**MINUTES OF THE COMMITTEE MEETING HELD ON MONDAY, 23rd September, 2019 at The Grill, Best Western, Derby/ Notts**

1. **Apologies**

Apologies received from Mrs Northall, Mr Glynn and Mr Sabir (LOCSU)

1. **Present**

Mr Ralph, Mr Elks, Mr Howard, Mrs Charlesworth, Mrs Jackson, Mr Witham, Ms Parkinson (chair of meeting), Mr Mistry, Ms Raqib (secretary) and Mrs Wigfall. Also, in attendance was Mr Johnathan Gore from PCSE as a guest.

1. **Presentation by PCSE rep – Mr Gore**

Mr Gore advised the committee of the following:

* Business as usual – Normal business activities were going well with payments being made on time
* Transformation – PCSE have been asked by NHSE to create an electronic way of processing GOS. This has now been piloted on a group of practices (GOS 1 and 3 for the pilot) since August 2019.
* The feedback seems positive so far with no processing problems noted.
* PCSE is working with PMS providers to enable incorporation of the eGOS. Currently working with Optix and Optinet. Patients can sign forms via an electronic signature block, via a mousepad on a laptop or via their own phone.
* A paper-based system will also remain, though updated forms that enable computer processing will take over from April 2020.
* There has been input from NHSE and LOCSU regarding the design
* GOS3 will be validated immediately as the electronic form will not allow users to progress through the form without each stage being filled correctly
* The system does not check the patients last sight test date
* The system will be rolled out to all practitioners from the 28th October
* Ethnicity is an added non-mandatory field on the new eGOS.
* PSCE and NHSE will not provide any hardware for the delivery of the eGOS (signature pads, laptops etc.)
* Performers lists will be going electronic at the end of September, this will mean any changes will be updated on-line – there will be a track and trace function.

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1. **Minutes of the last meeting**

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

1. **Matters arising**
* Update on Low Vision Event: Mr Elks updated the committee about the upcoming LV meeting on Wednesday 9th October, 7-9pm at the Lion Hotel, Belper. The aim of the meeting was to discuss and inform members of the LV provision and address any queries they may have. Mr Elks had received questions in readiness for the event and topics such as a feedback pathway and newer LV aids were to be discussed and demonstrated.
* Next years’ AGM – Ms Parkinson confirmed the proposed education for the AGM would offer 3 CET points and would cover assistive technology by Sight and Sound Tech. More information is required on this. The date for the AGM was set as Tuesday the 17th March. FR to confirm this with Julian Jackson and Ms Parkinson.
* LOCSU needs analysis toolkit – Mrs Northall was not present so this would be updated at the organised team meeting next week.
* Contact with PCNs – Ms Raqib had sent correspondence to the PCNs (15) covering Derbyshire introducing the LOC and offering insight and help with eyecare related issues. As yet she has not received any replies. The committee agreed that this matter should be laid to rest at present.
* Children’s Vision screening. Mrs Charlesworth updated the committee about the children’s pathway. The North and South pathways are very different. The waiting list for the North is now at 52 weeks seemingly due to a high FP rate from school screeners. In the South failures of school screening not over 0.5 logMAR are referred to, and managed by, community optometry. This has curbed the FP referrals to the HES. Funding seems likely to be pulled in the county from the next academic year. In order to redeem this situation a steering group including PH, CCG, orthoptists and LOC has been formed. Mrs Charlesworth and Mr Howard represent the LOC at these meetings. So far the plan is to implement the South scheme in the North with an aim to refine an audit system to enable evaluation of the service. The specifics remain to be discussed.

A copy of the suggested LOCSU pathway was distributed by Mr Howard for the information of committee members. The North will follow the process currently in the South (initial check, 12 week and 24 week check).

1. **Correspondence**
* Ms Raqib reported being approached by Scope Ophthalmics and Thea pharmaceuticals regarding the sponsorship of future events.
* Mr Witham reported he had a reply from the College of Optometrists’ benevolent fund thanking the committee and members for the donation of £250.
1. **MECS**

Flashes and floaters will be rolled out on schedule at early-mid October with red eye to be rolled out at the end of January. Turn out for the MECS meetings were very good at 45 for the North event and 69 for the South event. A full list of all practices and practitioners will be compiled to send to the CCG.

1. **Schemes North**

Mrs Charlesworth asked for CET points to be applied for the North education event. Mrs Parkinson agreed to this.

1. **Schemes South**

No new items to discuss

1. **Communication Officer Update**

Mr Glynn was absent for this meeting however had sent screenshots of the new website to committee members. There were no issues with this.

1. **PEC update**

Mr Howard mentioned the Optomanager module for MECS is running on time.

1. **Treasurer’s Report**

Mr Witham reported of the following:

* Allowing for cheques, the current balance is £38,084-99.
* An ICO number has been applied for with a DD set-up for payment.
* Mrs Charlesworth is to be the second signatory for the account and Mr Witham had brought the forms with him to further the matter.
* Mr Witham has decided he may stand down as treasurer after the next AGM…
1. **AOB**
* Mrs Wigfall discussed the provision for hospital placements for pre-reg OOs. There is a specific period allotted to OOs and this must be applied for by the end of July. This year 4 applications had been received with 3 accepted (1 rejected due to missing the deadline). She requested that the hospital placement (vital for pre-reg OOs) should be advertised to members. Upon discussion Mr Howard advised that a later placement (around March) would be more beneficial for the current system as this would be ahead of the stage 1 exams. Mrs Wigfall advised Mrs Soor was to be given as the primary contact for this. Mrs Parkinson suggested this could be added to the website in due course.
1. **Next Meeting**

The team meeting remains on Monday 30th September at the Post Mill Centre

The next committee meeting was agreed as Monday 2nd December at 7pm as usual

Meeting closed 9.30pm.