



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 30th March 2022
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

Present:	Mike Broadhurst MB Sarah Bentley SB Alan Bowen AB Sean Buckley SBu Philip Harper PHa Riz Iqbal RI Michael Jackson MJ Phil Jones PJ Neil Pearson NP Mike Ryan MR	Jennifer Smith JS Drew Thompson DT Ruth Cuthbert RC (Optometric Advisor) Fionnuala Kidd FK (LOCSU) Edward Ovenden EO
1.	<u>Welcome</u> MB opens the meeting after the AGM following a short break and welcomes all.	ACTIONS
2.	<u>Apologies for Absence were received from</u> Tom Mackley, Jane Quinn, Vic Cottam, Tim Bagot	
3.	<u>Election of officers to the new committee</u> MB advises officers have to be elected to the committee and at a recent meeting with FK it was decided to increase the number of officers. A new chair needs to be elected. MJ proposed by JS, seconded by EO. There were no other nominations. MJ is elected as Chair. MB talked about some LOCs having a vice chair, the LOC did have a vice chair in the past to step in if the chair was unavailable to attend meetings but was only called upon possibly twice in a 6 year period. It is thought that the vice chair position should be held by someone who has aspirations to be Chair in the future and can work alongside the current chair. The committee should not rely on one person to be the font of all knowledge. MB asks if anyone has aspirations to fill this role, offered to SBu who declined.	All committee members to have a think about the roles they would be interested in. Role of Vice Chair to be left open and discussed at the next meeting.



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 30th March 2022
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

	<p>MJ is keen that the role of chair is not for life and also that members should feel able to put themselves forward for other people's roles. Everybody who wants to should get the chance to take on the role of chair and there should maybe be a time limit to encourage others.</p> <p>SB - raised concerns over the size of the area covered by the LOC and the lack of new members joining. The LOC should look at engaging newly qualified optometrists.</p> <p>FK - offering CPD at the AGM can help to entice new members. Attending meetings can be very daunting when it can seem that you don't have enough knowledge to be able to contribute or be put off because everyone knows each other well.</p> <p>SBU asks with the new ICS footprint coming will our LOC not end up merging with Pennine Lancs LOC anyway? FK - you could agree to merge or could remain independent as the LOCs in Cheshire are doing if you feel you are able to better serve the community that way.</p> <p>MB - Both the new Chair and Secretary are moving into posts they have no experience of but if they had a vice chair or vice secretary who could go along to meetings with them rather than instead of them to gain experience and confidence. It was for this reason that MB felt the statutory levy should remain the same so the LOC can fund time for more people to become active members of the LOC rather than relying on one person.</p> <p>RI asks whether Tim Bagot would be a good fit for the role? MB - He did approach Tim about these roles but he has too many other commitments currently.</p> <p>SBU - may be an idea to have an acting vice chair as a rotating role so when MJ decides to step down as chair there may be 4 people to choose from to fill the role.</p> <p>FK - LOCSU induction course is starting in June for New LOC members.</p> <p>MB asks for nominations for the position of Secretary. JS proposed by MJ, seconded by AB. There were no other nominations received. JS is elected as Secretary.</p> <p>MB asks for nominations for the position of Treasurer. MB proposed by RI, seconded by SBU. There were no other nominations received. MB is elected as Treasurer.</p>	
<p>4.</p>	<p><u>Declaration of Conflict of Interest</u> Short notice today. Should be reviewed and updated at the next meeting for all members.</p>	<p>JS to circulate new forms to all members at the next meeting.</p>



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 30th March 2022 Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

<p>5.</p>	<p>Introduction of Needs Analysis - Fionnuala Kidd</p> <p>Needs analysis is a tool provided by LOCSU to help LOCs look at areas they excel in, areas that need work. It allows the LOC to see where they are at and what needs to be focussed on over the next 6 months. It is not meant to be an arduous task. The previous version was an excel spreadsheet which took time to complete, the updated version is a google docs questionnaire and takes on average less than 10 minutes to complete. It would be good to get everyone to complete it (either named or anonymously) and send it back to FK. The results can then be collated and presented at the next committee meeting. It will show which meetings are attended, which bodies the LOC is engaged with, if there are any skills gaps etc. An LOC with a new chair and secretary will need more support and help from the rest of the committee as they are new to the role. This may not necessarily be going to meetings but taking over some of the admin burden, newsletters etc. Everybody should have a job even if it's only small.</p> <p>MJ - Both MJ and JS were worried about the workload involved with the new roles. Small things like booking meeting venues and sorting meals would help to take the burden off. The hope is that the needs analysis will share the workload and help improve the efficiency of the LOC.</p> <p>FK - everyone should play to their own strengths and do something that fits with their time & lifestyle. Some LOCs have e.g. someone in charge of WOPEC codes distributing them and mapping to see who does what where.</p> <p>MB - These small jobs are all very important for the wider community and the time taken to do the tasks will be paid for by the LOC as will the time taken to complete the needs analysis. It has not been decided yet whether to pay a flat fee for the needs analysis or for the amount of time taken by each individual. This can be decided at the next meeting. It is important that we are paid appropriately for the work we do. MB advises that every 5 mins is a valuable portion of time and he can provide a spreadsheet for logging time which can then be totalled at the end of each month and sent to him for payment.</p> <p>FK - JS uses an app to track her time (clockify), FK uses notes app on phone.</p>	<p>FK to send needs analysis to JS to distribute mid April.</p> <p>All committee to complete and return to FK ready for next meeting on 11/05/22</p> <p>Committee to decide whether to pay a flat fee or for individual time taken to complete the needs analysis.</p>
-----------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 30th March 2022
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

	<p>MB - as treasurer he likes to receive itemised invoice to say where the payments have got so at the end of the year the auditors can see what the money has been spent on.</p> <p>MB hands over the rest of the meeting to the new chair.</p>	
<p>6.</p>	<p><u>Matters arising from AGM</u></p> <p>MJ - MJ & JS needed to clarify a few points in the constitution. States we can have 3 co-opted members.</p> <p>JS - read constitution item 4.5. Are the current co-opted members R Cuthbert, T Mackley, A Adam we have 3 members and no DO member. Does this mean we are in breach of our constitution?</p> <p>MB - Wording 'should' doesn't mean 'must'. In the same way we should have an equal number of contractors and performers. You cannot make someone become a committee member to fill a DO place.</p> <p>MJ - We should have equal representation from the areas we represent. MJ thinks we currently have 4 from F&W, 4 from Preston area, 2 from west lancs and 3 from Mbay. Maybe something to look at next year is that we try to represent all the areas. E.g. There is no representation from the ulverston barrow area. DO representation would be brilliant or a CLO.</p> <p>MB - Membership can be changed if 75% of the committee agree to the change. If it was going to be a significant change then we may need to see advice from LOCSU to ensure it is acceptable legally. MB can see no issues co-opting a DO and suggests a request could go out through the mailing list as a request.</p> <p>FK - advises to check if T Mackley is co-opted or just an observer.</p> <p>RI - Interesting point brought up earlier by SB about not seeing many new people to the LOC. JS added the constitution states that people can observe meetings but the committee never publicises when these meetings are to the wider population. RI - is there a way we can engage NQ optoms. He brought his NQ optom to the AGM who is</p>	<p>JS to send a request round the mailing list for any DOs or CLOs wishing to join the LOC.</p> <p>JS to check with T Mackley whether co-opted or an observer.</p>



LANCASHIRE &
MORECAMBE BAY LOC


Minutes of Meeting held 30th March 2022
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

	<p>interested in the LOC. RI remembers being NQ and not knowing LOCs exist. Can all NQ's be advised re their LOC when they join the performers list maybe?</p> <p>RC advises on the performers list application there is a box to tick to say 'Yes, tell the LOC about me'. She states most tick 'No don't' because they likely don't understand the question.</p> <p>FK - LOCSU normally try and engage and visit the universities which hasn't been happening recently.</p> <p>MB advises he mentioned the AGM at a recent LOS lecture and it was here he was approached by EO who is now our newest member.</p> <p>SB - States that other than sponsoring the LOS lectures and historically providing CET at the AGM the LOC does not put on any CPD events. JS adds that the new LEC in Chorley have expressed an interest in putting on a series of interactive CPD events with a tour of their new facility, in partnership with the LOC. Dates are still to be confirmed but the LOC could likely do a short introduction at the start.</p> <p>MJ - advises everyone to encourage everyone in practice to sign up to the LCO mailing list via the website to be kept up to date.</p>	
<p>7.</p>	<p><u>Any Other Business</u></p> <p>MJ advises nothing pressing so will carry over to the next meeting. In future AOB is to be notified in advance of the meetings.</p> <p>JS next meeting is an organising the LOC meeting looking at the needs analysis rather than going through external matters.</p> <p>MB requests everyone make sure he has their up to date bank details.</p> <p>MJ thanks all for coming and closes the meeting.</p>	



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 30th March 2022
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

8.	<u>Dates of Next Meetings</u>		
	11/05/22		
	Signed:	Date:	
		Monday 16 th May 2022	
	Michael Jackson Chair		