

Rotherham and Barnsley Local Optometric Committee

MINUTES of the Rotherham and Barnsley Local Optometric Committee

Meeting Date and Start Time: Tuesday 26 November 2019, 6pm

Meeting Location: Carlton Park Hotel, Rotherham

Present: Sukhy Bains (SuB), Peter Dand (PD), Bhavesh-Dayasharan Patel (BDP), Terry English (TE), Omar Hassan (OH), Tan Hussain (TH), Robert King (RK), Aftab Rahim (AR), Steve Shaw (SS), Liz Sooklall (LS) and Tony Wing (TW).

Attendees: Sarah Faulkner (SF) (Minute Taker)

Apologies: Dave Brumpton (DB), Sean O'Brien (SO'B) and Nizz Sabir (NS)

Minutes of the Last Meeting: The minutes from the meeting taking place on 10 September 2019 were accepted as a correct record.

Matters Arising:

1. Welcome and Apologies

SS welcomed everyone to the RBLOC meeting and thanked everyone for their attendance. SS then conducted introductions and apologies.

2. Approval of Previous Minutes and Matters Arising

The minutes from the meeting taking place on 10 September 2019 were accepted as a correct record. It was noted that there were two matters arising one regarding finance statements and raising the levy and the other regarding the LOCSU needs assessment.

Finance Statements and Levy: OH advised the attendees that all the necessary forms for potentially raising the levy are available on the LOC website. OH stated that TE has emailed an update to note that LOC funds have halved in this last year and there is some nervousness around funds going forward if the LOC wants to remain as active as it has been. TW stated that a discussion around budgets and the levy will be held at the RBLOC contact day.

ACTION: TW to ensure that RBLOC budget and levy is on the agenda for the LOC contact day on 10 December 2019.

LOCSU Needs Assessment: OH advised the attendees that at the previous LOC meeting the LOCSU Needs Assessment had been conducted. The meeting did not have full representation from all members and therefore it was important that other members of the LOC input into the needs assessment and that this is further discussed at the contact day.

ACTION: TW to ensure that LOCSU Needs Assessment is on the agenda for the LOC contact day on 10 December 2019.

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3. Change of Chair

OH advised the attendees that he would be stepping down as Chair of the RBLOC as he has taken up a new role within the NHS, which could cause a conflict of interest. OH advised that he will be joining NHS Business Services to conduct some work around PPV visits etc. This would have a direct conflict of interest with the role of LOC Chair and so OH has chosen to step down at this time. OH advised that he will help to facilitate a handover and is happy to help facilitate the contact day, but from December 2019 OH will step down completely and any future attendance at meetings will be by invitation only, as a local performer. OH advised that he will remove himself from the WhatsApp group and will hand over the cloud account, email, Eventbrite etc. to the Secretary and Vice Chair.

AR enquired what the role of NHS Business Services was. OH confirmed that NHS Business Services is not a private company, it is an arm's length body and part of the role of NHS Business Services is to centralise and streamline functions.

SS thanked OH for all the work he has done for the RBLOC in the last 12 months. OH stated that the committee has really made progress, thanked everyone for their support and stated that he was sorry to have to leave. SS advised that he would be the interim Chair, but at the AGM the role of Chair will go to a formal vote.

4. Co-option of Further Committee Members

SS stated that due to interim change in Chair the Vice-Chair post needed to be filled and requested nominations from the attendees. OH suggested SuB. SuB stated that she would like a discussion with SS first. OH stated that Chairing can seem daunting but it is a really good development opportunity for members of the committee. TH stated that the Vice-Chair role is important for succession planning. TH noted that when the Vice-Chair role was elected to earlier in the year both SuB and BDP had expressed an interest. The committee agreed that both SuB and BDP would take on the Vice-Chair role until the formal vote at the AGM.

OH advised the attendees that he has been conducting practice visits to promote the RBLOC and to encourage people to join the committee, which will also help with succession planning. OH advised that optometrists in Barnsley and Spa Medica expressed an interest in joining the committee. OH advised that a few people he had spoken to had attended a previous LOC meeting but did not feel confident enough to engage and so more support may be required for new attendees at meetings.

OH introduced Liz Sooklall (LS) to the attendees and advised that LS would be keen to join the RBLOC as a committee member and has expressed an interest in helping to maintain the RBLOC website. The committee members agreed to co-opt LS onto the RBLOC. TH recommended that a backup person also learn how to maintain the website and AR was nominated for this role.

ACTION: OH to show both LS and AR how to maintain the website, cloud account, email etc.

TW confirmed that the RBLOC Constitution allows the co-option of members throughout the year but formal elections should take place at the AGM. OH stressed the need to send out information about the candidates interested in the posts and that a vote should be conducted on the posts. OH also suggested inviting optometrists to attend meetings before the AGM to provide mentoring and experience for people who may wish to become co-opted members. TW stated that this would be a

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good way for people to show commitment to attending and being involved in the activities of the LOC.

OH advised that newly qualified optometrists are always interested in development opportunities and would be a good cohort of people to target to join the LOC, as it opens up avenues to access the LOCSU leadership training. SS enquired if there was a limit on the number of committee members. OH stated no but it is important to have a limited number of active and committed members. OH stated that the AGM is a good opportunity for people to show commitment and ensure there is an equal balance of contractors and performers. SS stated that it was important to continue to promote attendance and participation in the LOC ahead of the AGM.

5. CET Event Update

SuB advised the attendees that the next CET event is a peer review and has 35 attendees signed up. SuB reminded the committee members to book onto the event and that there is capacity for extra attendees so to continue promoting the event. SuB advised that places can be booked on Eventbrite, the venue is the Ibis Styles at Barnsley and there will be tea and coffee available but no food. OH stated that it was important to confirm with the presenter that it was only tea and coffee.

ACTION: SuB to confirm with peer review presenter regarding details of the session.

SuB enquired of the attendees if the LOC wanted to have attendees complete a feedback form and if yes what information would be best to capture. The attendees discussed the pros and cons of an evaluation form and decided that for this CET no LOC evaluation form would be completed but at the start of the CET SuB would introduce herself to the attendees and encourage people to come and talk to committee members. LS enquired if there was a contact database for contractors and performers. OH advised yes but SuB stated that it needs further expansion. OH thanked SuB for all the hard work on the CET events and reiterated that SuB has done a really good job with organising these events throughout the year.

SS enquired if any of the committee members had attended the Barnsley Hospital CET. OH advised yes but noted some issues in that the speaker was late and the focus of the event was quite basic. LS advised that she had found it useful, particularly as a Barnsley practitioner. SuB noted that the section focussing on diabetes was useful and the event was a good opportunity for networking as well as gaining CET points. SS advised the attendees that Barnsley Hospital have expressed an interest in conducting a number of events throughout the year and enquired if attendees wanted to stay linked in to these and to help to promote. OH stated that it was essential to stay linked in and if the only requirement is promoting the events then it should not be too onerous. TH agreed that making and maintaining connections with the hospital teams is important. SuB noted the importance of ensuring an even split between events in Barnsley and Rotherham and that engagement with Rotherham Hospital is more challenging than engagement with Barnsley. SS enquired if there had been any follow up conversations with Rotherham Hospital. TW and TH advised not since the meeting they attended in April 2019. It was agreed that TW would attempt to reinstate conversations/engagement with Rotherham Hospital.

ACTION: TW to contact colleagues at Rotherham Hospital to try and bolster engagement with the LOC.

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6. MECS and Primary Care Updates

SS advised that NS was unable to attend and provide a full update and so this would be picked up in full at the next meeting. OH noted that NS had raised the issue that MECS referrals in Rotherham were still low. TE advised that his practice were still having issues with Optomanager and communications around the scheme with GPs did not seem to be consistent. It was suggested that TE contact NS directly to discuss further. TE also advised that there had been an issue with payment, as they practice had not received payments as yet. SS advised that on OptoManager patient feedback or a patient declining to leave feedback needs to be ticked to ensure the payment is processed. TW noted that there had been issues with walk in service patients. TH had also experienced this and advised that the practice had experienced issues around communications with GP practices also. RK enquired what the quality of referrals has been like in Rotherham. The attendees advised that they have been very mixed, there are issues with the referral pathway and how this has been communicated/understood by GPs. The attendees also noted that there had been issues around the ability to prescribe drops, as the prescribing rules have changed in Rotherham. It was agreed that the issues around communications with GPs and a need for reengagement with A&E about the scheme will be highlighted to NS to assist with resolution. TH advised that Barnsley CCG did a lot of PR about the scheme and this could be shared with Rotherham to replicate.

ACTION: TE and TH to discuss Rotherham MECS with NS to seek resolution to highlighted issues.

TE enquired how a did not attend for follow up appointment is recorded on OptoManager. OH advised that NS could attend TE practice and give refresher on how to use OptoManager, TH recommended using the OptoManager helpline for specific queries and SS advised that he would be happy to assist TE.

7. 2020 Meeting Dates

OH stated that in 2019 advance notification of all meetings had been issued and this seemed to work well. OH suggested repeating this for 2020. SS agreed and advised that the 2020 meeting dates could be agreed at the LOC away day. SS suggested to the attendees that for the first meeting of 2020 it might be helpful to have an extended meeting so that feedback from the away day could be given and discussed. OH stated that agreeing the date of the AGM was really important and that notification of the agreed date should be issued in January 2020. SS suggested holding all the meetings in 2020 at the Carlton Park, as the room hire was significantly cheaper than at the hotels in Barnsley. All committee members agreed with this, but with the option to review throughout the year. BDP suggested splitting the CET events between Barnsley and Rotherham but holding all the LOC meetings in Rotherham.

ACTION: SS to send out LOC meeting and AGM dates to all once agreed at the away day.

8. Contact Day Pre-discussion

SS asked OH if he would be able to attend the away day to help with the facilitation of the day. OH agreed to act in a facilitator role at the away day. TH enquired who was attending the away day. SS advised the majority of committee members would be in attendance for all or part of the day. OH suggested using the LOCSU Needs Assessment as a basis for the day and reviewing what was

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discussed at the last away day. TE advised that a room at the Carlton Park had been booked from 9am to 5pm. SS advised that he would email out for agenda item suggestions and follow up on the WhatsApp group.

ACTION: SS to email out to committee members to request items for the agenda for the LOC away day and follow up on the WhatsApp group.

9. Optometry Apprenticeship Trailblazer Discussion

OH advised that there had been a lot of stakeholder discussion on the optometry apprenticeship trailblazer proposal. OH advised that there is petition in place to stop the apprenticeship trailblazer and advised committee members to talk to their patients about the apprenticeship and to encourage them to put forward views to the consultation. BDP enquired about the apprenticeship. OH advised that it to create a pathway into optometry without people having to obtain a degree. BDP stated that the college should be pushing for more specialism not de-specialising optometry. OH advised that the college are not supportive of the apprenticeship scheme but main employers are keen to take this forward. The majority of optometrists disagree with this route into the profession and there is a feeling that it is a disservice to patients to have someone less qualified undertaking this role. The attendees discussed the apprenticeship and agreed that as an LOC it is not something that they would support. It was agreed that SS would submit a response to the consultation on behalf of the LOC.

ACTION: SS to submit a response to the apprenticeship consultation on behalf of the LOC, indicating that this is not supported.

10. E-GOS

TH advised the attendees that an E-GOS meeting will be taking place in Sheffield on 3 December 2019 with a focus on trialling the E-GOS system. LS advised that she is attending the session and so will be able to feedback at the next meeting. SS stated that all the old copies of the paper GOS will be removed by April 2020 and new ones made available from that point. SS stated that the new style forms are difficult to complete, and the systems suppliers are working to try and ensure the E-GOS version are fit for purpose. The current advice is to ensure that each practice has a stock of paper GOS forms.

11. Any Other Business (AOB) (All)

MECS: TH advised the attendees that the MECs contract in Doncaster has moved to a new provider and the new contract holder, Evolutia, has lowered charges to £36. TH stated that it is important to be aware of this as Evolutia is a competitor in the area. TH advised that Evolutia is essentially an IT platform/admin function they are not a provider, provision is subcontracted to local practices.

Finances: TE advised the attendees that the RBLOC currently has £14,116.66 in their account, this is half of what the committee had at the start of the year. SuB advised that the RBLOC account should be receiving a payment of £622.41 from Docket and SuB would follow this up.

ACTION: SuB to follow up refund from Docket and ensure there is an auditable paper trail on this payment.

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The attendees discussed the finances and agreed that it would be helpful to see the bank statements for the last 12 months and to discuss this further at the LOC away day with a focus on income, expenditure and budget setting.

ACTION: TE to send bank statements for last 12 months (December 2018-November 2019) and TW to add finance to the agenda for the contact day.

Post Cataract Referrals in Rotherham: TH advised the attendees that he had received a returned post cataract claim form with a notification that the hospital was now conducting these. TH advised Rotherham practitioners to double check if the post cataract follow up had been conducted by the hospital before proceeding in the practice.

Meeting Closed: 20:40

Date, Time and Location of Next Meeting: Tuesday 11 February 2020, 6.30pm, Carlton Park, Rotherham.