



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 22nd March 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), Mike Broadhurst (MB) (Treasurer), Tim Bagot (TB), Sarah Bentley (SB), Phil Jones (PJ), Edward Ovenden (EO), Neil Pearson (NP), Mike Ryan (MR), David Gleave (DG) - Co-opted Dispensing Optician</p> <p>Observers In Attendance: Ruth Cuthbert (RC) (Optical Advisor NHS), Michelle Cole (MC) (MJ Ryan Opticians), Neil Heyes (NH) (Heyes Opticians)</p> <p>Apologies: Sean Buckley (SBu), Philip Harper (PHa), Riz Iqbal (RI), Tom Mackley (TMa) (LEHN Chair NHS), Alan Bowen (AB), Jane Quinn (JQ), Mohammed Bhuta (MBh) (LOCSU Lead)</p>
2.	<p>Declarations of Interest MJ reminded attendees to complete a conflict-of-interest declaration form, where required, and to please send directly to JS.</p>
3.	<p>Notes and Actions from Previous Meeting The minutes of the last meeting were adopted by the group. Proposed by MB, Seconded by TB. 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. Discussion around standardised referral pathway from primary to secondary care. JS & MJ advised this won't happen until after phase 1 as part of phase 2 but they have been told that a clinical triage is preferred. TB advised PES can do clinical triage. JS advised this is important to consider as part of phase 1 so that primary care software for e.g. CUES is the same software that would be used for



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 22nd March 2023 Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

	<p>onward referral to secondary care and for advice and guidance rather than having to use multiple pieces of software. – MJ to feedback to K. Rimmer</p>
4.	<p>Treasurer's Report Treasurer's Report March 23 – redacted <i>Further discussion from the group:</i></p> <ol style="list-style-type: none">1. EO is still waiting for online banking access. JS, MJ, EO all have debit cards and pins – EO/MB had long tele meeting with bank yesterday. EO rang again prior to tonight's meeting should all be fine now, EO just needs to use his card reader to finish setting up access.2. Discussion held re proposal to increase attendance fee from 2hrs to 2.5hrs flat rate per meeting as most meetings this long and was last set over 10yrs ago. Agreed better to set max attendance fee as 2.5hrs and at treasurer's discretion how much to pay under this for shorter meetings. Proposed by PJ seconded by SB.3. DG asks if MB will be recommending the Levy remain unchanged at the AGM. MB confirms he will recommend it stays at 1.39%.4. MB advised he will now send end of year accounts to auditors ready for AGM.5. Discussion had as to which address should be registered as the business address for the LOC. It was decided to register the treasurer's home address with Bank and HMRC. LOC agreed better than Chair or Secretary as the Treasurer deals with finances. Can easily be changed in future if needed <p><u>PAYE</u> LOCSU has appointed Locum Ltd (trading as LocumKit) to provide the LOCSU funded payroll service. It is an LOC decision as to whether we wish to utilise the LOCSU funded support or if we wish to make alternative individual arrangements. LOC Treasurer's Pack - redacted, LOCSU Template – Office Holder Letter of Appointment - redacted sent out prior to tonight's meeting, contains all the relevant information. To date, 37 LOCs have expressed an interest in this service with approximately 282 officers. Key dates for action by LOCs (contained in the process document) are:</p> <ul style="list-style-type: none">• 24 March – confirmation/sign up with LOC trading address and contact details to hit new financial year/April payroll• 29 March, 7pm – Treasurer payroll walk through webinar with LocumKit (invitation to be sent with a Teams link)• 31 March – all officer details provided to LocumKit• 14 April – first pay run



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 22nd March 2023
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

	<p>EO's mother (Claire Ovenden) is a bookkeeper and has quoted £3.20 per person per month for setting up and managing monthly payroll. MB feels using a local organisation could provide easier discussion if there were any queries on payments etc. He feels the LOC would have more visibility and control, however, LOCSU version would be funded by LOCSU not the LOC.</p> <p>MB ran through the documents from LOCSU re PAYE vs Clare Ovenden. Put to vote: MB, TB, PJ, DG, SB, NP, MR, MJ, JS all in favour of Clare Ovenden. EO abstained due to conflict of interest. No votes against. Majority in favour – motion carried.</p>
5.	<p>Chair's Report Chair's Report – March 2023</p> <p>Blackpool & Fylde Coast Referrals Meeting Notes</p> <p><i>Further discussion from the group:</i></p> <ol style="list-style-type: none">1. MB asks: if more people are going to ICS/PCN Meetings should they have business cards to hand out when networking. The LOC did have business cards many years ago. A discussion was held, it was decided a generic business card that all members could use would be more cost effective and avoid wastage if members change roles, step down or join.
6.	<p>Secretary's Report Secretary's Report March 2023</p> <p><i>Further discussion from the group:</i></p> <ol style="list-style-type: none">1. Changing website hosting not worth it due to current levels of email issues. TB asked if the Secretary's email could go through MS Office rather than Aviar to prevent future issues. JS will investigate.2. Mailchimp – no objections to paying for essentials platform. PJ proposed, MB seconded. MB advised JS to set up DD using debit card from LOC account, and to also set up MS Office payment from LOC account rather than expenses.3. ICS – PJ interested in clinical lead role – MJ to discuss representation with Pennine Lancs LOC and if they agree, introduce PJ to K. Rimmer. MB happy to discuss remuneration from LOC once more detail is known.
7.	<p>Primary Eyecare Services (PES) Report</p> <p>No report presented. TB advises full report to be sent out prior to AGM.</p>



LANCASHIRE &
MORECAMBE BAY LOC


Minutes of Meeting held 22nd March 2023
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

	No queries raised.
8.	<p>LOCSU Optical Lead Report LOCSU Report – March 2023 No queries raised.</p>
9.	<p>NHSE Optometric Advisor Report Optometric Advisor’s Report March 23 NW Optom Welcome Sheet (being sent out to all new optometrists) Further discussion from the group:</p> <ol style="list-style-type: none"> DG & MJ enquired how contractors will know if request for complaints data has been sent out. MJ reminds the committee there were problems last year as contractors were unaware they hadn’t received the email. RC to find out when done and advise JS who can send out to mailing list advising contractors to check emails and respond to BSA. Discussion re domiciliary payments being made to the LOC where the head office is registered e.g., Swindon LOC for the Outside Clinic. MB quickly calculated this could be circa £5k for our LOC. RC advises LOCSU have asked LOCs to raise concerns with their optical lead and then await a response from LOCSU.
10.	<p>Any Other Business <u>AGM</u></p> <ol style="list-style-type: none"> CPD: AA advised last week she is currently on sick leave and has not yet got approval. JS has taken over to get sorted in time. CPD has been submitted to GOC for approval now. Also waiting for a response from the speaker A.Bhan. RI, AB, JQ given notice that they will be stepping down at the AGM. JS & DT up for re-election so 5 places up for election this year. JS confirmed she will be standing again, MC advised she wishes to join and will be standing. <p><u>Roles</u></p> <ol style="list-style-type: none"> Leave until Needs Analysis meeting after the AGM. JS to contact UCLAN re nomination to LOC for UCLAN Liason lead role and to help with recruitment of NQ optoms. <p><u>Fuller</u> MJ & TMa attending – will report back. Fuller Launch Event Agenda – 19/04/2023</p> <p><u>Feedback</u></p>



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 22nd March 2023
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

	<p>All good – MB prefers now reports are sent out prior and not read out on the night. RC likes the MailChimp emails and finds all links work and are easy to use.</p> <p><u>Pocket Eye App</u> JS has received an email from Dr Meera Radia (NHS ophthalmologist based at Moorfields Eye Hospital and Founder of PocketEye App) who has requested to give a presentation to the LOC regarding her (currently free) app. A discussion was held: Concerns were raised by MR re clashes with local referral protocols. TBa pointed out if the app advises to repeat OCT in 3/12 who is going to pay for it as no local pathways. RC advised that the same email had been sent out to all the LOCs and that M.Bhuta will be sending out an official LOCSU response to LOCs - Await LOCSU response.</p> <p><u>LOC Social Event</u> MJ suggested LOC social event to be arranged following AGM. ?Curry night – positive response, MJ to organise.</p> <p><u>Security Grants</u> DG informed the committee that Dharmesh from Greater Manchester LOC has managed to secure approx £1100 grant per practice for shutters/alarms/backdoors/CCTV/security lights etc to improve practice security and staff safety. He offered to find out how these funds had been applied for and see if LMB can access similar.</p> <p>D.Gleave requested LOC email</p> <p>SB suggested name tags for LOC at the AGM – JS to bring some labels along to be worn.</p>
11.	<p>Dates of Next Meetings 26/4/23 AGM 21/6/23</p> <p>Signed By: </p> <p>Michael Jackson (Chair) Date: 14/3/24</p>



LANCASHIRE &
MORECAMBE BAY L O C

Minutes of Meeting held 22nd March 2023
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 22nd March 2023
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

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.	JS 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.	Open
No 4 14/09/22		Consider inviting 3rd sector LV providers to bring a stand to the LOC AGM next year.	MR	14/09/22 - Carry over to update at next meeting 22/03/23 - MR has contacted 3 rd sector providers, they will arrive at 5pm to set up ready for discussion with AGM attendees from 5.30pm.	CLOSED
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.	CLOSED In Progress In Progress
No 6 14/09/22	4. Treasurer's Report	Set up JS, MJ & EO with debit cards and access to online banking.	MB	25/01/23 - MB to reapply for debit cards for JS, MB & EO. EO to gain access to internet banking.	CLOSED



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 22nd March 2023
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

				22/03/23 - JS, MJ & EO all have debit cards and pins. EO should have access to internet banking from tomorrow.	
No 8 14/09/22	5. Chair's Report	AA to find out more about how LTHT triage opera referrals.	AA	25/01/23 - LTHT 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
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.	In Progress
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.	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



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 22nd March 2023
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

No 13 25/01/23	6. Secretary's Report	IP list to be shared with SG and Chris Dineen again	JS	22/03/23 - JS reports list has been shared and everyone has access.	CLOSED
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	Open
No 15 25/01/23	9. Locality Lead Reports	No practices in Preston, Chorley & South Ribble registered for PwLD pathway – can we encourage sign ups	SBu & TB	22/03/23 - SBu not present to update. EO reports 2 practices he locums in are in the process of registering. SBu & TB to continue promoting – agreed to remove from Action Log	CLOSED
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	22/03/23 - No news, hope to have update for next meeting.	In Progress
No 17 25/01/23	14. AOB	Contact Ms Bhan re CPD for AGM	AA	22/03/23 - JS taken this over from AA due to illness. Contacted A.Bhan via email and phone – no reply as yet. CPD approval was applied for this week will hopefully come through in time. JS to keep chasing A.Bhan for response.	In progress
No 18 25/01/23	14. AOB	Contact LV providers across L&SC and invite to AGM	MR/MJ	See point 4	CLOSED



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 22nd March 2023
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

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		Open
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		Open
No 21 22/03/23	6. Secretary's Report	JS to see if Secretary's email could be routed through MS Office.	JS		
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		
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		
No 24 22/03/23	9. Optometric Advisors Report	Raise concerns over loss of income from Domiciliary payment with M. Bhuta.	MB		
No 25 22/03/23	10. AOB	Contact UCLAN re nomination to LOC for UCLAN Liaison lead	JS		



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 22nd March 2023
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

		role and to help with recruitment of NQ optoms.			
No 27 22/03/23	10. AOB	Organise LOC social for after AGM	MJ		
No 28 22/03/23	10. AOB	Find out more information on security grants from G.Manc LOC	DG		
No 29 22/03/23	10. AOB	Set up email account for DG	JS		