**MINUTES OF THE COMMITTEE MEETING HELD ON MONDAY, 22nd July, 2019 at The Grill, Best Western, Derby/ Notts**

1. **Apologies**

Apologies received from Mrs Wigfall, Mr Ralph and Mr Witham

1. **Present**

Mr Glynn, Mr Elks, Mr Howard, Mrs Charlesworth, Mrs Jackson, Mrs Northall, Ms Parkinson, Mr Mistry, Ms Raqib (secretary) and Mr Sabir (LOCSU rep)

1. **Minutes of the last meeting**

Minutes of the AGM had been circulated by email. The minutes were agreed upon and proposed by Mr Glynn and seconded by Mrs Charlesworth

1. **Matters arising**

* Sight Support update – Mrs Northall had tried to contact Claire Winfield at SS to organise an event and have an update on funding for the upcoming year, however, has had no reply. Mr Glynn suggested he would contact Donna Allen for any information and report back. Mr Elks suggested he could ‘knock on the door’ of SS if nothing was heard back.
* STP wide meeting – Mrs Charlesworth updated all on the success of the recent STP meeting, it appeared that all stakeholders were optimistic about the potential role that optometrists could play. Connectivity remains the biggest problem, Mr Sabir explained Optomanager could be linked with Medisight. The LOC would remain supportive of the wider plan to enhance community pathways, a follow-up meeting is planned for September. Actions include the evaluation of AMD pathways, scoping of the spread of optometrists with higher qualifications and a presentation on the core competencies of optometrists.
* Optical benevolent fund contribution – Ms Raqib had received no objection to a contribution of £250 from members. A few had noted it was a good idea. She will inform Mr Witham of the decision and go ahead with the contribution.
* Domms Service – Mr Mistry updated all on his research about the awareness of domms services. It appears the domms service is not well publicised. It was agreed that a page of the upcoming website should be dedicated to domms services. Mr Mistry agreed to produce a directory of practices (as accurate as possible – but practices could still join) and a short presentation to add to the website, both on the members’ portal and the public portal. Public health could also be made aware of the service. This could also be added to the ‘shared care’ documents for the North and South. Mr Mistry also expressed an interest into the induction course offered by LOCSU, this was welcomed.
* New Optical Lead (LOCSU) – The chair welcomed Nizz Sabir as the new optical lead representing LOCSU.

1. **Correspondence**

* PCSE at next meeting: Ms Raqib updated the committee about PCSE presence at the next meeting. The aim is to update us on the role and plans of PCSE. Kirsty will attend and present at the beginning of the meeting for which we would need the projector and screen.
* Next years’ AGM – To be held in the last two weeks of March 2020. Lesley updated the group with regards the CET, she will pursue Julian Jackson from Vision Bridge to make the points offering more substantial.

1. **Optical Lead Update**

Mr Sabir explained his role as the optical lead with a remit of working closer with LOCs and advising on commissioning solutions.

He mentioned the LOC toolkit, a tailormade national spreadsheet from LOCSU to evaluate the performance of the LOC. He requested for this to be filled out by mid-August. The committee felt this was short notice, but would try to do so. Mr Sabir to send the toolkit to Mrs Northall and Ms Raqib.

Mr Sabir also mentioned the formation of Primary Care Networks (PCN). These are more locally based, smaller commissioning and pathway planning groups (15 in Derbyshire). Essentially GP practices would link with a cluster of surrounding practices across disciplines to plan very local pathways. Mr Sabir suggested the LOC should be actively involved in this by sending a generic letter to the 15 area GPs offering LOC know-how as consideration of very locally planned services.

1. **MECS**

Mrs Charlesworth updated the committee on the planned phased roll-out of MECS. This would start with F&Fs and then red eye. Education events in the North and South would mirror this, with practices formally registering on the night. This would continue until the funding finished, after which an audit would take place. Roll out has been delayed until October the first.

1. **Schemes North**

Mr Howard updated the committee on the Glaucoma 1 scheme. In quarter April-June: 71% of patients were discharged, 75% were discharged after a repeated reading which saved the HES 21 new appointments. Two new practices were added to the scheme making the total participation 15 practices. 96% of appointments were within 14 days (only one missed).

Mr Howard continues to update the practices with service pathway information.

The New Medica pathway seems close to fruition. The remaining matter of OHT and post-cataract patients from the HES will be dealt with by Mrs Charlesworth – the issue being CRH is not discharging these patients.

The meeting for vision screening regarding the children is coming up on the 2nd of August and will be attended by Mrs Charlesworth and Ms Raqib.

1. **Schemes South**

Mrs Jackson reported that the post-cataract community checks has been stalled by the consultants. This will continue to be chased as community practices are ready.

The children’s vision screening pathway is currently under review. Mrs Jackson reported of a meeting held with nursing manager who advised that screening staff had been cut by 50% meaning the lead orthoptist at the RDH would have to train 12 new staff. There is however no funding to do this, and no funding has been agreed for the children’s vision screening for the coming year. Dean Wallace (head of public health in Derbyshire) advised that vision screening is not mandatory and considering the pressures of mandatory pathways including safeguarding and speech & language, vision screening was not a priority. He was, however, willing to look at alternative ways of delivering the service. Public health have agreed to mention vision screening with the mandatory health visits for children. Mr Sabir suggested other areas should be looked at including areas where the CCG have funded activity.

1. **Communication Officer Update**

Ms Raqib reported on the website update. She contacted the existing supplier and found that hosting costs had not been paid since 2014. This outstanding payment was billed by the provider with a 50% discount as a gesture of goodwill. This has now been paid by the LOC. The current provider has also advised he could produce a comparable website to that offered by LOCNET at a cost of £199, with the annual hosting cost remaining at £129 with £70 for complete secure encryption (though this may not be required for the anonymised discussion forums planned). He has produced a vanguard site which can be accessed and quoted a 10 day turn around time.

LOCSU had started to work through the backlog of website enquiries caused by the loss of staff recently. Lisa Stonham had advised that Derbyshire LOC had been noted as those LOCs who were a priority and would be included in the first phase of roll out. Very little information regarding the contact of the website was given and how we could adjust this. Ms Raqib has requested more information regarding this before ‘signing-up’ and will continue to update the committee. Ms Raqib stressed that first contact with LOCSU regarding this matter was in February 2018 with the matter remaining unresolved. She was concerned that the website remained an acute unresolved problem for which LOCSU may take much time. After discussion it was agreed that the LOCNET option was to be pursued as the levy is currently funding this and we had already waited a long time for this, and hopefully this should not take much longer.

Mr Sabir promised to take this issue up with LOCSU and report back to the committee with updates.

1. **PEC update**

Mr Elks advised that HMRC had asked for the final accounts regarding the old company. Mr Bradley (former member of the committee) had completed and sent these. He would be submitting an invoice for the work undertaken. This was agreed by the committee with thanks.

1. **Treasurer’s Report**

Mr Witham had sent his apology for the current meeting so Ms Raqib presented the information provided by him.

* Allowing for cheques, the current balance is £30,765.30.
* Mr Witham is chasing the MECS payment with DC. There appeared to be more paperwork than previously thought as the payment will come through Nottingham City Care Partnership. An invoice has been sent so this issue should be resolved soon.
* The LOCSU levy has been paid, covering half the year (at £13,819.00).
* The signatories for the account need to be changed

1. **AOB**

* NHSE training available. Mrs Parkinson explained the training available from the NHS leadership academy. This involves the training of primary care people, including optometrists and opticians. The website provided free online resources and meetings. The Edward Jenner scheme is also adhered to and day course available. East midlands leadership academy is keen to support optometrists. These courses can lead to a masters’ degree amongst other higher qualifications. The committee agreed that this information should e sent to all members.
* Mrs Northall updated the committee about the findings of her recent survey. Some key areas for improvement and discussion were identified namely:

1. There is a lack of formal training, this is needed especially for new members
2. Most of the committee consisted of experienced members (10+ years) and there is a need to recruit a less experienced workforce representative
3. The secretary, chair and clinical lead role in the South overlap. More clarity and defined roles were necessary.
4. Role definition is key to succession planning
5. There should be formal documentation of who the Derbyshire LOC are, with the short and long-term plans
6. A proper policy on expense claiming and the honorarium is needed.
7. An administrator role should be reviewed.

Discussions ensued and the decision of Mrs Northall to stand down as chair due to family commitments was reversed with Mrs Northall remaining in position. Further Mr Sabir suggested a contact ½ day for the review of roles, LOC structure and team building. This meeting was agreed for Monday the 30th Sept between 4-8pm. This would be held at the Post Mill Centre in South Normanton. Ms Raqib will send out confirmation of this venue in due course.

* Mr Glynn mentioned he had been contacted by locum members asking for help regarding claiming the CET grant. The committee agreed that such members should be directed to the AOP as they provide a service for locum optometrists.

1. **Next Meeting**

The next meeting will remains on Monday 23rd September at the same time and venue.

Meeting closed 9.30pm.