Lincolnshire LOC Meeting

Monday 20th February 2023 7pm – Via Teams

**Agenda**

1. Apologies

2. Declarations of conflicts of interest

3. Martin Jago to discuss EeRS

4. Primary Care People Group – Amit

5. Treasurer session – Adrian

6. Primary Care Transition Oversight Group - Adrian

7. Paediatric Ophthalmology – Annabelle

8. Regional Meeting – notes from Deepal

9. CPD

10. Urgent referrals

11. AGM – 10th July 2023

12. PAYE for LOC officers – Manjeet

13. Online banking

14. AOB

15. Date of next meeting TBC

Attendees: AM, SMG, AC, SO, TM, SB, LT, MB, AP, NS

**1, Apologies**: DB

Unattended: MS, CU

**2, Conflicts of interest**: none.

**3, Martin Jago to discuss EeRS:** wanted to join but not attended. Laura to Chase.

AM: DB and LT went to meeting – Chaz not been attending meetings, so DB left to do on her own. LT happy to help out, volunteered.

EeRS coming very soon, attended a meeting as a LOCSU driven meeting (last week Thursday) and will be many to come.

MB: happy to help, may struggle with Thursdays however.

AM: 43K funding (figure from MOU), LOCSU want to collab as a region to apply for money, specs. are: neighbouring LOCs to share, but we are an individual single LOC region. Do we want to be on board and follow LOCSU guidance (as a collab) or do as an LOC individually? NB: LOCSU seem to focus on the ‘wording’ of the contract. Lincolnshire, with over 80 practices, would appoint a ‘champion’ who will be the liaison.

SO: will the appointed person get this money?

AM: need clarification. Some is for Practices. So, for instance, ones that cannot get EeRS, ie don’t have the computers/NHS.net to access, the funding would help them set up access. Not sure how we fairly distribute the funding as of yet?

Mostly we can spend the money how we want but must justify reasoning.

SB: so, we as a whole region would have the £43k?

AM: yes, but have to apply as individuals (one singular LOC)….

SB: will LOCSU support if we bid individually.

AM: LOCSU actively encouraging us to apply as a group.

AC: if we apply as an area we get £43k? Do they allocate per practice (so £500 eg) what happens if it does not get used?

AM: if we applied as a ‘group/neighbouring’ then we have to do on our own terms. Also does not mean we would get the full £43k.

AC: I read the MOU as if we collaborated then would get bigger pot (both of the regions’ allocations would share a combination funding) which would it mean we could potentially hire someone to deal with the money. But then joining another committee could potentially cause conflicts of opinions on how to spend the money etc.

AM: LOCSU mentions ICB’s. Our ICB is also just a Lincolnshire only area.

AC: as Martin Jago is part of our ICB may be good help with how the funding would work etc. I feel would be good to apply as an individual.

AM: get the feeling everyone on the same page as applying as individual. But we should definitely review on 6.3.23, as meetings still happening in between, and Deepal has much more info/knowledge.

SO: 26.1.23 last meeting I attended they mentioned that we were one of the first areas to go out. Then soft roll out.

AM: Cut off was 20.02.23 to apply, Deepal has already applied.

Need to get Manjeet and Adrian on board for the banking

**4, Primary Care group: Amit (currently not present, address later)**

**5, treasurer session:**

MB: on last meeting.

* LOCSU involved 2 law firms to try and sort PAYE. To try and understand how to help with PAYE effectively.
* Originally saying only LOC officers, however now all committee members should be subject to the same rules. To try and reduce any complications.
* National Insurance: as under (likely to be) £10k per member not to worry about this.
* PAYE subject to each LOC member. Once PAYE set up has to be done as an individual, not via/as a business or employer.
* Allowable expenses: fuel, stationary, travel etc will not be part of PAYE.
* Allocations per LOC (tax code:20% as under £10k) Self assessment?
* LOCSU have said: if for any reason, if any LOC member fail to record anything, they will hold the LOC to account. So, they(LOC) will pay the tax owed, if the funding is not available, then the members (LOC Committee) individually will be accountable. So, if HMRC feel tax not paid, they will then investigate the LOC. (can do up to 20years) If LOC set up as an employer, risk is significantly reduced. If there is an error, setting up as an ‘employer’ then it will be recorded more easily, however history (other/previous LOC’s) has shown an accountant was required to help with this due to paperwork/detail required. If HMRC query why no PAYE before, we can (as LOCSU’s law firms have confirmed) we can hold our hands up and say we ‘did not know’.

AM: do we get charged? Or is this part of our current levy?

7.30: Amit arrived. Nizz arrived.

MB: part of the current levy. With each agreement terms will be set (generalised) for all members. Will say such things such as pensions etc will not be part of this.

AC: decision making: with our current set up? How do we ensure appropriate taxation is applied? As an employer, we can claim up to £1000 tax free on top of wages.

SB: unsure of this.

AM: Our bookkeeper, advised the £1000 is right according to Gov.uk. If you are employed there is an allowance of this amount, if you are providing an additional service on top of employment, then anything £1000 or under does not need be claimed. ‘trade allowance’.

AP: anyone have 2 PAYE codes?

TM: I do. (have 2 PAYE codes)

You have to do self-assessment for tax, what I currently do. Have had experience with AOP allowances, In regards to this too.

AC: from meeting, my understanding was – when you get your P60, if LOC earnings come through PAYE then earnings combined. Anyone who is not self-employed may have an issue with what is required to do to correctly claim tax etc.

TM: should be straight forward and can all be done online. (Gov website)

LT: went online, and it seemed quite straightforward. There are pages to access previous years income etc

AP: agrees can claim up to the £1000.

AM: can we confirm/clarify Manjeet?

Nizz: advised: to seek extrernal advice/guidance if there is anything that does not seem completely clear. Yes first £1000 is correct, do not need to be claimed at all.

SO: if we go onto PAYE LOCSU scheme, what does that mean for employed members?

Nizz: unable to have LOCSU confirm individual situations.

SB: employed and self-employed, all goes on one tax return. So would have to do a tax return end of year.

AM: conscious all in different situations. Easier for people already self-employed. Less so if employed. Want members to feel comfortable being part of the committee. Will be on agenda for meeting next month.

MB: issuing of the form, LOCSU needed to know how many LOC’s would be interested, deadline was 21.2.23/today.

AC: form was interest only and LOC name. sounds like we are interested, see what the other LOC’s say.

SB: does this mean fund will be handed over to LOCSU?

Nizz: LOCSU should only be dealing with the PAYE side of things. Or can opt to work collaboratively.

SB: so, accountant is an option?

AC: One LOC currently does this already, around £800 a year for an accountant, so if LOCSU can do this instead, more money for the pot.

AP: chat: ‘You can have as many PAYE as you want. But you would either split your tax code across the different PAYE or claim it on the main job and the rest would be D 0 tax code. This is taxed at 50%.   
  
So, for most of us who are on PAYE it would be a D 0 tax code on the LOC work.’

AM: vote: 50/50 – employed people seem to need the help.

NIzz: would advise local impartial advice.

AM: no harm in declaring interest, as not at the stage of putting it in place.

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AM:… to Nizz: touch back on EeRS??

NIzz: as LOC we do not need to worry about collab. EeRS champion is one amount, and a smaller pot of £500 per practice for other funding. Lincolnshire is £39,500 for Champion, then £3900 for practice support. Get funding 1+3 (from documentation).

**6, Primary Care Transition Oversight Group**

AC: a lot of focus from NHSE on optometry 1st. Last week on eyecare meeting and discussing how EeRS fits in. With the changes to the ICB, Optometry current financial status: underspent around £360k (that was around month 7/8), so not at risk, NB: pharmacy overspent. Idea of funding is to upskill primary eye care/local optometrists to assist Ophthalmologists. Need to ensure we have good access to Px notes etc and databases.

Next meeting: (1st weds of every month): 1.03.2023

Eyecare delivery group meeting is every 6 weeks, so next is mid/late march: Chris Knapp from ULHT heading. Martin Jago, Sab and I attending, and various ICB members, to discuss funding and IT structure merging. Making sure it works with Lincolnshire.

**7, Paediatric Ophthalmology**

AM: before I was on the LOC I was advised last year, no funding. This year complete u-turn and head orthoptist repeatedly asking for help. No response since queries re: funding however. Martin Jago meant to be chasing up and is keen to have a shared care/funding for this. However, nothing in line to happen yet. Frequent meetings are happening.

AC: Martin has mentioned in the eyecare group meetings about Paeds often. ULHT do seem to want to use community optometry, but of course we need to make sure we are compensated for the extra work that may entail. There has been chat about Post cataract from hospital (ULHT) treatment too. The fact that other providers funding this already (ie SPamed etc) is a good support factor.

MB: Angela Henderson/PES recently emailed about willing to negotiate post cataract etc.

Nizz: yes, that’s right, happy to support this going forward.

SB: whoever negotiates, need to make sure post op fee does not go under £45.

Nizz: agrees with this. Would recommend that LOC initiate the meeting. I can support.

**8,** **Regional Meeting**

Deepal not present – meeting delayed to 28th March now.

**9, CPD**

AM: wanting a calendar of upcoming CPD?

Nizz: exit – 20.21

SB: sorting a GOC number/log in for being a CPD provider.

AM: as a LOC we were previously a CPD provider, but now all changed. Trying to get updated so that we can be accredited again. But need to pay?

SB: already paid.

LT: Centrostyle would like to do one, happy to sponsor. Ref: Nick Laing.

AM: think the SpaMed is a good one. Good CPD to have. And useful if we are accredited can host an LOC peer review more easily etc.

**10, Urgent referrals:**

SB: wanting to know/feedback about current set up. Had 7/8 cases of where phones not picked up etc. 1st Feb, new system in place and wanted to do the feedback again to see if the changes have helped. If anyone has had to contact LCH/ULHT then feedback appreciated. One Q: ‘any suggestions for improving the service’: I asked for phone to be picked up within 5 rings.

HES Feedback form: Just needs to be done once in the 3 months from before Feb (so If had to contact them between Nov’22 and Jan’23), and then again if needed to contact in next 3 months (Feb ’23 and May ’23) again complete another feedback form.

AM: please try and push completion of the feedback forms with colleagues etc. If there is no feedback, there will be no changes to anything!

**11, AGM - Monday 10.07.23**

AM: All OK with this date? AGM is about getting members and if anyone wishes to change roles etc, or restructure anything.

AC: AGM, virtually? Or face to face.

AM: virtual for now, see how people feel/give feedback.

**12, PAYE for LOC officers**

(covered in point 5) and to be discussed again next meeting.

**13, Online Banking**

AM: payments etc, bank accounts not set up still, would it be OK if we started getting some cheque out instead?

SB: happy to give cheques.

AM: Think we should be spending money before end of Tax year for LOC funds, good idea to get done.

SB: LOCSU got their cheque so happy to distribute. (£22k for a 12 month period)

AC: can we email the invoices to you Sab? Would it be good to see figure of what we have all spent etc and what future spends look like. ( a bit if data for the financial year)

LT: Can we claim in the next Tax year for previous invoices etc but still get as previous tax allocation?

AM: all invoicing etc to be done in the year you want to claim.

Manjeet, still happy to have the meeting minutes as invoice/evidence for the payment from the meeting?

MB: Yes. Maybe should we have an external accountant etc to try and help?

AM: feel treasurers should have a meeting and make a decision about an accountant etc together.

**14, AOB:**

None.

**15, Next meeting**:

AM: would like: Meeting for next month Monday 6th March 7pm

End: 8.43pm