Avon LOC

Committee Meeting

Monday 05 December 2022

1845 for 1900 hrs

Newmedica Conference Room, Aztec West, Bristol

Record by:

Carolyn Hudd

Approved by:

**Attendees:**

Mark Humphrey-Ali (as acting Chair), Andrew Edwards, Alvaro Borges (LOCSU Lead), Andrew Pinn (Treasurer), Carolyn Hudd (Lay Secretary), Mona Thacker, John Hopcroft

**Apologies:**

Amar Shah, Amy Hughes, Lynne Fernandes, Jenny Ogidi

**Changes to Conflicts of Interest**

None

**Minutes of the last meeting:**

Previous minutes of 02 October 2022 approved with error corrected in regards to the Central Optical Fund being that the LOC does not have to pay £1 to become a member but is liable for £1 in exceptional circumstances.

**Actions Agreed at the last meeting**

|  |  |  |
| --- | --- | --- |
| **LOC Member** | **Action** | **Progress** |
| **Actions as of 03/10/22** |  |  |
| **AP** | **Return form joining the Central Optical Fund** | ✓ |
| **AH** | **VCHP - Offered some time to help with the early conversations going forward (after checking there is no conflict with PES role. AH will be point of contact for Karen. JH will be the Ophthalmic lead in conjunction with information from AH to take to meetings.** | ✓ |
| **JH** | **Will be the Ophthalmic lead in conjunction with information from AH to take to meetings re VCHP scheme** | In progress |
| **LF** | **To Check Bristol information on the new website and feedback to Amy** | In progress |
| **AE** | **To Check BANES information on the new website and feedback to Amy** | ✓ |
| **Whole Committee** | **Review new website and feedback any suggestions or alterations** | In progress |
| **CH** | **send a community survey out to gauge interest and capacity for further learning** | ✓ |
| **AP** | **To apply for educational funding with the help of AB** | In progress |

**LOCSU Needs Analysis Strategy planning – Alvaro Borges**

In light of the low attendance for the strategy meeting, Alvaro gave a condensed presentation of the results of the LOCSU Needs Analysis Survey completed by the committee previously. It was felt that informed decisions needed consultation with the whole committee and therefore the next LOC meeting will be held face to face again in Bristol to finalise the details of the plans going forward. The outcome of the survey resulted in the following areas for focus:

1. **Succession Planning Strategy**

**How does the committee plan for committee members to move through the committee roles? What plans are in place, for example, to replace the Chair?**

Discussions emphasised the committee needs to make more effort to engage the community with its activities. This could be by holding more CPD events and networking, but also attending more face to face events to show a presence and break down any barriers to joining. It was noted that joining the committee can be intimidating due to the vast experience held by its members and that often the bombardment of acronyms shrinks confidence. It was decided the LOC will now have mentors for new members to provide support for those learning the ropes.

**ACTION**: Mona Thacker & Mark Humphrey-Ali to act as mentors.

Consider implementing a ‘New Member’ policy

Alvaro reminded those present of the LOCSU leadership course. Mona Thacker will look at applying and Alvaro will liaise.

The committee structure was addressed and Alvaro spoke of LOCSU reviewing the constitution to include business managers and lay-persons to support the committee. Alvaro reminded the committee that a business manager or lay-person has many skills that can be utilised to ease the pressure on tasks delegated across the committee.

**ACTION**: Committee members must ask themselves why they wanted to join the committee and how they can help support the community they are there to represent.

**ACTION**: Consider Specific roles in the committee. This may help in advertising for new members. For example, Avon LOC could advertise for two new members, one with a good knowledge of social media (enabling more active communication with the community) and one with a good knowledge of something else required on the committee that needs a more expert approach.

1. **Encourage Diversity on the Committee in recognition of the community it represents**

It was recognised the diversity among the committee should be considered and how engaging people representative of the population can be achieved. Whilst it is obvious this requires different groups of people to step forward, does the committee do enough in welcoming a diverse membership?

Using Bristol.gov.uk figures, BNSSG demographics show there approximately 943,517 people in the area. 87,325 of the population (9.8%) identify as Black & Asian ethnicity. A further 14.3% indentify as not white and 1% cannot speak English well or not at all.

Using BANES ICB data, there are approximately 211,000 people in the area of which 90% identify as white. Using more data from the World Population Review, it is suggested that Bath’s population includes 2.6 % Asian, 0.8% Black and 1.6% mixed or multicultural backgrounds.

There are no reliable sources of data estimating the LGBTQ population. Based on national data 5-7% of the population are LGBTQ. Nationally, it’s estimated that 1% of the population in the UK are defined as being ‘gender variant’.

In BANES, 50.6% of the population are women.

The committee need to talk to the community and find out why more women don’t join the committee (is it because of local childcare needs, for example?).

This topic overlaps with the first notable area for attention. If the committee can network and communicate with its members more effectively, it may be able to engage a more diverse representation.

PCSE have released a new tool where Optoms can now tick a box to say they are happy to share their details with their local LOC. The LOC will automatically get their details from PCSE. LOCSU will send an update about this shortly.

1. **Consider Changing the LOC’s name to fall in line with current geographical context. (Avon no longer exists)**

This change may aid communication and ability to find the committee new members

**ACTION: Alvaro Borges to consult with LOCSU about how easy this would be**

1. **Does the LOC have a workforce and capacity plan with financial costing in place?**

Can the LOC rely on its reserves for up to 6 months of its meetings? Whilst the financial capabilities are there, it was recognised that the current climate is seeing more meetings which require more payments. Can the LOC’s workforce cope with the increase in activity? John Hopcroft felt not.

This can be addressed by advertising for more members as stated above.

1. **Does the LOC communicate well with its members?**

It was felt by Mona that the LOC sends perhaps too many emails out. A discussion took place about the implementation of the new website and how this could act as a good form of information and communication rather that bombarding the community with every CPD event, for example.

It was agreed the website should become the source of information in the future but that it is not yet ready to do so.

**ACTION: Build a communication plan to include social media. Decide where and how the LOC will release information. List this for future reference**

1. **Develop a Map of Meetings**

It was established that it is not currently clear about what the context of the meetings are and when and where they take place.

**ACTION: Compile a list of regular meetings held that other members of the committee could attend.**

**ACTION: Investigate a better system of shared space for the LOC to interact, giving all members access to meeting minutes, calendars and project space. Alvaro & John to compare the prices of Microsoft Teams and Google Drive and report back.**

**ACTION: Mona Thacker to attend some ICB meetings with John Hopcroft and to act as replacement if unable to attend.**

1. **Consider how to increase activity with LMCs.**

John suggested this may already be in process with the development of PCOG meetings for the ICB which will include Pharmacy, Dental, Optical and Medical.

1. **Arrange CPD events**

**ACTION: Mona Thacker to continue to act as CPD event lead.**

1. **Pursue Funding for Further Training**

This will help to ensure there is a continuing pot of money allotted for training.

**ACTION: Submit funding application for further learning to Health Education England asap. Andrew Pinn and Alavaro to liaise.**

1. **Attend Regular Treasurers Forums**

Due to personal circumstance Andrew Pinn had been unable to attend the last two forums but has assured the committee he will attend the next one as there is clarification in progress over whether the LOC should be paying PAYE and NI for its committee members.

1. **Can committee Members articulate local pathways?**

The resounding answer to this question in the survey was no. LOCSU is happy to help with this. A committee member/s should be nominated to regularly check the LOCSU pathways developed that may be of interest to the local area. These can be accessed using the LOCSU login details. Please ask the secretary for more information.

**ACTION: Nominate a member to monitor changes to pathways developed by LOCS**

**\*\*\*Close of Strategy Planning\*\*\***

**Due to meeting room time constraints, the following meeting updates were available:**

**AGENDA**

1. **LOC Website**

Amy has worked hard at migrating the relevant information over to the new website. This now needs the green light for redirection from the old website to the new website. Amy has not received any feedback as yet in regards to how the website looks.

**ACTION: All committee members to feedback to Amy by Wednesday 14th December over the effectiveness and accuracy on the new website. This will allow the redirection process to begin asap.**

1. **BNSSG**
   1. Andrew Pinn reported the current BEH glaucoma and post cat service contracts are subservient. Margaret Kemp has fed this back and an update is anticipated.
   2. ICS Update – to be obtained from John Hopcroft - TBA
2. **BANES – Andrew Edwards**

There is no new information to report

1. **PES – Amy Hughes**

Amy was unable to attend the meeting due to illness but sent the following update:

* VCHP: Karen and Amy have sent a joint introductory email to Andy Newton and Margaret Kemp with an introduction to the charity and project, asking for a meeting to discuss further. As yet no reply has been received. If anyone has any other point of contact that would be worth trying, please let Amy know.
* The national contract for cataract post-op with Practice Plus Group is signed, and Amy is working to mobilise at Emerson's Green and Devizes. The EG launch event is scheduled for Monday 9th January. PPG have an accredited cataract CPD that they are hoping their consultants can deliver; Amy should get confirmation of this over this week, then PES and LOC comms out can go out.

**Date of Next Meeting**

Monday 6th February 2023 – Location: Face to Face Bristol

**ACTION: Local Bristol committee members to suggest a location – The Kensington Arms is no longer available on Monday nights.**