



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 21st June 2023
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

Item	
1.	<p>Introductions & Apologies MJ opens the meeting and welcomes all. He advises the meeting will be recorded by JS for the purposes of taking the minutes.</p> <p>Committee Members in Attendance: Michael Jackson (MJ) (Chair), Jennifer Smith (JS) (Secretary), Edward Ovenden (EO) (Treasurer), Asma Adam (AA), Mike Broadhurst (MB), Tim Bagot (TB), Sarah Bentley (SB), Michelle Cole (MC), Philip Harper (PHa), Phil Jones (PJ), Neil Pearson (NP), Drew Thompson (DT), David Gleave (DG) - Co-opted DO</p> <p>Observers in Attendance: Mohammed Bhuta (MBh) (LOCSU Lead), Ruth Cuthbert (RC) (Optical Advisor NHS), Sophie Grisenthwaite (SGr) (UHMB), Tom Mackley (TMa) (LEHN Chair NHS)</p> <p>Apologies: Sean Buckley (SBu), Mike Ryan (MR)</p>
2.	<p>Declarations of Interest MJ reminded all committee members to complete and return the conflict-of-interest declaration form and to please send directly to JS. Only half have been returned so far.</p>
3.	<p>Notes and Actions from Previous Meeting The minutes of the meeting held 22nd March 23 were adopted by the group. Proposed by DG, Seconded by MB. Please refer to the action and decision log at end of minutes for more detail.</p> <p><i>Further discussion from the group:</i></p> <ol style="list-style-type: none">1. MJ advises there had been talk of funding for referral pathways. TMa reports it was an opportunity to apply for accelerator funding from NHS England to implement either Single point of access or triage within a system. The issue was it wasn't for a pilot it was for plans that were already almost in place to speed things along. He advises the information was only sent out with a short deadline, our area couldn't move fast enough and weren't far enough along with plans. It would've meant creating something quickly and probably badly, so it was decided not to apply.2. DT raised concerns around lack of choice being offered to patients in F&W vis the CHEC triaging system. JS advised she has raised this with Sam Ibbotson who is going to look at ways of tracking choice conversations within the system. SB also advises that SpaMedica are not being offered as a



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	<p>choice. JS advises that cataract referrals are not triaged by CHEC due to conflict of interest, this is done by the SPA team.</p>
3.	<p>3. TMa advised LTHT have been having issues with Med Ret referrals. He reports, if the optom refers through Opera as per pathway but selects “Other Medical Retina” as the endpoint the patient is sent to CHEC rather than LTHT – this delays care for the patient who then has to be referred on by CHEC. There seems to be confusion in this pathway. JS and SBu are trying to arrange a meeting with Deryn Ashby to discuss Central Lancs pathways and when a date has been set will bring this up.</p> <p>4. TMa advises LTHT are still needing more routine cataract referrals for their clinics. He reports there are long waits for those needing General Anaesthesia but very little wait for routine cataract operations.</p> <p>The minutes of the meeting held 26th April 23 were adopted by the group. Proposed by EO, Seconded by PJ. Please refer to the action and decision log at end of minutes for more detail.</p> <p><i>No Further discussion from the group.</i></p>
4.	<p>Treasurer’s Report Treasurer’s Report June 23 - redacted <i>Further discussion from the group:</i></p> <ol style="list-style-type: none">1. EO reminds the committee to track their time and send an invoice to him by 10th of the month to allow time to process within PAYE. Payments will be made on the 15th of each month and payslips provided via email. Any invoices received after the 10th will be included in the following months' pay. Expenses not subject to tax e.g. travel should be sent on a separate invoice.2. MB asks if committee attendance fees will be paid in blocks as previous or monthly. EO advises these will now be paid monthly to avoid sums which may invite a higher NIC. Committee members do not need to invoice for LOC meetings, EO will pay based on register.3. TB asks historically mileage to and from meetings wasn't claimed instead the time taken was claimed instead, is this still correct? A discussion was held and it was decided that an expenses



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	<p>policy would be drafted by EO & MJ to be presented at the next LOC meeting for discussion and approval.</p> <p>4. IP funding – MBh advises back in 2016 there was some funding allocated to the North West for 80 IP placements. 40 places for G.Manc, 20 for Cheshire & Mersey and 20 for L&SC (incl East Lancs). The funds of £572 per place have remained unspent barre 1 place and G.Manc wish to transfer the funds to either us or Pennine Lancs LOC to be spent. A discussion was held and decided JS and MJ would speak to Pennine Lancs LOC Chair to decide on next steps. TMa advised that the region is considering lobby for IP funding again to help support future applicants.</p> <p>EO publicly expressed his and the LOCs thanks to Mike Broadhurst for his many years' service as secretary and then treasurer. Mike has a wealth of expertise, and the LOC is very lucky to benefit from it. EO presented Mike with a card and gift as a token of our appreciation. Mike will remain on the LOC to support Edward as the new treasurer. MJ also thanked Mike for all his help and support past and present.</p>
<p>5.</p>	<p>Chair's Report <u>Chair's Report – June 2023</u></p> <p><i>Further discussion from the group:</i></p> <ol style="list-style-type: none">1. Our national forum representative has been elected as Julia Maiden (Wigan LOC) with Bob Wilkes (Central Mersey LOC) as deputy. The regional forum is made up of LOC chairs.2. A discussion was held around foreign body training. Should it be WOPEC accredited, should the LOC run it themselves? MBh & RC advised that Pennine Lancs have had 2 sessions run by ELHT and at the last meeting were giving out FB removal kits that they had ordered in bulk. RC believes the practices were charged for the kits, but the training may have been funded by the LOC. DT advises he has been doing FB removal with needles and burrs for years and would be happy to run the workshops – he does not have any qualifications in this area so would be unable to provide certification. It is decided MJ and TMa will investigate it further, there may be an opportunity to work with LTHT.3. Huzi Patel, ICB careers, has been invited to attend an LOC meeting to discuss the “step into optometry” programme.



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6.	<p>Secretary's Report Secretary's Report June 2023</p> <p><i>Further discussion from the group:</i></p> <ol style="list-style-type: none">1. JS asks for feedback on the LOC website before she starts refreshing the information and pages. It is agreed to remove the members section, publication pages & covid pages. More prominent Jargon buster was requested by EO. TMa kindly offered to work with JS to help develop the new content. RC was complementary of the referrals section informing the committee that as optometric advisor she points all NQ optoms and those new to the area to this section of our website. PHa asks if it would be possible to have a search function on the website.2. The committee agreed to provide the same £600 sponsorship to the LOS for CPD lectures.3. MJ proposed putting on some CPD in different locations across our patch to provide better coverage e.g. north & west lancs.
7.	<p>ICS Procurement Update</p> <p>PJ reports the specification is still being built. TMa has written the clinical standards document.</p> <ul style="list-style-type: none">• The gold standard for cataract is pre and post with only Pennine Lancs currently offering a pre cat pathway. The ICB is not keen on a pre cat and neither are the Hospitals so looking like it will be post cat only.• Discussions have been held by the ICS around optoms being asked to upload post cat data to NOD rather than the surgical provider. PJ is of the opinion that this should remain the surgical providers responsibility. TB advises if we are expected to do this then the fees should reflect the additional workload.• PJ advises there will likely be GRR, Glaucoma case finding and CUES with funding for FP10 pads. Services outside of the standard specification will continue to be commissioned by individual trusts.• TMa advises the proposed LV specification needs reviewing in correlation with the LOCSU pathway.
8.	<p>LEHN & ICB Update Current LEHN work program- May/June 2023</p> <p>TMa reminded all that this week it is 'Learning Disabilities Week' and good news that the special schools service will be funded and expanded to include both residential and day schools.</p> <p>There is a relaunch of the Easy Eyecare pathway tomorrow night 7pm (CPD point available). TMa encourages practices to get involved with the scheme.</p> <p>First INT board meeting was held today, (senior leaders with the primary care ICB, community services, local authorities, PSCFE etc) – positive start as there is no longer talk of turning PCNs into INTs. Our ICS is</p>



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	<p>different, there are already INTs in parts of MBay and they do not want to relabel them, also PCN is very much a GP contract mechanism and not a 'body'. The concern was that if PCNs were transformed we would have to ask permission to 'join in'. It sounds like INTs will be developed separately with PCNs being part of that along with POD, charitable care/provision etc.</p> <p>TMa has attended an event around population health & cardiovascular health, there was lots of talk about empowering neighbourhood teams which he believes can & should include Optometry in order to identify inequalities in health and do something about it. E.g. in Blackpool there is a problem with children not being offered vision screening or if they do then not attending orthoptics. How can we offer these services closer to the communities so these children have better access to the services and care they need. L&SC has a huge cardiovascular problem – the worst in the country with people dying in their 40's. The GPs are going to have a target for getting their population to meet target blood pressure levels. Optical practices may be able to support this with AF screening, maybe BP testing or sign posting people into their local pharmacy for a BP check. GPs have hundreds of patients who are not being followed up after being prescribed medications, optometrists are ideally placed to ask patients when they last had a BP check and if they are on medications if they are up to date for their reviews. This could significantly impact a patient's risk of have a life affecting heart attack or stroke. TMa advised delegates at the event that there needs to be a huge cultural shift as optometry does not currently see itself as part of this NHS system.</p> <p>TMa thanked the LOC for its work liaising and building relationships with local Orthoptic teams and the DESP team.</p> <p>TMa has highlighted there needs to be a stronger relationship between the commissioners of services and the contractors in optical practices. TMa asks the LOC to continue to use its website to make the information available to contractors and in the future there may be quarterly online meetings where the ICB with the help of the LEHN will invite all contractors to attend and update them about what's happening with contracts, what's going on with INTs, opportunities going forwards, new extended services contract etc. News to follow.</p> <p>RC advises that Angie Ashworth NHS England wanted to send out a newsletter but has such a high volume of work and lack of support staff that she is unable to manage this. If the ICS have more staff, then maybe they could do this</p>
9.	<p>Needs Analysis</p> <p>MJ advised that he, JS, the locality leads and MBu reviewed the Needs Analysis recently. The main focus was diversity – does the LOC accurately represent the performers and contractors?</p> <p>A discussion was held around the committee being majority white males and how to encourage more observers at LOC meetings to hopefully lead to new committee members. The upcoming workforce</p>



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	<p>survey being led by TMA may help to give the LOC insight into this. MJ welcomes continued discussion around this and asks the committee to continue to talk to colleagues about the work of the LOC and invite them to meetings.</p>
<p>10.</p>	<p>Discussion of Reports Previously Circulated</p> <p><u>Primary Eyecare Services (PES) Report</u> TB advises there have been talks around possible Hydroxychloroquine pathway – no other information to share at present. Discussion was held around a meeting TB had attended with INT and the PCNs negative views of the Fuller report and expectations. The LOC will continue to liaise with INTs and PCNs as the new system, Place and Neighbourhood plan takes shape. TB advised the next Barrow Place Based Partnership meeting is July 23 when learning disabilities is on the agenda, he is hopeful about getting a spot to highlight the local Easy Eyecare Pathway and spread awareness.</p> <p><u>NHSE Optometric Advisor Report</u> RC reminds all contractors to please complete their QiO if they are asked to do so by the ICB. The NHS complaints poster that all practices must have displayed will be changing from 1st July 2023 as the ICB take over. RC has raised this with the ICB complaints department and been assured that the ICB will be writing to all contractors to advise them of the new contact details.</p> <p><u>Fleetwood PCN Meetings</u> The LOC has been represented by a local practice manager at these meetings for the past year. There have been concerns raised about lack of feedback/reports and funds paid. A discussion was held, and it was decided to create a MOU for the role.</p>
<p>11.</p>	<p>AOB</p> <p><u>Wellbeing Lead Role</u> The LOC would like to have someone take on the role of wellbeing lead. MJ asks individuals to consider putting themselves forward for it.</p> <p><u>LOCSU Leadership Course Funding</u> EO has recently completed the LOCSU Leadership course. The committee has a pre-agreed fee for the Induction Course, but a precedence has yet to be set for this course. A discussion is held around what (if any) funding would be appropriate for the leadership course. EO advises that his course costs were funded by LOCSU but the time is not. The course involved 2 days in London, 3 evening online learning</p>



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	<p>events as well as individual study. DG adds another LOC provided funding for expenses only i.e., the days in London and travel expenses. MBu advises he agreed with his LOC a day rate for the 2 London days, expenses for hotel and travel with the rest of the course to be done in his own time. Most of the committee felt this was reasonable. EO is concerned that if the fee is too low others may be put off from attending the course by the costs. MB agreed and pointed out that although the LOC has a wealth of experience it is historically very difficult to fill the roles of Chair, Secretary & Treasurer and that putting more people through this course may help with succession planning. It is agreed that further discussion is required. EO to write a report summarising the different elements of the course and the time spent to be discussed and reimbursement decided at the next LOC meeting in September.</p>
<p>12.</p>	<p>Dates of Next Meetings 27/09/23 Jan – tbc Mar – tbc Apr AGM - tbc June - tbc</p> <p>Signed By: </p> <p>Michael Jackson (Chair) Date: 14th March 2024</p>



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Action & Decision Log

Date	Discussion	Action	Assigned to	Progress Update	Current Status
No 2 23/06/22	6. Secretary's Report	Contact central fund and find out more about their offering, could they record a presentation or would it need to be live etc.	SBu	14/09/22 - JS advises due to workload hasn't been able to look at this. Reallocated to SBu to investigate. 22/03/23 - SBu not present, carry over to next meeting. 21/06/23 - SBu not present, carry over to next meeting.	Open
No 5 14/09/22	4. Treasurer's Report	Committee moving to PAYE.	MB & EO	14/09/22 - wait until the next treasurer's forum for more clarity and this can then be discussed at the next LOC meeting. 25/01/23 - Set up PAYE on a monthly basis from March 23 payroll. 22/03/23 - Set up LOC with HMRC, send out office holder contracts to all committee & set up Clare Ovenden as LOC Bookkeeper. Register treasurer's home address as LOC address with bank and HMRC. 21/06/23 - All set up now	CLOSED CLOSED In Progress
No 8 14/09/22	5. Chair's Report	AA to find out more about how LHTH triage opera referrals.	AA	25/01/23 - LHTH are currently changing their processes and looking at how they manage & triage referrals. Big job so won't be able to update for a while. 22/03/23 - AA not present to update.	Open



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				21/06/23 - AA advises she has only been back at work 2 weeks after long absence so will get an update ready for the next meeting.	
No 10 25/01/23	5. Chair's Report	Discuss with K. Rimmer standardising referral pathway across L&SC in the new ICB/ICS	MJ	22/03/23 - MJ to feedback to K. Rimmer importance of considering this as part of phase 1. We would want same provider of phase 1 to ideally provide the A&G and clinical triage for phase 2 for simplicity and ease of use. 21/06/23 - MJ has fed this back to K.Rimmer and she will bear our request in mind and the LOC will continue to push for it.	CLOSED
No 11 25/01/23	5. Chair's Report	Press F&W commissioner to hold CHEC to account re rejected referrals and ensure fully resolved as quickly as possible. Next meeting 27 th Jan 23	MJ & SB	22/03/23 - Had intended to close this item as no issues in the past month. JS has reported another rejection this week. JS to await feedback from K. Rimmer then set up another follow up meeting. 21/06/23 - JS advises ongoing as she has had another 2 rejections.	In Progress
No 12 25/01/23	5. Chair's Report	Locality Leads to work with members to get expressions of interest from PCNs and optical practices for enhanced services e.g., AF, hypertension etc	TB, SB, SBu, NP	22/03/23 - Agreed to put this on hold until after Fuller Launch Event on 19/04/23 - MJ & TMa Attending.	On Hold
No 14 25/01/23	9. Locality Lead Reports	How long following referral does it take for the LEC Chorley to contact patients re cataract appointments	AA	22/03/23 - AA not present, carry over to next meeting 21/06/23 - AA advises around 1 week following receipt of referral.	CLOSED



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No 16 25/01/23	9. Locality Lead Reports	Send email with information and arrange meeting to discuss - out of pathway payments by CHEC and their response & Spamedica post cats to be done through Opera??, out of area post cats.	JS/SBu	22/03/23 - No news, hope to have update for next meeting. 21/06/23 - JS & SBU trying to arrange a meeting with Deryn Ashby ICB but struggling to get any response – will continue to chase	In Progress
No 19 22/03/23		Look into putting the 3 rd sector providers, ECLOs & LV enhanced service practices on Opera as referral endpoints using the information on the LOC website	TB/MR	21/06/23 - 3 rd sector providers now available on Opera – working well.	CLOSED
No 20 22/03/23	5. Chair's Report	JS to send MB LOC logo and link to committee page for business card ordering	JS/MB	21/06/23 - MB now has all the details and will put the order through in the next few weeks.	CLOSED
No 21 22/03/23	6. Secretary's Report	JS to see if Secretary's email could be routed through MS Office.	JS	21/06/23 - JS advises that a single email account cannot be moved as it involves moving the domain name and therefore every account. Everything working now – will revisit if needed.	CLOSED
No 22 22/03/23	6. Secretary's Report	Discuss PJ representing L&SC as clinical lead for ICS procurement process with Pennine Lancs then make introductions with K. Rimmer	MJ	21/06/23 - PJ has been appointed clinical lead.	CLOSED



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No 23 22/03/23	9. Optometric Advisors Report	Find out when email regarding complaints data has been sent to contractors and inform JS to send reminder out to mailing list.	RC	21/06/23 - RC asked NHS England but they weren't keen on sending out notification to the LOC – they advised that contractors already get an email from BSA.	CLOSED
No 24 22/03/23	9. Optometric Advisors Report	Raise concerns over loss of income from Domiciliary payment with M. Bhuta.	MB	21/06/23 - MB advises he has lost access to PCSE treasurer account. JS advises could be as she had to advise them of a change in treasurer following the AGM. EO and MB to sort out access.	In Progress
No 25 22/03/23	10. AOB	Contact UCLAN re nomination to LOC for UCLAN Liaison lead role and to help with recruitment of NQ optoms.	JS	21/06/23 - JS made contact UCLAN agreed a good idea and will see if anyone is interested in the role.	CLOSED
No 27 22/03/23	10. AOB	Organise LOC social for after AGM	MJ	21/06/23 - MJ to organise in future	CLOSED
No 28 22/03/23	10. AOB	Find out more information on security grants from G.Manc LOC	DG	21/06/23 - DG started asking questions but still waiting for response from Dharmesh. He will follow up for next meeting.	In Progress
No 29 22/03/23	10. AOB	Set up email account for DG	JS	21/06/23 - Done	CLOSED
No 30 21/06/23	4. Treasurer's report	Create expenses policy to discuss at next meeting	MJ & EO		
No 31 21/06/23	4. Treasurer's report	Liase with Pennine Lancs and create plan	MJ & JS		



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		for spending IP placement funds			
No 32 21/06/23	5. Chair's Report	Looking into options for foreign bogy removal training – possibly in collaboration with LTHT	MJ & TMa		
No 33 21/06/23	6. Secretary's Report	Looking into CPD options in South Cumbria	AA as CPD lead supported by TB & MJ		
No 34 21/06/23	10. Fleetwood PCN	Talk to Tracey Harrison re frequency of PCN meetings and LOC expectations and draft MOU	MJ & SB		
No 35 21/06/23	11. AOB	Request for someone to put themselves forward for the vacant wellbeing role within the committee	All		
No 36 21/06/23	11. AOB	EO to present case for reimbursement of fees for LOCSU Leadership Course at September meeting	EO		