



LANCASHIRE &  
MORECAMBE BAY LOC

**Minutes of Meeting held 23rd June 2022**  
**Brockhole Visitor Centre, Preston PR5 0AG** (Junction 32 M6/M55)

Present:	<b>Michael Jackson MJ</b> (Chair) <b>Jennifer Smith JS</b> (Secretary) <b>Mike Broadhurst MB</b> (Treasurer) <b>Asma Adam AA</b> <b>Alan Bowen AB</b> <b>Sean Buckley SBu</b> <b>Philip Harper PHa</b> <b>Riz Iqbal RI</b>	<b>Phil Jones PJ</b> <b>Edward Ovenden EO</b> <b>Neil Pearson NP</b> <b>Jane Quinn JQ</b> <b>Mike Ryan MR</b> <b>Tom Mackley TMa</b> (LEHN Chair)  <b>Suhayel Issa SI</b> (Observer) <b>David Gleave DG</b> (Observer)
1.	<b><u>Welcome</u></b> MJ opens the meeting and welcomes all including 2 observers Suhayel Issa & David Gleave. He advises the meeting will be recorded by JS for the purposes of taking the minutes.  <b><u>Apologies for Absence were received from</u></b> Tim Bagot, Sarah Bentley, Vic Cottam, Ruth Cuthbert, Drew Thompson, Fionnuala Kidd.	ACTIONS
2.	<b><u>Declaration of Conflict of Interest</u></b> MJ thanks MR for digitising the documents. JS advises those who were not at the last meeting have been sent copies and requests they sign them and send them back to her via email.  MJ asks if anyone has anything new to declare - none.	
3.	<b><u>Approve the Minutes of the previous meeting</u></b> MJ asks if everyone has had a chance to read the minutes and if anyone has any amendments or queries.  <b><u>Matters arising from previous meeting</u></b> MJ/JS to make contact with David and invite him to the next meeting. - Done & present tonight	



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<p>Any members who didn't complete the needs analysis survey to inform MB</p> <ul style="list-style-type: none"><li>- MB advises this was so accurate payments could be made, he has received no responses. AA advises she did not complete the survey.</li></ul> <p>SBU to update the committee on GDPR and bring everyone up to speed.</p> <ul style="list-style-type: none"><li>- MJ advises SBU has been liaising with LOCSU regarding registration with ICO and is yet to receive a response but will speak to FK.</li></ul> <p>LOC members to give brief reports at each meeting of any external meetings attended and then outcomes.</p> <ul style="list-style-type: none"><li>- On agenda</li></ul> <p>LOC to create a NA working sub group.</p> <ul style="list-style-type: none"><li>- On Agenda</li></ul> <p>TB to look into MoU with PECs - do we have them, do they need updating?</p> <ul style="list-style-type: none"><li>- TB not present tonight for update.</li></ul> <p>Discuss roles still available at the next meeting</p> <ul style="list-style-type: none"><li>- EO expressed an interest in becoming shadow treasurer supporting MB. EO is on the LOCSU induction course and advises there is an extra treasurers module he wishes to complete.</li><li>- NP taking over West Lancs Locality lead role with AB supporting</li><li>- SBU to work with JS Central Lancs Locality lead role</li><li>- AA and PJ taking responsibility for CPD, and skills workshops e.g, WOPEC. JS suggests they could liaise with neighbouring LOCs to see if we can promote and join any of their CPD events.</li><li>- PHa creating the newsletter</li><li>- MR leading for Low vision</li><li>- MB sorting room Bookings</li><li>- RI has been offered the role of Well Being lead. He would prefer enhanced services in central lancs if a vacancy arrives. MJ will speak to RI re well being role.</li></ul>	<p>MJ to look into MoU with TB</p>
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<p>MR requests an lmbloc email address. JS advises this can be done and anyone else who would like one can request one. JS also advises the lmblocsec address is no longer associated with with LOC - Paul Hutchence (prev secretary requested to keep the address).</p> <p>MJ to speak to VC re needs analysis group.</p> <p>FK to put NP in touch with west lancs CCG contacts</p> <ul style="list-style-type: none"><li>- NP will update later in agenda</li></ul> <p>TMa to send LEHN meeting invites to locality leads</p> <ul style="list-style-type: none"><li>- JS advises PJ and SBu have been invited, AB, NP SB not as yet</li></ul> <p>Needs Analysis subgroup to discuss practice survey.</p> <ul style="list-style-type: none"><li>- See later in agenda, more members welcome currently MJ, JS, TBa, FK</li></ul> <p>LOC members to send a good quality headshot photo and short bio to JS to include on the website.</p> <ul style="list-style-type: none"><li>- None received as yet</li></ul> <p>JS to share LOCSU login details with LOC members</p> <ul style="list-style-type: none"><li>- Done</li></ul> <p>GOC call for evidence to be carried over to a future meeting.</p> <ul style="list-style-type: none"><li>- See later in agenda</li></ul> <p>JS to put EO, AA &amp; NP forward for induction course.</p> <ul style="list-style-type: none"><li>- Done, PHa also on the course.</li></ul> <p>JS to look at website &amp; mailchimp tracking data and share at each meeting.</p> <ul style="list-style-type: none"><li>- See Secretaries report</li></ul> <p>MJ asks if the committee is happy these are a true record of the meeting. Proposed by MB seconded by JQ.</p>	<p>JS to set up email accounts for anyone who wants one.</p> <p>MJ to ask TMa to send LEHN invites to AB NP SB</p> <p>ALL LOC members</p> <ul style="list-style-type: none"><li>- to send a good quality headshot photo and short bio (few sentences who you are where you work etc) to JS to include on the website.</li></ul>
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<p>4.</p>	<p><b><u>Treasurers Report</u></b></p> <p>MB advises the auditors had requested some corrections made to itemise payments to match invoices received on the 2022 accounts. This has been done and the accounts have now been approved.</p> <p>MB has not opened the 2023 accounts yet but as of 22/06/22 the LOC has £.... in the bank. Last year the LOC had £.... of income and £... outgoings and £... surplus so we are increasing our pot of money but are expecting this year to be spending more as the LOC is more active. MB reminds the committee he will remain mindful of the balance and if it becomes too high will consider reducing the levy.</p> <p>MJ is happy with this and asks if everyone is clear on how to claim expenses. MB runs through the process and requests members keep a track of time either on his spreadsheet or using an app such a 'Clockify' as JS does.</p> <p>MB requests invoices are sent to him monthly.</p> <p>DG advises he sat as treasurer on another LOC in the past and was always advised to keep 12 months funds in the bank. He reports many LOCs found their funds depleted during the recent lockdowns.</p> <p>Fees for those on the LOCSU induction course were discussed.</p> <p>MB advises he has received new bank cards for V.Cottam and P.Hutchence. It was decided to destroy the card for P.Hutchence as he is no longer on the LOC and for V.Cottam to keep the other card until JS and MJ's cards arrive.</p>	<p>MB to send tracker out to all LOC committee.</p> <p>EO to send time sheet for induction course to MB for consideration at next meeting.</p>
<p>5.</p>	<p><b><u>Chairs Report</u></b></p> <p><b><u>GOC Call for Evidence</u></b></p> <p>MJ &amp; JS attended NW chairs meeting to discuss this. It was decided that each LOC should draft a separate response. A discussion was held around how best to draft our response, it was decided that JS, MJ, TMa, EO, RI would meet to draft the LOC response. This would then be sent round the rest of the committee for comment and</p>	



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	<p>agreement before being submitted to the GOC and to FK to be collated with the other NW LOC responses.</p> <p><u>Review of Definition of in place</u></p> <p>MJ explained the structure of the new ICS's</p> <p>ICS -&gt; split into Places -&gt; split into Neighbourhoods -&gt; Split into PCNs -&gt; which cover GPs, Dental, Optical and Pharmacy</p> <p>The LMC have been in touch to highlight that the ICS are planning to change the boundaries of Places. Currently the Places match the Hospital Trusts boundaries, this currently does not align with Local Authority Boundaries who provide social care. The ICS are proposing to realign the Places to match the Local Authority boundaries. The LMC have asked the LOC to advise of their position. It was decided that the LOC would prefer that Places remain aligned to Hospital Trusts.</p>	<p>MJ to send LOC response to the LMC.</p>
<p>6.</p>	<p><b><u>Secretaries Report</u></b> Sent out prior to the meeting.</p> <p><u>Website traffic and Mailing List</u> JS advises &lt;20% open rate on emails is considered good in marketing, our is 60%. 91% of the subscribers are highly engaged. There have been 4 new additions to the mailing list since the last meeting and 1 unsubscribe. Between Apr-May there have been over 1K visits to the website up 54%. The most visited page is the Preston Referrals Page. JS advises each email contains links to the mailing list subscription form and social media. PHa now has an lmb email address and has had training on mailchimp in preparation for sending out the newsletters.</p> <p><u>Central Fund</u> The fund have offered to attend a virtual meeting to give a presentation about their role. JS asks if the LOC felt this would be of benefit. It was felt that this would be useful but more information is needed on how this could be accommodated.</p>	<p>JS to contact central fund and find out more about their offering, could they record a presentation or</p>



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	<p><u>NOC</u> LOCSU have announced the NOC will be held in Leeds this year from 10th-12th October 2022. The LOC gets 1 place funded and needs to decide who would like to attend and if we are sending more than one delegate. MJ, JS &amp; EO expressed an interest in going. TB and TMA usually attend funded by PES.</p> <p><u>NHSE</u> Angie Ashworth has advised there are 33 contractors who have not yet submitted their annual complaints return for 2020/21 which is contractually required. The NHS have agreed to send reminders and reopen the system. JS advises all contractors to check to ensure they have responded even if you have had no complaints. Any queries or submissions to <a href="mailto:england.lancsat-optometry@nhs.net">england.lancsat-optometry@nhs.net</a></p>	<p>would it need to be live etc.</p> <p>JS to send a reminder out to the mailing list.</p>
7.	<p><u>Locality Lead Reports</u></p> <p><u>Central Lancs</u> CHEC have yet to appoint a replacement engagement officer for Bridget Morgan and David Coleman has also left the company. JS advises as soon as new officers are appointment she will look to build new relationships.</p> <p>LTHTR would like to make optometrists aware that their waiting lists for cataracts are less than six weeks from referral to surgery and less than 3 weeks for clinic appointment. JS also reminds everyone that cataract referrals in central lancs must be sent to the RMC so the patient can be offered choice and not direct to any particular provider.</p> <p>Central Lancs CCG are concerned that some practices are sending post cataract reports to the RMC instead of through the CHEC portal. The post cataract pathway remains unchanged and accredited practitioners should continue to send these episodes via CHEC.</p> <p><u>Morecambe Bay</u> JS advises TB had nothing to report other than to request more practices join the PwLD pathway.</p>	



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	<p><u>Fylde Coast</u> No report from SB</p> <p><u>West Lancs</u> NP &amp; AB had a meeting with Alison from CCG re possibility of CUES. Alison proposed maybe isight would commission cues with optometry due to funding hurdles. Discussion was held around the viability of this option and similarities to CHEC in central lancs.</p>	
8.	<p><b><u>Trust &amp; Private Provider Updates</u></b> Nothing to report</p>	
9.	<p><b><u>Other Updates</u></b></p> <p><u>Low Vision</u> MR is looking into information that should be on the LOC website. TMa advised he is in the process of creating a low vision directory and will work with MR to complete it at their upcoming meeting.</p> <p><u>CPD</u> AA advises she has found 3 definite speakers with titles and 3 tentative titles. When details have been finalised AA will send a flyer to be distributed. MR asks if this is linked with the LOS lectures. AA advises it is separate the LEC Chorley are hosting and the LOC are providing refreshments. The aim is to also improve relationships with the hospital, inform primary care what services are available and to give a tour of the new facilities. AA has ensured there will be no duplication of topics with the LOS lectures. The first lecture is likely to be on cataracts and the speciality procedures that the Eye Clinic can perform which are not available in other community settings.</p> <p><u>Needs Analysis</u> MJ advises that the subgroup is working through the document and would anyone else like to be part of the subgroup.</p> <p><u>Comms &amp; Newsletter</u> PHa - Any topics or information for the newsletter would be gratefully received. He is hoping to send it out quarterly, link to social media and drive footfall to the website as well.</p>	<p>MR to send to website content and instructions on what to put where to JS along with any charity information to go on website</p> <p>MR to consider inviting 3rd sector LV providers to bring a stand to the LOC AGM next year.</p>



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	<p><u>Wellbeing</u> MJ - pilot work is being done on wellbeing. It opens the door to quicker access to mental health services for your teams e.g.counselling, faster than via GP.</p>	
10.	<p><u>Optometric Advisors report</u> Previously circulation - MJ asks if there are any queries - non raised.</p>	
11.	<p><u>LEHN Chair's report - TMa</u> TMa gave a brief overview of the Fuller report and advised the LOC to read it. He advises NHSE are looking at ways to implement the ideas possibly via PCNs. E.g. AF screening &amp; BP case finding in Optical practices or fall prevention, smoking cessation. TMa would like the LOCs help to find a model that will work for optometry practices as well as helping the patients. Reporting every episode is very admin heavy. Idea could be to pay for a block period during which the practice agrees to provide the service and keep a simple log of episodes.</p> <p>TMa advises in North Yorkshire &amp; Humber the OOs do a quick BP check on particular patient groups then refer to the pharmacists rather than GPs.</p> <p>MJ suggests it may be best to work with the area leads on this. JQ advises she would be interested in this.</p>	
12.	<p><u>LOCSU Report</u>  No report presented</p>	
13.	<p><u>Any Other Business</u>  MJ asks DG if he would like to join the LOC as our DO representative. DG accepts the offer. Proposed by MJ seconded by JS. DG is co-opted until the next AGM when he will need to stand for election.</p>	





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14.	<b><u>Dates of Next Meetings</u></b>								
	14/9/22 25/01/23 22/3/23 26/4/23 AGM 21/6/23								
	<table border="1"><tr><td>Signed by:</td><td></td><td>Date:</td><td>17/02/2023</td></tr><tr><td></td><td><b>Michael Jackson, Chair</b></td><td></td><td></td></tr></table>		Signed by:		Date:	17/02/2023		<b>Michael Jackson, Chair</b>	
Signed by:		Date:	17/02/2023						
	<b>Michael Jackson, Chair</b>								
Taken by: Jennifer Smith, Secretary									