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***Minutes for the Dudley LOC Committee Meeting held at 6.30p.m. on Monday 28th April 2025***

**Held as a Zoom meeting**

**Committee in Attendance**

Shamina Asif (Chair), Paul Sidhu (Secretary), Mark Tuffin (Treasurer), Charles Barlow, Shazad Mahmood(Vice Chair), Ameerah Riaz Ahmed, Qadar Baz, Hussnan Ejaz, Rosie Birhah, Sonia Tyrell, Gurdeep Dosanjh, Jasheen Mangat, Chandni Sharma, David Wright

Also in attendance – Steve Roberts (LOCSU)

**1. Apologies**

Nicky Ferguson,

**2. Declarations of Interest**

No new declarations of interest

**3. Minutes of the Previous Meeting**

CB proposed as an accurate record and RB seconded.

**4. Matters Arising from the Minutes**

See Updated Action Points.

**5. GOS Update**

Nothing additional to add that is not included in CB report

**6. Primary Eyecare update– CB**

# Dudley LOC Meeting Report for 28th April 2025

## PRORITY and For Action.

### LOC Representation on the Black Country Primary Care Collaborative (BCPCC)

Since the last LOC Meeting myself and the four Black Country LOC chairs met with ICB representatives Sarbjit Basi, Director for Primary Care, Mona Sidhu, Medical Director of Primary Care, Ryan Hobson BCPCC chair and BCPCC Vice-chair Rachael Thornton.

 Primary topic was Optometry representation on the BCPCC. An offer of one LOC representation on the BCPCC has been made. There is also the potential for an independent clinical lead for optometry and or an LEHN chair. The LOC representative to attend the BCPCC Board should be funded by the ICB, but there may be short term LOC financial support required until the role is established.

The four Black Country LOC chairs met a few days later to consider potential candidates for this representative role. Shamina was proposed as the primary candidate for the role and the four LOCs have to ratify Shamina as the candidate for the BCPCC representative.

**Action: Proposal that that Shamina Asif (Dudley LOC Chair) be the Black Country LOCs representative to the Black Country Primary Care Collaborative Board.**

**Voted for Shamina Asif to be our representative – carried unanimously**

**CB reminded committee that the post was to represent Dudley LOC and colleagues**

### Representation Challenges and LOCs Collaboration Proposal

The four Black Country LOC chairs agree on the need for a closer level of collaboration between the Black Country LOCs and suggested formalising joint LOC working. A structure has been proposed for an alliance of the Black Country LOCs whilst maintaining their independence.

**Action: For LOCs to review the proposed Terms of Reference of the proposed alliance and provide feedback, including funding options.**

**Vote was carried unanimously on the terms of reference**

### Place Based Primary Care Collaboratives

The Black Country ICB are proposing to extend membership of the place-based primary care collaborative boards and it is expected that Optometry will be invited. Each LOC should look for potential candidates. This is a good opportunity for extended roles within the LOCs, and probably not a role for the chairs of the LOCs.

**Action: Seek candidates who may be interested in this role when it is confirmed.**

# Black Country Ophthalmology Network

The future of this look very uncertain in the new ICB financial Landscape. It has not achieved as much as was hoped and Optometry attendance has been reduced from monthly to quarterly. Of note we have secured secondary care approval of extending GERS from Wolverhampton to the whole of the Black country. However, it may be too late if ICB finances do not sign off on the commissioning intention.

# Change NHS event for NHS 10 year plan

CB and the Sandwell LOC chair attended a Midlands session on the response to the NHS 10 year plan. We were the sole Optometry Representatives for the whole of the Midlands. We had prepared thoroughly with support from LOCSU. Our lobbying of the senior NHS England executives present was pointless as only a few days later NHS England was mothballed.

**7. Chairs Business**

**7.1 &7.2 Extended Primary Care Services & Local Meetings**

**Dudley LOC meeting report**

Chairs Report

We have been engaging with John Barry on how to increase referrals to RHH. I was able to organise a meeting with John Barry and the committee, and we gave constructive feedback to John Barry. The latest email from John shows that they are doing more high volume low complex lists and that he will continue to engage with us on this.

The committee have given suggestions to John on how else to engage with optical practices and SA to email John with the suggestions around IOL Toric implants etc.

Lunch and learn = Wednesday 29th January I was able to present to Dudley Prevention board with Qadir. This was to raise awareness of what optical practices can offer such as CUES and healthy living, as a result of this we have been invited to other meetings to present and put our input such as falls and the importance of low vision.

I have also attending a meeting with the pharmacist lead for ICB Hiten on having representation of optometry at the medicine’s formulary group.

Divya will be representing the black country along with Amir who is part of Wolverhampton.

I have given feedback on the GRRS paper the CB is submitting to ICB encouraging the roll out of glaucoma services in the community using the figures from Wolverhampton. I also gave feedback on the 10 year transformation plan talking about the importance of healthcare.

On behalf of Dudley LOC I have submitted a poster to LOCSU on alcohol screening and HLOPs. I shred this document with the committee and this will be going on the LOCSU website.

There have been many queries regarding general ophthalmology referrals and rejection of these to community optometrists to refer to QE neuro=ophthalmology. I have worked with John Barry to resolve this issue so that the consultants understand that optometrists cannot refer directly to Neuro-ophthalmology.

John Barry has actioned this and said that he has explained this to all the consultants at RHH. SA to monitor the situation.

There are monthly meetings between the Chairs to catch up on issues/discussions in neighbouring areas.

A big Thank you to Qadir and Charles for presenting to Public health engagement board. There was excellent feedback on this and the team requested more information on CUES.

I think we should look at preparing for national eye health awareness week sooner rather than later.

Finally, as part of the primary care Collaborative meeting we are hoping to have optometry representation at place levels/ neighbourhood levels as well as at higher levels. If anyone is interested you in representing Dudley please can you email SA/CB.

Chandni is doing a great job of doing the social media aspect.

HLOP

We are doing well with the alcohol screening – see figures below, just need more practices to do follow up to see if drinking habits have changed.

Alcohol screening figures for the last 6 months.

|  |  |
| --- | --- |
| **Row Labels** | **Count of Intervention** |
| **ROBERT HILL OPTICIANS** | **89** |
| Brief intervention | 1 |
| Brief intervention;Diary-no follow up | 12 |
| No intervention - scored less than 8 | 76 |
| **Special Looks Opticians (Special Looks)** | **72** |
| Brief intervention | 10 |
| Brief intervention refused | 1 |
| No intervention - scored less than 8 | 61 |
| **SPECSAVERS (STOURBRIDGE)** | **87** |
| Brief intervention refused;Diary-no follow up | 2 |
| Brief intervention;Diary-no follow up | 31 |
| Brief intervention;Diary-with follow up | 2 |
| No intervention - scored less than 8 | 52 |
| (blank) |  |
| **Specsavers Opticians (Specsavers Dudley)** | **99** |
| Brief intervention | 19 |
| Brief intervention;Diary-no follow up | 21 |
| Diary-no follow up;No intervention - scored less than 8 | 1 |
| No intervention - scored less than 8 | 58 |
| **Grand Total** | **347** |
|  |  |

**7.4 LOCSU and ROC meeting**

Nothing additional from last meeting

**7.5 AI and Retinal images**

Nothing additional from last meeting

**8. Regional Update**

**8.1 Workforce Development**

## Birmingham, Black Country and Solihull Workforce Development Project

#### Grants offers for 2025 are:

* Independent Prescribing Course / Course & Placement / Placement only - 50% of fees
* Glaucoma - Professional Certificate (Prof Cert Glauc) – 100% of course fees
* Low Vision - Professional Certificate (Prof Cert LV) - 100% of course fees
* Paediatric Eye Care - Professional Certificate (Prof Cert Paed Eye Care) - 100% of course fees
* Medical Retina - Professional Certificate (Prof Cert Med Ret) - 50% of course fees

#### In addition, on offer from the Black Country ICB for 2025 –

* 8 places on the Professional Higher Certificate in Glaucoma at Cardiff University commencing September 2025
* 3 places on the Independent Prescribing course at Cardiff University commencing September 2025 (1- or 2-year options)
* 6 places on the Professional Certificate Glaucoma at Cardiff University commencing March 2025
* 2 places on the Professional Certificate Glaucoma at Cardiff University commencing September 2025

#### Grants History since 2022

181 Applications. 75 Awards made so far. £69,171 paid out so far in grants with £36,525 not yet claimed.

#### Professional Development Workstreams with events in development include:

* Paediatric Dispensing
* OCT Events
* Clinical paediatric Workshops
* VR Grand rounds
* FB workshops
* Goldmann Training Workshops
* Neuro Ophthalmology Training Event

In addition, significant resources have gone into securing additional IP training placements within NHS Trusts and ISP

**8.2 EeRS Update**

**8.3 HWMROC ( including confederation)**

Next meeting is later in the week

With regard to other meetings, CB also that the Black Country Ophthalmology network did not require a representation form Optometry at every meeting only on a quarterly basis. CB seemed to think that this meeting group may not last long

In addition to the report given on workforce development ICB are trying to ringfence the grants and about half of the money jhas been spent. Also 100% grants are being given for GERS and low vision along with paediatric courses whereas 50% funding for Medical Retina

**9. Hospital Liaison Business**

NF not in attendance – nothing to report.

**10. Secretary’s Business**

**10.1 – Social Media Update –** Chandni Sharma has set up a linked-in account and and would like a list of upcoming events so she has put them on the various social media channels

ACTION: SA PS and RB

PS suggested that Social Media becomes a separate agenda item going forward

ACTION PS

**10.2 – NOC**

PS will be representing Sandwell and Qadir, Shazad and Shamina from Dudley. Shamina to create a WhatsApp group to ensure they attend different meetings at the conference and therefore cover as may topics as possible

ACTION SA

Ameerah wanted to attend NOC and Steve was able to get a late resgistaration place so the committee voted to fund 4 places- carried

**10.3** – **LOC Cloud file Storage** – Following verbal guidance that LOSCU very likely to recommend Office 365 or alternatively Google storage, CB and PS to look at OFFICE 365 cloud storage solution

ACTION CB/PS

**11. CPD Officer’s Business**

RB presented the following report:

Summary of forthcoming Dudley LOC CPD events 2025:

1. Thursday 1st May - Lecture 1 CPD point OOs & DOs -  Anterior Chamber Angle Assessment - Mr Ahmad Elsahn @ RHH Education Centre - no speaker fee just travel expenses

No sponsor so LOC to cover food costs (39 signed up so far)

2. Tuesday 10th June, AGM & Discussion Workshop 3 CPD points OOs & DOs - HOYA Sofia Fazal - Converging the Visual Multiverse @ RHH Education Centre

£200 sponsorship from HOYA

3. Wednesday 2nd July Medical Retinal half day event (lunch included)

1.00-5.00pm @ The Copthorne Hotel, Brierley Hill, Dudley

4. Monday 15th September Dudley & Sandwell LOCs joint CPD day event @ The Copthorne Hotel, Brierley Hill, Dudley

5. Tuesday 14th October - 'An evening with Kam Balaggan' - @ The Copthorne Hotel, Brierley Hill, Dudley.

**12. Treasurer’s Report**

REPORT for Dudley Loc meeting Monday 28th of April

Current balance in account is 95K approx. 53K is EERS money leaving a balance of 42K less some outstanding payments to be made (Feb and March LOCSU) gives a true balance of 39K. The figures mentioned include a payment to Wolverhampton LOC for EERS which has been outstanding for some time. Thank you to Charles for sorting.

As mentioned at the last meeting we have received a service charge of £4.50 for the last two months and I can see no reason why this will alter month to month.

The LOCSU levy reduction from 0.5 to 0.4% will take effect from the 1st of April and as Dudley do not have this automatically deducted, I will alter our payments to LOCSU manually. Looking at the accounts for 2024/2025 this will give Dudley a saving of approximately 2K per annum as it is a 20% reducing in charges.

The 2024/25 accounts have been sent to the auditors ER Grove recently and I hope to have them back in time for the AGM.

All of the P60s have been distributed this morning and contact me if you have any issues arising from them.

I attended the recent treasurer’s event in February and have also enclosed my report/note from the event to summarise I think we need to:

1 appoint a Vice treasurer for several reasons including having more than one person having access to the accounts.

The appointment will help as I have made a couple of mistakes recently and not paid Qadir and Shazad on time/ correctly and for this I apologise. I was away in the far east recently on a three-week break and this coincided with payroll payments needing to be made. I had to purchase expensive secure internet access and make payments whilst on a ship. A Vice treasurer could have been very useful at this point along with helping with succession planning and security

A vice treasurer was discussed, and Qadir will consider if he wants to assume the role. MT explained that the amount of work needed wasn’t that much except at times when he was on leave.

ACTION QB/ MT

2 We could save money by asking LocumKit to audit our accounts as they will charge £200 per annum and last year’s charge was £540 from ER GROVE

SA suggested a review of the levy and its possible reduction CB suggested a stress test of the accounts so that a proposal could be made at the AGM

ACTION CB/ MT

**Following a report from the LOC treasurers day held in February**

Report regarding treasurers’ event Held on Thursday 13th of Feb at 173 Euston Road London

Agenda enclosed, and notes on follow points

Make sure that a minimum of two officers have access to the bank accounts and accounting software( if used ) ACTION POINT check at next meeting who else has access to account

David Wright will check if he has access still

ACTION DW

Expect an additional payment for Domi levy due in April

SUCCESSION PLANNING

Appoint a vice treasurer (see above action point) and LOCSU have a job role description on the website ACTION POINT

Before current treasurer resigns totally swap roles with vice treasurer for minimum of 6 months

Keep reports from meetings in separate folder and store on cloud-based storage system

6 years of records need keeping can we turn them into electronic copies and again store on cloud based system ACTION POINT MT to check how many years of records are being kept

Try to where possible keep paper records electronically ACTION POINT MT to start scanning/saving all claims (additional time implications)

New template for accounting are to be introduced shortly from LOCSU and we can decide if we need to change from our current template – Menzies (LOCSU accountants) recommend ZERO accountancy software ACTION POINT MT to investigate cost

However, it has more reporting functionality which may not be required for example monthly breakdowns and ability to set budgets and warnings when we exceed them

Payment references should be used (DUDLEY ok on this)

Latest recommendation is that accounts are checked annually but that an “appropriately qualified person” could do so. Dowe still want to use current auditors at cost of approx. £500 per year or did we want to ask Locumkit to do so . Cost to be confirmed but understood to be £200 per year VOTE/ACTION POINT

Discussion “Things I wish I had known before starting as treasurer”

Official policy for what can and cannot be claimed

A maximum single transaction to be paid without 2nd persons authorisation also helped if account gets hacked”

Policy should state that no claims for attendance should be made if being claimed elsewhere

ACTION POINT all of above

Discussion group on Policies and Budgeting

Do we have an official written policy for expenses (mentioned previously) and reserves do we have a budget ( see accounting software) and do we do any forecasting

It was suggested that LOCSU has a yearly check/update on the officers details ( I did not get invited to event directly and no longer get invites to the quarterly meetings so asked that they could check my email details

Presentation from LOCUMKIT on PAYE

Key points

All P 60 forms to be distributed by treasurer no later than 31st of May However all details are on the March pay slip in the cumulative sections for checking by recipient

Make sure all members listed by LOCUMKIT are active as it costs LOCSU per member and report resignations promptly

Discussed National Insurance liability issues ( will not reach threshold to be an issue for DUDLEY)

In summary a worthwhile day but newer Treasurer would have gained more from it. Has resulted in several ACTION POINTS for MT however Dudley has to decide what they want from the treasurer and its accounts going forward as they have time/cost implications. The good news is we are not doing a lot wrong but just need to look at succession planning and policies

ACTION POINTS MT (see separate list at end)

**13. 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

**14. 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

**15. A.O.B.**

PS asked for LOCSU rep to leave meeting for AOB whilst discussion regarding LOCSU was held. PS questioned if having a LOCSU rep present for the whole meeting might stifle conversation. GD expressed that he felt it was extremely useful to have a LOCSU rep present as queries could be resolved immediately in many cases where otherwise there would be a delay. PS agreed but made clear to the committee that if at any point in any future meeting they felt they wanted to discuss something without the LOCSU rep being present they should feel free to speak up.

SA will discuss with LOC chairs about funding arrangements for Divya’s and Amirs participation in formulary meetings

**16. Date of Next Meeting**

The next LOC meeting will be held on Tuesday 8th of July 2025 – 6.30pm via Zoom. The meeting closed at 8.30 pm.

|  |  |
| --- | --- |
| Actions | Action by |
| Shamina to create Whats App group for NOC | SA |
| Informing Chandni Sharma of the upcoming events to be placed on social media | SA PS and RB |
| Separate Social Media topic on Agenda in next meeting | PS |
| Cloud storage using OFFICE 365 | PS /CB |
| Russells Hall reputation feedback request – being done -ongoing | ALL |
| SA to find out Cannock Hall protocol for Post-Cataract procedure – carried forward awaiting full response. No response so chased so carry forward | SA |
| MT to look at various action points from treasurers report listed above  Check if DW still has access to Dudley accounts  Look at storage of old accounts and what MT has  Look at costs of other accountancy software  Consider using LOCUMKIT to do annual auditing for reduced cost | MT |
| Appoint a vice treasurer | QB? |
| To look at accounts and make proposal to reduce levy CB to help with stress test | MT/CB |
| Look at central guidance on expense claims and if protocol exists | SR/MT/PS |