

HERTFORDSHIRE LOCAL OPTICAL COMMITTEE AGM

Monday 6th July 2020

Zoom Meeting

MINUTES

Jane Bunker (Chair) (JB)

Steve Roberts (IT) (SR)

Kavita Kathuria (KK)

Hansil Shah (Vice Chair) (HS)

Mary Bramley (MB)

Binal Patel (LOCSU Optical Lead)

Sumila Kasaven (Vice Chair) (SK)

Peter Chapman (PC)

Katie Patel (KP)

Eileen Gay (Treasurer) (EG)

Daniel Harris (DH)

Sally Tucker (ST)

Minute Secretary: Dawn Doe

Apologies for Absence

Apologies were received from Anita Jones (AJ), Sai Karan Malik (SKM) and Wendy d'E Vallancey (WdEV)

Because the meeting was a virtual meeting via Zoom, SR went through the meeting etiquettes. The brief introductions, as agreed at the earlier Committee Meeting, were given by each of the Committee Members.

1. Election of Chair

Sumila was elected to chair the meeting.

2. Minutes from 2019 AGM

Minutes from the meeting on 25th March 2019 were unanimously approved.

3. Matters Arising

MB queried whether the observers should also introduce themselves.

4. Chairman's Report

The Chairman's report was the same as that for the Committee meeting.

At this point PC wanted to minuted a Thank You for Jane, Steve, Hansil and Sumila for all the hard work they had put in to ensure that information was being disseminated and queries answered be recognised.

5. Statutory Levy

The Treasurer stated that this year the finances had too healthier a surplus and it took longer than expected to reduce the Statutory Levy. EG had attended the LOCSU Treasurer meetings and based on GOS projections, with GOS reducing by 50%, although she thought 60% was more realistic for 2020/21.

EG said for the activity of the Committee to remain the same an increase will need to be made to the Statutory Levy or reduce the activity. We have not had to make payments to LOCSU for 4 months and there would be no increase to the payment amount. One of the suggestions from the Treasurer meeting

was to reduce the hourly rate for members, but EG said that the majority of our members do not claim for their time. Another suggestion was collaborations with other LOCs. EG said that money was being saved by holding the meetings virtually. Discussions will need to take place on the way to move forward. JB suggested that by the next Committee Meeting there would be better understanding of how things will be. It was agreed to leave the Statutory Levy at the amount it is now.

6. Accounts 2019 to be approved and LOC Budget 2020

It was agreed that the Accounts for 2019/20 were a true representation.

7. Electing Auditors

It was agreed that the current auditors would be re-appointed, we have been working with them for some time now and were happy with them.

8. Elections

Two applications had been received and the candidates were David Fleming and Amisha Pau. It was agreed that whoever was being voted for was to leave the meeting and then be re-invited once voting had finished. Dipesh (observer) said that he was interested in joining the committee and JB asked him to send her his CV.

MB questioned if there was capacity for new members and whether there was a ruling on the number of contractor/owners and performers. JB said that several members of the Committee had left during 2019/20 and that she had checked the numbers for Contractor and Performers but would double check.

Kev (observer) queried whether a Needs Analysis had been performed to see if this number of Committee Members were actually required and did just a few of the members do all the work, with the others being prepared for succession. JB explained that it can take a year to become up to speed with everything that the Committee covers. It was also said that a Needs Analysis had been performed earlier in the year.

Both David and Amisha received Yes votes and were welcomed onto the Committee.

9. LOCSU Presentation – Binal Patel

Binal gave a slide presentation which included details of The Board, The Team Structure, what LOCSU do for PECs & LOCs, NOC 2019 Overview and NOC 2019 Action Plan.

JB and SK thanked Binal.

10. Newsletter

The newsletter was historically sent out on a 3 monthly basis, but due to COVID-19, news items have needed to be sent out more frequently due to the circumstances and nature of this time. The information needed to be disseminated quickly so email/Mailchimp was utilised. The view is to return to the normal production process once this event is over.

11. Social Media

JB stated that she felt we needed to provide information more regularly and if we chose to do this via social media which platform to use. HS asked if this should go out to the observers - would they like to see the LOC on a platform and, if so, which?

MB stated that she is not so good with technology and would prefer not to have a social media account. KP said that this was discussed a while ago and it was felt then that it was not really required. Maybe this question could be added to the survey. DH asked is LOCSU have guidance on social media. If we were to go forward with a social media account, it would have to be kept up to date and relevant. SK thought

Twitter would be the better platform. It was mentioned that cost implications will need to be taken into consideration. HS said you need to decide who you are targeting. SK to liaise with other LOCs.

12. Yearly Rotation of Members

SK said that it has been recognised that we have not really been following the instructions with regards to member rotation. Does anyone have thoughts on how to proceed with this ruling? If members do not wish to leave, how will the rule be implemented, is it via length of service? At the Committee meeting prior to the next AGM, we should have a list of those retiring and which positions are up for change. This should be roughly a 3 year term.

13. Any Other Business

Some practices have been limiting the number of NHS patients they see per day because the private patients provide more income. Has anyone else had experience of MECS and CUES? HS has CUES and has received funding for performing virtual assessments via telephone and video. They have a WhatsApp group for all those who provide the service and can arrange an appointment for a patient this way.

NHSE want to know if anyone has managed to complete the Staff Assessment. If so, Rupal would like feedback. MB has done them for Staff returning to work. KP has done both NHSE and the one from Specsavers. KP to get back to JB.

CET Event – would it be virtual or, if permitted, a more social event? The observers were asked their views on this and if it was required. A discussion took place and MB thought she would have a better feel of the situation in September. The fact that there has been so much free CET available along with only 6 points being required, it was agreed not to hold a CET Event until February 2021. KP suggested asking on the survey if there was an area that information/training was required. SK said that would be for another wider survey that could be sent out later. The one she was preparing was for those in attendance of the AGM.

SK asked if there were any other items anyone would like to cover. PC wanted to thank all observers for joining the meeting and it was nice to see so many new faces.

There were many expresses of “Thank You” to Jane Bunker and Steve Roberts for all their hard work during the pandemic. A further “thank you” to Steve for setting the meeting up on Zoom.

SK thanked all Members and Observers for joining the meeting.

Meeting closed at 21:11