



LANCASHIRE &  
MORECAMBE BAY LOC

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

Present:	<b>Sarah Bentley SB</b> <b>Alan Bowen AB</b> <b>Mike Broadhurst MB</b> <b>Sean Buckley SBu</b> <b>Philip Harper PHa</b> <b>Riz Iqbal RI</b> <b>Michael Jackson MJ</b> <b>Phil Jones PJ</b> <b>Neil Pearson NP</b> <b>Mike Ryan MR</b>	<b>Jennifer Smith JS</b> <b>Drew Thompson DT</b> <b>Ruth Cuthbert RC</b> (Optometric Advisor) <b>Fionnuala Kidd FK</b> (LOCSU) <b>Edward Ovenden EO</b> <b>Garry Hardwick</b> <b>Ed Shields</b>
<b>1.</b>	<b><u>Welcome</u></b>  MB welcomes all to the meeting and explains LOC Chair Vic Cottam is unwell and unable to attend the meeting. MB asks for proposal of a meeting Chair, JS proposes MB, MJ seconds proposal.  MB advises there will be a meeting of the new committee immediately following the AGM. MB advises everyone is welcome to stay and observe the meeting, or people can leave following the close of the AGM.  MB reminds everyone to ensure they have written their car registration details on the sheet to ensure they don't get a parking ticket.	<b>ACTIONS</b>
<b>2.</b>	<b><u>Apologies for Absence were received from</u></b>  Paul Hutchence, Tom Mackley, Kevin Laval, Denise Bevy, Jane Quinn, David Kitchinman, Suhayel Issa, Lisa Sariwee, Teresa Broadhurst, Vic Cottam, Tim Bagot	
<b>3.</b>	<b><u>Approve the Minutes of the previous AGM (31<sup>st</sup> March 2021)</u></b>  MB advises these should have been previously circulated to all attendees by Paul Hutchence. MB asks if everyone present tonight (who was at the 2021 AGM) is happy that the minutes are a true representation of the meeting – no objections. MJ proposed and MR seconded.	



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	<p><b><u>Matters arising from the last meeting.</u></b></p> <ol style="list-style-type: none"><li>1. Inconsistent reporting of payments to the LOC from PCSE – MB explained that the statutory levy is paid into the LOC bank account monthly but there are also 4 or 5 other payments that come through on different dates and it is very difficult to work out what these other payments are for as it is not shown on the PCSE account where they are from. MB confirms he has since found out that these are funds from domiciliary providers where the provider may be registered in an area outside of Lancashire so although the work is done in Lancashire, they may for example get paid by Cheshire who may have a different payment date to us.</li><li>2. Comment during Tom Mackley’s presentation last year that acronyms are changed on a regular basis. It was agreed that there would be a database of these created. FK advises there is one on the LOCSU website that is use for the LOC Induction course and regularly updated. FK will send this to the LOC secretary.</li></ol> <p>No further questions were raised.</p>	<p>FK to provide LOC with up to date list of acronyms.</p>
<p>4.</p>	<p><b><u>Chairs Report</u></b></p> <p><a href="#">Chairs AGM Report March 2022</a></p> <p>MB advises these should have been previously circulated to all attendees by Paul Hutchence. No further questions were raised.</p>	
<p>5.</p>	<p><b><u>Treasurers Report 2021/22</u></b></p> <p><a href="#">Treasurers AGM Report March 2022</a></p> <p>MB presented figures and talked through the historical financial situation that the LOC were losing approximately £4K per year, the reserve in the bank was good and there were no grounds for concern. The statutory levy was increased last year from ~1.2% to 1.4% (PCSE systems wouldn’t allow a levy of 1.39%) as due to Covid there was no money coming in. MB was hoping to be able to recommend a reduction this year as there are surplus funds, however, it seems likely due to the roll out of Optometry First that there will be a significant uplift in LOC activity with committee members attending meetings to ensure that Optometry</p>	



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	<p>First rolls out successfully. For this reason, MB recommends keeping the statutory levy at 1.4% but will keep it under constant review.</p> <p>MB discusses the voluntary levy and advises that this is now handled by PCSE and so the LOC has had no visibility of these funds for at least the past 6 months. MB advises because of this change the voluntary levy will be removed from the accounts in future.</p> <p>MB asks attendees if they are happy that that LOC will look at the Statutory Levy on a regular basis to ensure we are not amassing too much money. Does that meet with everyone's approval? No objections.</p> <p>MB advises that the accounts have yet to be audited as the end of year statement only arrived this morning. MB advises he normally asks Gary Hardwick &amp; Kate Hurt to audit the accounts and asks attendees if they are happy to appoint them again as auditors for the following year. No objections.</p> <p>No further questions were raised.</p>	<p>MB to send accounts for auditing.</p>
<p>6.</p>	<p><b><u>Optometric Advisors report</u></b></p> <p><a href="#">OA AGM Report March 2022</a> - Previously circulated</p> <p>RC explains NHSBSA (NHS Business Services Authority) are taking on more of a role with the NHS locally e.g. applying for new contracts. The BSA will do all the background checks then the local area team, via MS Teams, will do a virtual practice visit to ensure everything is in order clinically.</p> <p>RC then explains about contract assurance visits (these are done after completion of QiO). RC advises if NHS England write to you (as a contractor) and request you complete your entry on QiO, please do it otherwise you will get a visit. Also 5% of people will be chosen in a random draw by the LOC to get a visit. These are still being organised by NHS England, all policies and procedures should be sent to RC for now ready for a visit but soon NHS BSA will be taking this over. RC is unsure how the role of the Optometric Advisor will be affected.</p>	



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	<p>Contractors have always been responsible for carrying out audits of performers record cards. This will be being focussed on by BSA to ensure it is being done. RC advises she is happy to answer any questions on audits if contractors are unsure.</p> <p>RI asks how performers know if they are linked to the correct local area team. RC advises to look on the PCSE website to check you are on then at the bottom you can download results where you will get an excel spreadsheet with the local area team on it. RC advises to Google “National Performers List England”</p> <p>RI also asks what the recent OFNC announcement in regards to OPL numbers means. RC advises there should be no changes/delays. She advises NQ optoms no longer have to provide proof of eligibility to work in the UK or DBS certificates, it is up to the contractor to do these checks rather than PCSE. RC advises if a performer moves area they could be taken off the performers list in error by their old area who will think they are no longer providing GOS services. This is why it is important for performers to ensure their area and contact details are up to date.</p> <p>MJ advises everyone that the LOC website contains all the information on referral pathways which is particularly useful for out of area referrals.</p> <p>No further questions were raised.</p>	
<p><b>7.</b></p>	<p><b><u>Local Eye Health Network (LEHN) Report</u></b></p> <p><a href="#">LEHN Report March 2022</a> - previously circulated</p> <p>No questions were raised.</p>	
<p><b>8.</b></p>	<p><b><u>Primary Eyecare Services (PES) Report</u></b></p> <p><a href="#">PES Report March 2022</a> - previously circulated</p> <ol style="list-style-type: none"> <li>1. Have the issues regarding delayed payments been resolved now – MJ advises that this was a Trust issue not PES issue and that payments are all up to date now. PES have processes in place to ensure it doesn’t happen again.</li> <li>2. The CUES contract is due to end next week. Can practices still provide CUES services after this, is the contract being renewed? MB advises probably yes, so no disruption</li> </ol>	<p>Can Practices continue to</p>



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	<p>to services, this is historically what happens as the transitional period can sometimes be months. As there is no PES representative present tonight MB will find out the official response from Tim Bagot.</p> <p>3. The same question is asked of the PwLD pathway. FK advises that Tom Mackley has been working hard to secure funding and there has been no talk of the scheme ending. She has just received an email from SeeAbility who are planning to hold a Northwest wide relaunch of the scheme to try and get more practices joining the scheme.</p> <p>4. Concerns were raised about Single Point of Access (SPA) in Fylde Coast rejecting email referrals if made for e.g., narrow angles and cataract. They are wanting 2 separate referrals or are being rejected if the patients name on the referral is incorrect. The concern is that there is risk to patients if the practice doesn't realise that a rejection is sitting in an email account they don't regularly monitor. - MJ responds – the referrals are received by non-clinicians which is why each referral must be sent separately, they are rejected because they do not comply with the referral protocol. It is only cataract referrals that need to be separate so the patients can be offered choice of provider. FK advises to copy and paste to save time. JS advises if multiple conditions are on a referral letter it must be made clear at the top of the letter which clinic the patient should be booked into e.g., macula clinic, low vision clinic. SB advises the referrals are rejected very quickly and practices must have a process in place to check the registered email address on a regular basis. MB advises letting Fylde Coast locality lead SB know of any rejections that the clinician believes have been sent correctly so this can be fed back to the CCG. JS advises when EeRS rolls out there should be no issues with incorrect patient details as the system will be linked to the NHS spine.</p> <p>No further questions were raised.</p>	<p>provide CUES services after March 22</p>
<p><b>9.</b></p>	<p><b><u>Adoption of Reports Received</u></b></p> <p>MB asks if everyone is happy to adopt the reports. No objections – reports adopted.</p>	
<p><b>10</b></p>	<p><b><u>Election of 1/3 of the new committee</u></b></p> <p>MB advises that every year 1/3 of the committee are elected. Everyone retiring wishes to stand for re-election. Edward Ovenden has been nominated by J. Smith to join the committee. Edward is a resident optometrist in Garstang and also locums in the area. He has a special interest in paediatrics &amp; learning disabilities.</p>	



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	<p>MB reported that there had been no further nominations for committee members.</p> <p>Paul Hutchence is leaving the committee. He was a committee member then became a lay member when he sold his practice. Many years ago, there were 29 members of the committee and there are now ~17 members. MB asks for a proposal that all those nominated are elected to the committee. Proposed by MJ, seconded by JS, non against.</p> <p>MB advises Vic Cottam is remaining on the LOC until his term ends but has decided to step back from the role of LOC Chair. Vic joined the LOC on 18<sup>th</sup> April 2007 and has been chair ever since. The committee is thrilled Vic will be staying on to complete his term and as a gesture of thanks for all his hard work have bought him some Majestic vouchers.</p> <p>MB advises Paul joined 6 years ago and took over the secretary role from him. Paul had previously been on Morecambe Bay LOC and secretary there for several years. MB advises the committee would also like to show Paul their appreciation for his hard work and as a gesture of thanks for all his hard work have bought him some Majestic vouchers.</p> <p>MB thanked all for their continuing support and work.</p>	
<b>11</b> •	<p><b><u>Any Other Business</u></b></p> <p>MB advises this should have seen sent to the secretary 10 days prior to the AGM. If anyone has AOB then they should send it to MB or the new secretary to be dealt with at a committee meeting.</p> <p>MB introduces Fionnuala Kidd (LOCSU Optical Lead) who is going to give a presentation on the National Eyecare Recovery &amp; Transformation Programme.</p>	
<b>12</b> •	<p><b><u>LOCSU Presentation</u></b></p> <p><a href="#">LOCSU AGM Presentation March 2022</a></p> <p>MB thanks FK for presenting, thanks everyone for coming and closes the meeting.</p>	



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<b>13</b> .	<u><b>Close of AGM</b></u>  Date of next AGM - TBC  <table border="1" data-bbox="156 779 1083 1043"><tr><td data-bbox="156 779 316 981">Signed:</td><td data-bbox="316 779 743 981"></td><td data-bbox="743 779 1083 981">Date:  01/05/2023</td></tr><tr><td data-bbox="156 981 316 1043"></td><td data-bbox="316 981 743 1043"><b>Michael Jackson Chair</b></td><td data-bbox="743 981 1083 1043"></td></tr></table>	Signed:		Date:  01/05/2023		<b>Michael Jackson Chair</b>		
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