

***Minutes for the Dudley LOC Committee Meeting held at 6.30p.m. on Tuesday 12th July 2022***

**Held as a Zoom Meeting**

**Committee in Attendance**

Paul Sidhu (Secretary), Mark Tuffin (Treasurer), Charles Barlow, Hussnan Ejaz, Sunit Jolly, Rosie Birhah, Nicky Ferguson, Sonia Tyrell, Shazad Mahmood, Gurdeep Dosangh,David Wright, Amir Afzal, Ameerah Riaz Ahmed, Qadar Baz

**1. Apologies**

Sheena Mangat, Shamina Asif, Sunit Jolly, Kay Reeves

**2. Declarations of Interest**

There were no new declarations. PS to circulate appropriate forms to be completed by new Committee members.

ACTION: PS

**3. Co-opting of new Committee Members**

Sonia Tyrell was co-opted onto the Committee as a Dispensing Optician

4. **Election of Officers**

Up for re-election:

Shamina Asif (Chair) - nominated by PS, seconded by RB

Sheena Mangat (Vice Chair) - nominated by PS, seconded by RB

Paul Sidhu (Secretary) - nominated by RB, seconded by DW

Mark Tuffin (Treasurer) - nominated by PS, seconded by DW

**5. Minutes of the previous Meeting**

The minutes were proposed by ST and seconded by RB as a correct record of the meeting.

**6. Matters arising**

* Find out if practices prefer face to face or online for HLOP training. Carried Forward.

ACTION: SA

**7. Correspondence**

There was no correspondence to report.

**8. CUES Update**

Nothing to report.

**9. NHS Updates**

The Local Eye Health Network position of Chair is currently being advertised. CB is encouraging people to apply and will help if they require any assistance with their application. PS to request an application form in case one is required.

ACTION: PS

**10. Chair's Business**

**10.1 Extended Primary Care Services**

CB mentioned that the Dudley Fast Track Cataract Pathway is not received many referrals. This pathway provides no waiting list for simple surgery. It does not have to be submitted via OPERA. If OPERA not used the referral just needs to be clearly marked for 'Fast Track'.

**11. Charles Barlow**

* Primary Eyecare has a new Chairperson and Financial Director
* 3 new services are being launched
* Primary Eyecare are looking at a trial in Manchester of a new electronic referral system.

**11.1 Eyecare Company update.**

CB provided the committee with a summary of reports from Primary Eyecare. There was nothing of concern.

**11.2 HWMROC (including Confederation)**

No further meetings have taken place since the last report

**12. Hospital Liaison Business**

NF has been absent due to COVID so has a limited report.

The new Clinical Lead at Russells Hall is Randeep Sharma who is quite pro Optometry.

NF to find the email address for the Clinic Co-ordinator for referrals.

ACTION: NF

**13. Secretary’s Business**

Nothing to report.

**14. CPD Officer's Business**

RB wished to remind everyone of the joint CET event with Sandwell on Monday 26th September in West Bromwich.

**15. Treasurer’s Business**

Approx balance of £30.5K with the only outstanding payment being the Locsu levy for June (approx £750).

The only outstanding debtors being Optegra (£300/£400) from the sponsorship of the AGM.

 Charles has also indicated that some cross charges for his meeting expenses may be possible as he has been attending on behalf of more than one LOC.

The balance has slowly increased over the last year and the committee will need to consider future expenses. Will we be continuing meetings by zoom/teams and do we have a lot of external meetings for Charles and Shamina coming up?

 MT has a treasurers quarterly meeting next week so will be able to report on that next meeting. At the last treasurers meeting it was suggested that a standard accounting layout was adopted (excel spreadsheet similar to the one that DW used for years). MT has no issues with it as the advantage is that anyone could take over without difficulty. MT has been trialling it since year end and the obvious disadvantage is that external meeting expenses are not subdivided into different categories. What does the committee think about this and how important to us is it to know the annual totals of the different meeting types?

If anyone has any questions MT will try to answer them.

**16. Authorisation to act and email conversations**

The motion from previous meetings was put to the committee (*the committee give continued permission and authority for officers to deal with and make decisions on matters that arise that need urgent attention. When this occurs, wherever possible a discussion by email with the Committee should take place before a decision is made. Whenever possible and reasonable officers should bring all matters that require decisions to the next committee meeting, and decisions will only be made outside meetings where waiting is not a realistic option.)*

Agreed unanimously

**17. Authorisation to act on ROC**

The motion from previous meetings was put to the committee (*The committee to agree to Charles Barlow and Paul Sidhu continuing to represent the LOC at HWMROC, with permission for them to use their judgement when deciding if individual decisions made there amount to minor decisions or major decisions. For decisions they consider minor they are authorised to act on the LOCs behalf. For all decisions they consider major they must seek to have those ratified by the LOC, and they must make this clear to the ROC.)*

Agreed unanimously

**18. A.O.B.**

CB is intending to go to the NOC this year. PS unsure if the LOC have a free place as traditionally one has been provided in the past. However PS asked the Treasurer if the Committee could fund further places. MT agreed so Shazad and Ameerah said they would like to attend.

 PS suggested that all new Committee members do the LOCSU Induction Training.

**19. Date of Next Meeting**

The next meeting will be held on Monday 19th September – 6.30pm via Zoom

Meeting closed at 7.37pm.

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| Action | Action by |
| New members to be forwarded conflicts of interest forms | PS |
| Find out if HLO prefer remote or face to face training | SA |
| Find the email address for the Clinic Co-ordinator for referrals. | NF |