**MINUTES OF THE COMMITTEE MEETING HELD ON MONDAY, 2nd December, 2019 at The Grill, Best Western, Derby/ Notts**

1. **Apologies**

Apologies received from Mrs Northall, Mrs Wigfall, Ms Parkinson and Mr Sabir (LOCSU).

1. **Present**

Mr Ralph, Mr Elks, Mr Glynn, Mr Howard, Mrs Charlesworth, Mrs Jackson, Mr Witham, Mr Mistry and Ms Raqib (chairing meeting).

1. **Minutes of the last meeting**

Minutes of the September committee meeting and the team meeting had been circulated by email. The minutes were agreed upon and proposed by Mrs Charlesworth and seconded by Mr Howard.

1. **Matters arising**
* OO pre-reg placements; Ms Raqib had been in contact with Mrs Wigfall who advised there was nothing to send out at the moment, but there would be come spring. She will be advised in due course.
* PCSE event 27/11/19 – Mr Glynn reported the event was well attended and generally went well (despite some technical hitches with the presentation). It was clarified that any vouchers associated with the eGOS will be given as a QR code. Ms Raqib had received feedback from a member requesting ‘troubleshooting’ feedback from practices who had used or are early implementors of the system. This would avoid everyone facing the same barriers. Mrs Jackson kindly agreed to produce a Q & A document to this effect for member feedback following the implementation in her practices.
* NOC: Mr Elks and Mr Mistry attended the recent NOC. They had both submitted reports covering the event which are yet to be distributed to committee members. Ms Raqib will do this with the minutes of the present meeting. Mr Elks and Mr Mistry briefly talked through what was covered and relevant details. Mr Mistry mentioned the setting up of the ‘Special school eyecare programme’. This includes all eyecare professionals and is funded by NHSE for SEN children. This programme is delivered in conjunction with SEEability and is due to be launched in June 2020. There is formal training provided and any members have bee asked to register their interest. Mr Mistry will forward the registration details to Ms Raqib who will send out to all members at the first instance.
1. **Correspondence**
* Ms Raqib reported that all was set for the upcoming AGM (in the place of Ms Parkinson who was absent). The event will be held on Tuesday 17th March at 7pm, at the Lion Hotel, Belper. There will be 3 CET points on offer covering new tech in eyecare?????
* Ms Raqib reported that the Central Optical Fund has suggested increasing the compulsory levy by 0.05% for a permanent contribution to them via the GOS. Their current income stands at 80K per annum. It was felt that the role or aims of this organisation were not known and as such imposing a levy increase would be unreasonable. It was suggested that members should be consulted at the AGM.
1. **MECS**

Mr Howard reported on the current activity. Over the 2/12 period since roll-out there had been 99 episodes. This was deemed by the CCG as not enough activity, despite assurances that practices are still in the process of signing up. They have suggested an immediate implementation of all elements of the MECS (red eye straight away) so good and accurate audit results can be obtained by the first quarter. With the education events already planned for red eye roll out in January the committee felt perhaps the roll out should be at the end of January 2020. Mr Howard and Mrs Charlesworth were to liase with the CCGs, however it seems this may have to be immediate. If this is the case, a summary letter should be sent to all members with triage forms to ensure the appropriate cases are seen through MECS. Mrs Jackson will produce these triage forms and Mr Howard will produce the summary letter to be distributed to members asap. Mr Elks suggested a list of pharmacies participating in the minor ailments scheme would be useful with guidance on how patients are to access medications from the GP.

This is all the PEC update too, so this item was removed from the agenda.

1. **LVA Scheme**

Mr Elks reported the scheme is progressing as usual however a re-evaluation of the fees maybe due. These have been static for 15+ years. It was suggested that at the next meeting discussing the future of the scheme (with stakeholders) this should be discussed. Mr Elks will report of any future change.

1. **Schemes North**

All schemes continue to run as usual. Patients form NewMedica have now started to return to practices post-surgery. Mr Howard will meet RB from RDH to discuss post-op cataract scheme implementation and use of Optomanager in January.

Mrs Charlesworth reported that school screening has now definitely been cut in the county as of Sept 2020 (not in Derby City). Patients will be sign-posted to the OO at regular intervals.

1. **Schemes South**

Mrs Jackson reported the possible all was running smoothly. The hydroxychloroquine pathway was being evaluated throughout the county and looks as though it may be sent into the community (baseline evaluation). This is a work in progress however and she will keep all updated.

1. **Communication Officer Update**

Mr Glynn demonstrated the new website which should be live over the coming days. Members will have to re-register to be able to access members’ only areas. As soon as this is sorted Ms Raqib will send an update out to members.

Mr Mistry will work alongside Mr Glynn on the website as well as the social media aspect.

1. **Treasurer’s Report**

Mr Witham reported of the following:

* Allowing for cheques, the current balance is £42,816.94.
* Mr Witham had contacted LOCSU about the levi across LOCs it seems it ranges from 0.5% - 2% (in addition to the compulsory 0.5%). So we are very cost effective! HE also reported a rogue payment of £13.00 from NHSE which he was pursuing however was not getting any reply (despite contacting on multiple occasions). He will continue to look into the matter.
* The third signatory should now be finalised by the end of the week.
* Correspondence still goes to the old address – Mr Witham has contacted SPS regarding this and is awaiting a reply.
1. **AOB**
* The roles following the September team meeting were discussed and agreed. Ms Raqib will forward all administration tasks to Ms Parkinson to start at the beginning of the year. The discussed honorariums were agreed with the hourly rates changes to be implemented from Jan 2020. Mr Elks will update and distribute the claim form to committee members.
* The definition of roles was still to be compiled and Ms Raqib will work with Ms Parkinson to produce his for the next meeting.
* It was agreed that the fee for attending LOC meetings (which now habitually finish around 10pm) would increase to £55. This was proposed by Mr Elks and Seconded by Mr Glynn. This will take into effect from January 2020.
1. **Next Meeting**

The next committee meeting was scheduled for Monday 10th February at 7pm at the same venue.

Meeting closed 10.00pm.