



Tuesday 26th May 2020

COMMITTEE MEETING USING ZOOM

DRAFT MINUTES

Present:

Jane Bunker (Chair) (JB)	Mary Bramley (MB)	Sai Karan Malik (SKM)
Hansil Shah (Vice Chair) (HS)	Peter Chapman (PC)	Binal Patel (LOCSU Optical Lead)
Sumila Kasaven (Vice Chair) (SK)	Dawn Doe (Minute Taker) (DD)	Katie Patel (KP)
Eileen Gay (Treasurer) (EG)	Daniel Harris (DH)	Sally Tucker (ST)
Steve Roberts (IT) (SR)	Anita Jones (AJ)	Wendy d'E Vallancey (WdEV)
	Kavita Kathuria (KK)	

1. Apologies for Absence

Apologies were received from Amnish Patel

2. Approve Minutes from 13th January 2020

The minutes were approved. DH mentioned that he had not been included in the "Present" list and that he was in attendance and is mentioned further on in the minutes. DH to be added to Final version

3. Matters Arising

Update from CHEC Meeting on 7th January 2020

A question was asked about referrals to Stoke Mandeville in Bedfordshire – this should be amended to Stoke Mandeville in Aylesbury, Buckinghamshire.

4. Chair's Report – Jane Bunker

Jane to send her report as already typed up.

PC commented on the Local Resilience Forum (LRF), he sent JB an e-mail about it. It was basically about how the county is dealing with COVID-19 measures, but there was no mention of Optometry – PC will re-send the e-mail to JB. *We did get added to the list eventually and I ordered a small emergency supply of PPE to be used if someone was desperate. So far, I still have it but the goggles were recalled as they weren't the correct specification.*

EG mentioned there were issues with the West Essex border and that a patient from Cheshunt had been refused treatment. JB requested EG send her summarized report in an e-mail. *Still problems with patients on the West Essex border, CCG have messaged the GPs again about this. Optoms to send in to HES as won't be paid for seeing them.*

5. Treasurer's Report – Eileen Gay

EG extended her gratitude to SR for helping her to get onto Zoom and therefore join the meeting. Even though there we would not receive funds via the Levy for a few months there was still a large amount of money to continue to run sufficiently for the rest of the year. The Levy has been successfully reduced. WdEV enquired if the Levy was still being taken from the GOS payments and HS confirmed that the Levy had not been taken from his.

6. Newsletter Update – Steve Roberts

After PT stepped down from the Committee, SR has taken over the organisation of the Newsletter. JB apologised to AJ for the fact that her recent item had been merged with another item. AJ went on to mention that CHEC were working towards getting back to normal treatment routine and that patients were happy with the level of care and safety.

There has not been a Newsletter for a while due to the current circumstances of Covid 19. Since much of the information received needed to be disseminated quickly, it was more efficient to do this by email/Mailchimp rather than to make into a Newsletter.

7. Website Update – Steve Roberts

Any Information being sent out is also being uploaded to the website when it is received.

SR stated that at the moment we are using the old LOCSU template, but they have issued a new one that we will move to in time. This new template would allow us to have a 'Public' area and a 'Members' area, for this we will need a new web address and SR asked committee what they would like it to be, after confirming for SKM that Herts would not be confused with another county that could be shortened to Herts, it was agreed to be HertsLOC.org. With this website, we would be able to have business e-mails, which is where this item also ties in with the next Agenda item of e-mail addresses.

If anyone has any suggestions for the website to let SR know.

8. E-mail Addresses – Steve Roberts

SR explained the problems we had encountered trying to keep everyone informed during this period, whilst using what had been set up as a personal e-mail address via g-mail. A business e-mail account will reduce these issues. LOCSU use g-mail accounts and have suggested the LOC do the same, the lowest level business account would incur a cost of £5 per e-mail address, the next would be £10 per month. Other providers were suggested such as Microsoft, which would be an idea if we continue to create the Newsletter in Publisher, this would be £11 per month. HS asked if the website would host e-mail and SR explained yes and LOCSU use g-mail. To resolve the issue SR has been using a free version of Mail Chimp, which has limitations such as you can only have one contact list set up. If we were to sign up we could have 500 e-mails addresses and 3 contact mailing lists. The accounts that are paid for have a lower limit on the number of e-mails sent. HS asked if Steve manually formats the template, which he did and now uses that as his template. HS uses Mail Chimp and said that he has several different contact lists, a discussion took place around this, about it being possible demographically and this could possibly done with our lists.

A further discussion took place about the number of e-mail addresses that would be required, with many permutations suggested and an agreement of one for the Chair, one for Admin and one for the Committee as a whole would be suffice. EG asked if payment would be set up as Direct Debit, SR said that he was happy to pay and claim back via expenses. A discussion about a LOC Credit Card started, but this was looked into before and was found not to be worthwhile. SR to see if Direct Debit payment can be set up. It was agreed to stay with Mail Chimp for now as these are extenuating circumstance and going forward we are not sure that we would need to continue to send as many e-mails for information purposes.

HS said Thank You to Steve for all the work he has been putting in to set up the website and resolving the e-mail issues.

9. WhatsApp Group Discussion – Karan Malik

SKM started by thanking Jane and Dawn for collating all the telephone numbers. The group has been running for 8 weeks now and is an informal way of sharing information with the e-mail route remaining the formal option. So far, there have been many chats about GOC, GOS and PPE to mention a few. SKM said that of those present on Zoom, only Eileen, Daniel and Peter were still not included in the group and if they wished to join to let him know their telephone number. EG stated that she did not have a smart phone due to the reception in their area. *Both Peter and Daniel have since joined the WhatsApp group.*

Group discussions have been helpful and these messages have end to end encryption.

JB thanked SKM for setting this up. HS added that these groups work very well and in the other area that he works they have one for all Optoms in the area and could be something to think about in future for Herts LOC. AJ said that although she has been unable to work she has found the discussions useful and insightful of the issues those working are experiencing.

HS to send some information via the WhatsApp group.

10. Update for East & North Herts – Kavita Kathuria

East and North Herts Hospital Trust would be keen to have a MECS or CUES service for their area. The Glaucoma referral refinement scheme was being provided by CHEC but this runs out at the end of May and is not being recommissioned by E&NHCCG. Moving forward, there will be more virtual clinics as these have been very successful during CV19. A question was asked if this would be Children and would OCT be in clinic. Kavita was also asked if this was Hospital Trust and she said yes QEII, Hertford County and Lister.

11. Update on Leadership Programme – Sumila Kasaven

Sumila has really enjoyed the Leadership Skills for Optical Professionals course and is now completing the last 2 weeks of the 14 week programme. It is a Postgrad module worth 20 credits, part of WOPEC's MSc programme at Cardiff University. The course provokes self-reflection of your own skills and analysis of how you interact. Sumila has been writing a blog on the different leadership models and went on to explain what several of the different leadership styles were. SK is going to send something out for others to complete online and is looking at writing her final essay on Succession Planning for Herts LOC.

12. Any Other Business

Hertfordshire & West Essex STP - JB stated that this is now to be known as an Integrated Care System (ICS) and she will e-mail the new Head to introduce Herts LOC.

HS talked about Virtual CET – These could be an alternative to the usual CET events we provide during these times of social distancing. The next CET event would usually be provided in November, but it does not look like it will go ahead. HS says that he partook in a webinar which used an App called Blackboard and has also attended lectures via Zoom. There are other apps such as Pando and AccuRx. Some of the lectures are run by Consultants and/or hospitals and you can discuss cases using the chat function at the side. The lectures are provided to varying numbers of participants. Discussions involving MB and ST especially took place on what topics could be covered, if and when an event could/should be run, how often, if they would be geared towards our locality and so on. There was concern that the particular consultant HS was referring to was based at Luton. MB stated that there was plenty of CET available and other members felt that since the Levy had been paid, something should be provided for practitioners. It was agreed to run a trial event with a smaller group first, possibly the Committee Members. EG stated that a normal CET event cost around £2,000 so to run one virtually would probably work out cheaper.

AGM – JB said we need hold an AGM and we need to provide 21 days notice prior to holding it – it was discussed whether this could be added onto a virtual training event but ST advised that for CET points to be awarded the event will need to last for at least 1 hour, and then if you were not to start that until 1930 to allow those still providing services to participate then you would be going on until late in the evening and people would just leave after the training.

JB asked for some assistance in dealing with many aspects of the role during this COVID-19 period. KK has offered to assist with E&NH, SR will continue to cover NHS e-mails. It was agreed that JB send tasks out to committee and go from there.

13. Date of Next Meeting and AGM

Date of next meeting and AGM will be 6th July, 7.30pm for brief Committee meeting then 8pm for AGM.

Meeting closed at 21:10