2024		Year 2023-2024
INCOME	Item	INCOME
	Opening Balance at 01/04/23	£63,373.91
	Voluntary Levy Payments	0.00
	Statutory Levy	£24,524.37
	Sponsor Payments	£7,815.00
	Eventbrite	£2,080.42
TOTAL INCOME		£34,419.79

Treasurer's Report

- Outgoings – Treasurer's Acc

32 Day Notice Account

TOTAL EXPENDITURE		£79,223.20	Year 2023-2024	Year 2023-2024
INCOME SURPLUS/ (DEFICIT)		-£44,803.41	Opening Balance at 23/08/2023	£20,000.00
Total		£18,570.50		
BANK STATEMENT AT 31/03/2024		£18,570.50	Interest earned to 28/03/2024	£310.40
			Closing Balance at 28/03/2024	£20,310.40

Closing Balance 31/03/2024 £38,880.90


Treasurer's Report

- Forecasting 2024-25
- Bank Balances Actual 2023-24
- Paid in £34419 / Paid out £59223 / Variance -£24803
- NHS Levy £24316
- Increased to 1.5% in Jan 24 would uplift to £40605 FY
- Reality still running at deficit unless raised further
- 2% levy would give FY £55832 – ie balanced


Treasurer's Report

- Accounts today provisional, non audited
- LOCSU likely to recommend or make conditional with new Constitution that Qualified Accountant signs off accounts
- My suggestion is we pay for review of this year's accounts for completeness and advice on best practice for maintaining
- Comes at a cost but feel worth investment
- Committee wanted to make community aware of change to formal accounting review
- Will then be posted on Glos LOC website with minutes






Scan the QR code to find out more about LOCSU



Who are LOCSU?



LOCSU supports LOCs in England across a range of activities relating to primary eye care, including:

- Policy work and influencing
- Commissioning support
- Governance and compliance
- Training and development support

What does LOCSU do for you?

- Develop clinical pathways
- Develop local case studies
- Provide training and support to LOCs
- LOC payroll service
- Produce webinars, podcasts and other accessible learning and information opportunities
- LOC model constitution engagement and update
- NOC

You Asked, We Did

Increased training opportunities

Bitesize training
Induction courses and leadership training
Supporting LOCs in gaining CPD approval
Refreshed clinical pathway training
Supporting LOC CPD events

and more...

Improved communications

National LOC forum
Podcasts, case studies and fortnightly bulletins
Listening/engagement events
Feedback surveys and service design based upon responses

and more...

Increased support, resources and advice for LOCs

Legal advice for LOCs
Payroll service for LOCs
Designated IT lead within LOCSU team
LOC constitution development
PCSE trouble shooting

and more...

Increased transparency of LOCSU Board and LOCSU activities

Restructured central team, increasing skills and resilience
100% Optical presence
Board 'read out' documents shared with national and regional forums
OFNC observer and wide engagement with sector bodies

and more...

Horizon Scanning

ROC 2024

- We are coming to you!
- Seven events across England – one per region. Proposed dates between 12 - 23 November, to be planned in partnership with LOCs.

NOC 2025

- Spring 2025, proposed dates 18 & 19 May. Further details and location to be announced.

Constitution consultation

- Consultation on the draft new Model Constitution for LOCs launched in March 2024, with a deadline of 31 May.
- LOCs have the option of a full survey return, comments only return or nil return (which takes just a few minutes).
- Full details are available on the members area of the LOCSU website.



