Minutes of the Annual General Meeting of the Lincolnshire Local Optical Committee

Monday 30th June 2025 | Held Virtually via Zoom | 7:00pm

Those present: See Appendix 1

1. Chair's Welcome

The Chair, Annabelle Magee, welcomed members to the meeting. She noted that this was the largest attendance at a Lincolnshire LOC AGM to date and thanked all those present for their continued involvement and support.

2. Apologies for Absence

Apologies were received from James Coleman, Martin Smith and Tushar Majithia.

3. Attendees

Name	Practice / Organisation	Role
Annabelle Magee – LOC committee member	Clearview	Outgoing LOC Chair / Contractor
Alexandra Heseltine - Guest	Specsavers Louth	Performer
Amit Patel – LOC committee member	Specsavers Lincoln	Contractor
Arron Crane – Guest	Specsavers Domi	Contractor
Deepal Burgess – LOC committee member	Locum	Outgoing LOC Vice Chair/ Performer
Gurdeep Daffu – Guest	Specsavers Lincoln	Contractor
Hayley Morrison- Guest	Lincoln Asda	DO
Ian Stradling – Guest	Specsavers Bourne, Spalding, Holbeach	Contractor
Jas Mahal – Guest	Gainsborough	Contractor
Kelly Hatfield – Guest	Lincolnshire ICB	Project Manager
Laura Tope – LOC committee member	Lunettes	Outgoing LOC Secretary/ Performer
Lynsey Doherty – LOC committee member	Greenwood Opticians	LOC Vice Secretary/ Performer
Paul Hurdley – Guest	Specsavers Lincoln	DO / Contractor
Richard Ewetunde - Guest	Specsavers Boston	Performer
Sab Bahl – LOC committee member	Dixons Lincoln	Performer
Sam Oliver – LOC committee member	Specsavers Lincoln	LOC Treasurer/ Performer
Stanley Mwamuka – Guest	Specsavers Louth / Skegness	Contractor
Tim Stones – Guest	Specsavers Louth	DO / Contractor

Andy Byrne - Guest	LOCSU	Outgoing Advancement Lead
Fionnuala Kidd - Guest	LOCSU	Senior Advancement Lead

4. Minutes of the Previous AGM

The minutes of the previous AGM were presented. No queries were raised and the minutes were adopted without amendment.

5. Matters Arising

There were no matters arising from the previous minutes.

6. Chair's Report

Annabelle Magee presented her report on the work of the LOC over the preceding year. Key highlights included:

- **Cinapsis —** The LOC achieved 100% sign-up to Cinapsis across the area, facilitated by Deepal Burgess. This was noted as a significant achievement, with many other LOC areas yet to reach full adoption.
- **CVD Pilot —** A Cardiovascular Disease (CVD) monitoring pilot was rolled out across the county. 40% of measurements taken returned an abnormal reading, demonstrating the contribution optometry can make in primary care. The incoming committee was noted as taking a decision on whether to continue the service.
- **Professional Recognition Event (POD) —** Lincolnshire held its first recognition event in partnership with POD. Attendance from optometry was lower than hoped, though the Chair encouraged future engagement as an opportunity to represent the profession and network with primary care colleagues.
- **CPD Event —** A CPD event organised by Sab Bahl was well attended and received positive feedback from both attendees and the clinical consultants involved.
- **Independent Prescribing and Professional Certificate Funding —** The LOC secured external funding for four IP places and eight Professional Certificate in Glaucoma places. A further two IP places were subsequently obtained when candidates from other LOC areas withdrew.
- **LEHN —** Deepal Burgess was confirmed as the new Local Eye Health Network (LEHN) lead for Lincolnshire and had completed a needs assessment and eyecare strategy for the area.
- **ICB Changes —** The Chair acknowledged ongoing uncertainty around ICB structure and committed to communicating updates to members as information became available. She noted a strengthening of the relationship between the LOC and ICB, with more productive dialogue than in previous years.

The Chair concluded by reflecting on four years in the role and expressed her appreciation for the work of the committee and the progress made during that time.

7. Treasurer's Report

Sam Oliver presented the Treasurer's Report. Key points noted:

- The LOC had managed three separate bank accounts during the year, reflecting distinct funding streams including EeRS income and IP and Professional Certificate funding received from the ICB.
- Income for the year totalled approximately £53,123.93 against outgoings of approximately £62,247.47 (excluding IP and EeRS-related expenditure), representing an overspend of approximately £10,000. The incoming committee was noted as needing to address this.
- Following the reduction in the LOCSU levy in April, the LOC resolved to pass the saving directly to contractors.

The Treasurer's Report can be found in Appendix 2

8. LOCSU Report

Andy Byrne presented the LOCSU report. A slide deck was to be shared with the incoming Chair following the meeting. Key themes included:

- The NOC Conference in Birmingham had taken place with over 200 representatives attending from across England.
- Work on the new Model Constitution had been completed by LOCSU and would be taken forward locally with the incoming Advancement Lead.
- LOCSU's strategic priorities were outlined, including supporting LOCs to influence commissioners, developing pathways in the context of NHS England structural changes, and enabling national discussions on issues such as single point of access and digital connectivity.

Andy Byrne confirmed this was his final meeting as Advancement Lead for Lincolnshire LOC. The Chair thanked him for his support over the preceding period.

A question was raised regarding the LOCSU levy reduction effective from 1 April and whether the change would be backdated. The Senior Advancement Lead confirmed she would look into this and report back. It was later confirmed that the LOCSU levy reduction would not be backdated.

LOCSU 2025 slide deck can be found in Appendix 3

9. Adoption of Reports

The Chair's Report, Treasurer's Report were presented for adoption. All reports were adopted.

10. The New Model Constitution

The committee agreed to begin the work that will lead to adoption of the new Model Constitution, and subject to tailoring for local requirements in conjunction with the incoming Advancement Lead.

11. Adoption of the Statutory Levy

The statutory levy for the forthcoming financial year was adopted. It was proposed that the overall levy be maintained at 0.9%, with the LOCSU element at 0.4% and the committee element adjusted accordingly. Proposed by Annabelle Magee. Approved unanimously.

12. Appointment of Returning Officer and Two Scrutineers

Ian Stradling and Arron Crane were appointed as the 2 scrutineers. It was not recorded in the original AGM minutes who was appointed the returning Officer.

13. Appointment of Auditors

Tushar Majithia and Ian Stradling were appointed as auditors for the forthcoming financial year – Agreed with Tushar Majithia prior to AGM.

14. Election of the New Committee

The following appointments and elections were confirmed at the AGM:

- Sam Oliver was confirmed as Treasurer, having been serving as Vice Treasurer. There were no objections.
- Alex Heseltine was elected to the committee. She was the sole nomination and was duly elected unopposed.
- Nominations for Chair were received for Deepal Burgess and Amit Patel. Following a vote, Amit Patel was elected as Chair with 9 votes. Deepal Burgess received 3 votes.
- Nominations for Vice Chair were received for Laura Tope and Hayley Morrison. Following a vote, Laura Tope was elected as Vice Chair with 12 votes.
- The election of remaining officer roles, including Secretary, Vice Secretary and Vice Treasurer, was deferred to the first meeting of the new committee.

15. Elected Chair's Address

Amit Patel thanked members for their confidence in electing him as Chair. He committed to working through priorities with the new committee at the forthcoming meeting and expressed his appreciation to Annabelle Magee for her four years of service and leadership.

16. Any Other Business

There was no other business raised.

17. Date of Next Committee Meeting

The date of the next committee meeting was to be confirmed, with Monday 14th July 2025 proposed as a provisional date, subject to availability of the new committee.

Confirmed dates:

- 7th July 2025 Officers Meeting
- 20th October 2025 LOC committee Meeting

Appendix 1 — Attendees

See attendees table at section 3 above.

Appendix 2 — Treasurer's Report

Lincolnshire LOC – Receipts and Payments

For the year ending 14th March 2025

Receipts

Bank balances as at 14 March 2024 (3 Accounts)	Current Account EeRS Account IP Account	£87990.46 £10145.40 £1.72	£98,137.58
Statutory Levy LOC	1*		£52,170.93
EeRS Funding Top-Up			£12,670.00
LOC Funding for Wellbeing CPD	2*		£300.00
LOC Central Support	3*		£139.47
Bank Interest	4*		£513.53
	TOTAL		**£163,931.51**

Payments

LOCSU Levy	5*		£29,644.43
Greener Options	6*		£1,843.86
CPD Events			£550.00
Bank Charges			£60.00
Committee Meetings	7*		£5,467.50
Committee Member Expenses	8*		£24,525.80
ZOOM Subscription			£155.88
EeRS Expenses	9*		£15,300.00
IP Funding	10*		£8,775.00
Bank balances as at 14 March 2025 (3 Accounts)	Current Account EeRS Account IP Account	£53353.39 £7706.28 £16549.37	£77,609.04
	TOTAL		**£163,931.51**

Notes;

1* This is 1% of Sight Test Fee Income (due to the date payment is made there have been 13 payments this financial year)
2* This was a grant from The Central Optical Fund for a Wellbeing CPD Event
3* This is made up of equal funding to all LOCs from a domicillary providers levy correction
4* Interest is received on monies held in the savings accounts (designated as EeRS and IP Accounts)
5* This is 0.5% of the Sight Test Fee Income – Paid 17/10/24 (NOT A FULL YEAR PAYMENT)
6* This funds each practice to have yellow 'sharps' bins
7* This includes room hire and attendance allowance for committee members
8* This is for time spent on LOC business or attending meeting on behalf of the LOC
9* This is for time spent on the development of EeRS
10* This funding for candidates undertaking the IP qualification – the £25000 funding was received into the current account 22/09/2023 and transferred to the holding IP account on 18/03/2024.

Appendix 3 — LOCSU Slide Deck

LOCSU Overview

Lincolnshire LOC AGM Presentation 2025

Andy Byrne
info@locsu.co.uk



Visit our website to find out more about LOCSU

Who are LOCSU?

LOCSU

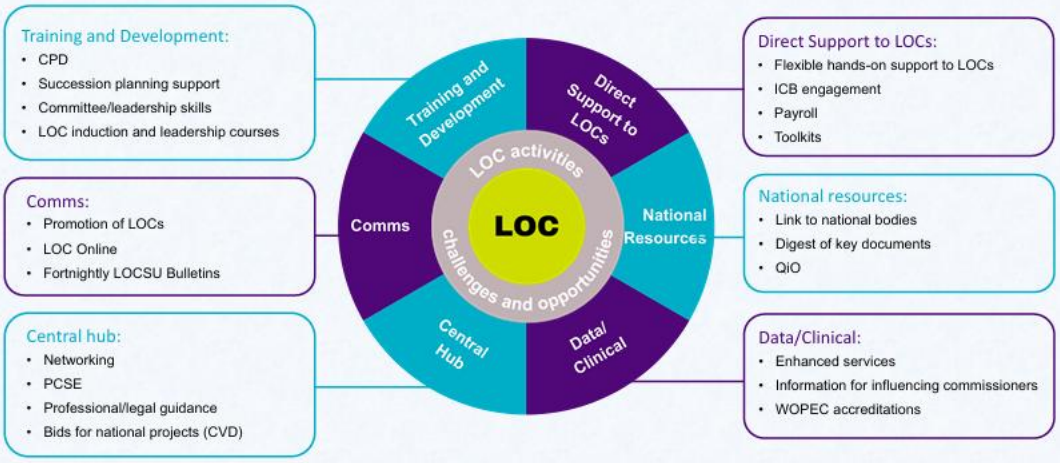
LOCSU supports LOCs in England across a range of activities relating to primary eye care, including:

- Policy work and influencing
- Commissioning support
- Governance and compliance
- Training and development support
- Develop clinical pathways
- Develop local case studies

What does LOCSU do for you?

- Provide training and support to LOCs
- LOC payroll service
- Produce webinars, podcasts and other accessible learning and information opportunities
- LOC model constitution engagement and update
- NOC25

LOCSU support to LOCs



2023/25: LOCSU support to LOCs

60x £ increase in direct investment in LOCs, compared to the previous year

1984 meetings to support LOC work *(average based on previous meetings attended)*

1060 CPD points issued, after expanded training offer

42 documents developed to support LOCs

46 LOCs utilising LocumKit, a LOCSU funded payroll service

40 LOCs have a live LOC-online website, with a further three in development

52 tools and support information for sharing with and influencing commissioners

12 accessible training and development courses for LOCs

You asked, we did

NOC
Largest and most ambitious to date!

Chair Conference/ Comms forum
Expanding the networking offer and role focused forums.

National Forum
Strengthening links and holding LOCSU to account.

Improved Communications
Improved communications, newsletters, bulletins and podcasts.

LOC Promotion
Promotion of LOCs at universities and 100% Optical (132 visitors and a third signposted to LOCs).

Plus

Standard Specification
National standard specification for CUES (community minor and urgent care) following a ministerial request.

Constitution Development
Developed with legal advice.

National conduit
OFNC and sector bodies.

Advocacy
Partnership and advocacy around Marsha De Cordova bill. All-Party Parliamentary groups, Five nations and roundtables.

Scan to read the LOCSU Annual Report

National Hot Topics for 2025/26

LOCSU

Digital

- SPoA/Referral Management
- Digital connectivity

Clinical

- CVD prevention in Optometry
- Sight testing in Special Schools
- Glaucoma Care

Our Activity

NOC 2025

- 18 and 19 May 2025, Birmingham Hilton Metropole

New LOC model constitution

- Launch final draft in March, support LOCs to adopt
- Develop supporting policies and tools

LOCSU strategy

- A new five-year strategy, focusing on what we deliver for LOCs, is due to be released shortly
- Levy reduction

Focus on enhanced services

- Pathway review and refresh
- Building the evidence base



Picture: Regional Optical Conference, Nov. 2024 - coproduction of new model constitution with LOCs



Note Taker: Laura Tope

Minutes Edited by: Lynsey Doherty