

Minutes of LOC meeting Wednesday 9th April 2025

Present: Alvaro Borges, Courtney Campbell, Riz Choonara, Amy Clarke, Emily Emm, Tom Gacek , Karen Gennard, Peter Greedy, Nigel Harris, Dave Jeavons, Sid Maher, Andy Partridge, Rakhee Price, Ian Shapcott, and Ankur Trivedi

Guest: Danielle Ellis, Vice-Chair North Central London LOC, our LOCSU Advancement Lead

1. Welcome/Apologies

Apologies had been received from Adrian Street.

2. Declarations of conflicts of interest

Karen registered her membership of the AOP Council and AOP Board.

3. Minutes of last meeting

The minutes of the last Committee meeting were approved.

4. Matters Arising and Action Points

Action Points from 21/01/25 Meeting

i.	Provision of activity data from VCHP to ICB	Complete
ii	Review draft letter to Practitioners regarding Patient Choice	Complete
iii	Collect Glaucoma referral data and develop action plan	Ongoing (see clinical)
iv	Triage Line update for Newsletter	Complete
v	Investigate possible Red Eye CPD for Community Practitioners to try to reduce referrals to IP Optoms	Ongoing
vi	Ideas for ways to improve Community Practice collaboration, especially around CUES	Ongoing
vii	'Top Tips' item for clinical pathways to be included in the Newsletter	Ongoing
viii	Set up MFA – Adrian & Nigel initially	Complete
ix	Submit expenses to Nigel via Teams Chat rather than e-mail	Ongoing
x	Flowchart to check e-mail rules to help prevent future hacks	Complete
xi	Discussion of Committee remuneration at Strategy Day	Complete

5. Chair's Update

Amy and Alvaro have a meeting scheduled with Kerry O'Hara's replacement as Clinical Programme Director in two weeks' time and Ankur has a meeting with him next week.

Worcestershire LOC have requested clarification on our website concerning referral into Gloucestershire as referral via Cinapsis (the protocol in Worcestershire) is not available for Gloucestershire. It was agreed that signposting to the Central Booking Office e-mail address is appropriate^{iv}.

6. Clinical

Andy gave a presentation outlining the current work in the Clinical Group. Slides from the presentation are available here [clinical group activity.pdf](#)

Comms to work on 'New to Gloucestershire/ Locum' pack, using QR code access to website resources re pathways/ flowcharts etc^v.

Alvaro explained that the problems with the triage line have also been raised by GP's and the ICB has accepted that the current situation is unacceptable and have now taken responsibility to try to resolve the problem.

6.1 PES Update

Ankur explained that there is some concern nationally that low volumes of activity in some enhanced services risks decommissioning. This could be relevant to us for the GRR service so suggestions to increase take-up will be valued.

The new CUES module went live 2 days ago and Ankur will welcome feedback on its ease of use.

There has been an uplift on fees.

6.2 CUES in the county

There are ongoing grumbles from the community about unfair apportionment of CUES episodes (registered practices declining to see patients). Also patients are being told by some GP practices that they must be seen under CUES on the same day. The importance of better engagement with GP surgeries is emphasised and methods of improving this engagement are sought.

7. Comms

The Comms team will meet soon to produce a Spring newsletter^{vi}.

Ian will set up our new member, Karen, on the LOC MS365 platform^{vii} and then all LOC business communication will move to Teams. WhatsApp will be retained for social usage only.

8. Events

Peter outlined some dates for the diary

LOC AGM - Wednesday June 11th

Tri-County CPD Day (shared with Hereford and Worcester) – Sunday July 13th Puckrup Hall

GlosLOC CPD Day Wednesday October 1st – Kingsholm

9. Finance

9.1 Treasurer's Report

Nigel circulated provisional end of year accounts for 2024-25 (see Appendix). Levy income in the year was very close to Nigel's forecast. The LOCSU levy has reduced from 0.5% to 0.4% meaning that 1.6% will now be available directly to the LOC. In Nigel's view the sound state of current LOC finances will allow retention of the current levy of 2% to be appropriate for the coming year. Nigel will produce and circulate a budget forecast to the committee for 2025-26^{viii}.

Nigel and Alvaro attended an interesting and valuable day at the LOCSU Treasurers' meeting in London.

After discussion it was decided to take a flexible approach to funding places at the NOC. This year Andy, Peter and Dave have registered and Sid, Ankur, Amy and Alvaro will also be attending in other roles.

9.2 Remuneration

Nigel proposed (seconded by Peter) an uplift in the day rate for meetings from £350 to £375 to better reflect rates available to self-employed practitioners. All agreed. The fixed £90 meeting rate will be replaced by the application of the hourly rate of £60/hr capped at £120 where necessary.

10. Any Other Business

Ian noted requests from colleagues for a more up-to-date list of GP email addresses as the one we hold dates from November 2023. Ankur will approach the ICB for a more up-to-date list^{ix}.

11. Date of Next Meeting

Tuesday May 6th – Teams. To discuss the new Constitution only.

Action Points

i.	Collect Glaucoma referral data and develop action plan	Clinical
ii	Investigate possible Red Eye CPD for Community Practitioners	Clinical
iii	'Top Tips' item for clinical pathways to be included in the Newsletter	Comms
iv	Website clarification re Worcestershire referrals	Comms
v	Prepare 'New to Glos/ Locum' pack access by QR code	Comms
vi	Spring Newsletter	Comms
vii	Set up Karen on MS365	Ian
viii	Circulate budget forecast 2025-26	Nigel
ix	Request current GP surgery nhs.net email list from ICB	Ankur

Abbreviations

LOCSU	Local Optical Committee Support Unit
ICB	Integrated Care Board
GRR	Glaucoma Repeat Readings
CUES	Community Urgent Eyecare Service
PES	Primary Eyecare Services
NOC	National Optometric Conference

Appendix - Gloucestershire Local Optical Committee Treasurers Account

2024-2025			
<u>INCOME</u>	Item		<u>INCOME</u>
	Opening Balance at 01/04/24	£	18,570.50
	Statutory Levy	£	56,465.30
	Bank interest and Refunds	£	203.00
	Other credits	£	22,336.18
	TOTAL INCOME		£ 79,004.48
<u>EXPENDITURE</u>			<u>EXPENDITURE</u>
	Chairs Time	£	3,466.00
	Secretarys Time	£	1,836.00
	Treasurers Time	£	6,572.00
	HMRC PAYE	£	6,251.00
	Committee Expenses	£	21,283.00
	Travel	£	711.32
	Courses	£	350.00
	Other expenses	£	444.94
	Room Hire / Meetings	£	10,332.68
	CPD Costs	£	90.00
	Website	£	1,632.96
	Transfer to 32 Day Account	£	15,000.00
	TBC	£	-
	OTHER costs	£	189.25
	TOTAL EXPENDITURE		£ 68,159.15
	INCOME SURPLUS/ (DEFICIT)		£10,845.33
	Total		£ 29,415.83
	BANK STATEMENT AT 31/03/2025		£ 29,415.83
	Variance		£ -
	Trade Creditors		£NIL

Nigel Harris

TREASURER NAME

date of report

04/10/2025

32 Day Notice Account - variable

daily interest

Year 2024-2025	£
Opening Balance at 01/04/2024	20310.40
Withdrawal on 31/05/2024	-10021.92
Deposit made 09/012/2024	15000.00
Interest Earned	404.37
Closing Balance at 31/03/2025	25692.85

