



LANCASHIRE &  
MORECAMBE BAY LOC

**Minutes of Meeting held 27th September 2023**  
**Brockhole Visitor Centre, Preston PR5 0AG** (Junction 32 M6/M55)

Item	
1.	<p><b>Introductions &amp; Apologies</b> 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><b>Committee Members in Attendance:</b> 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), Mike Ryan (MR), Drew Thompson (DT), David Gleave (DG) - Co-opted DO</p> <p><b>Observers in Attendance:</b> Ruth Cuthbert (RC) (Optical Advisor NHS), Tom Mackley (TMa) (LEHN Chair NHS), Lisa Sariwee, Nathan Shore</p> <p><b>Apologies:</b> Sean Buckley (SBu), Neil Pearson (NP), Mohammed Bhuta (MBh) (LOCSU Lead), Ben Heaney, Suhayel Issa</p>
2.	<p><b>Declarations of Interest</b> MJ reminded all committee members to inform JS of any changes. JS advised forms still outstanding for TB, NP, DG &amp; MR. Please complete and return promptly.</p>



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<p><b>3.</b></p>	<p><b>Notes and Actions from Previous Meeting</b></p> <p>The minutes of the meeting held 21<sup>st</sup> June 23 were adopted by the group. Proposed by MB, Seconded by DG. 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"><li>1. MJ advises that after the Tier 1 contracts are live the ICB are going to look at the Tier 2 contracts and RMCs. JS advises that the RMCs are currently being audited and that Katie Rimmer was going to update the LOC once the audit had been completed. TMA added he has been talking to ICB re having clinical triage across the patch rather than just admin i.e. a team of optoms putting referrals into the correct streams.</li><li>2. TB advised practices should be cautious as referring outside of commissioned pathways for a fee could be seen as bribery. This is also unfair to those practices following the correct guidelines and pathways.</li><li>3. TM advised he is doing workforce development planning now and will be asking the ICB as part of this for IP funding in the future.</li><li>4. MJ advises both L&amp;SC LOCs are in discussion to put on a joint wellbeing CDP event on 28<sup>th</sup> November 23 at Brockholes.</li></ol>
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4.

### Treasurer's Report

Treasurer's Report Sept 23

Travel Expense Policy (1<sup>st</sup> draft)

[Leadership Course Funding Request](#)

*Further discussion from the group:*

1. Discussion was held around the rate increase imposed by Brockholes for room hire and food for LOC meetings and whether the LOC is happy to continue holding meetings here or to look elsewhere. It was agreed EO would investigate options and present for committee decision at the January Meeting which would be held at Brockholes as usual.
2. Discussion was held around LOCSU advice that the LOC has surplus emergency funds to cover 1 year of activity. EO advises we have around 10 months. Does the LOC wish to keep saving to reach the 12-month target or stop with the amount we have and start saving for other causes e.g. training and development. JS asked how much emergency fund was used in the covid lockdowns? EO didn't have the figure to hand but advised not much as although GOS activity dropped so did LOC activity. MB pointed out that if savings needed to be made the LOC could reduce the number of meetings and hold them virtually which would make considerable savings. Discussion was also held around the new Tier 1 contract coming and the need for and costs funding wopec glaucoma level 2 and prof cert glaucoma places. It was agreed to keep a 9-month emergency fund and start saving for workforce development such as wopec events.
3. Discussion was held around the LOC needing a formal Travel Expenses policy (see link above). It was agreed for mileage to be reimbursed at the rate of 45p per mile. The maximum day rate proposed was agreed by the committee for events such as NOC attendance and travel. It was agreed that travel time over 30mins could be claimed for. AA pointed out that reimbursements for courses e.g. Leadership courses etc should be agreed prior to commencement going forwards. EO will update the policy to reflect this.
4. Discussion was held around EO's report on LOCSU Leadership Course Funding. JS advised the June 23 minutes documented that TMa & MBh who had previously completed the course both claimed full reimbursement of travel expenses and hotel fees for the London course days as well as day rates for the 2 days. Course fees were funded by LOCSU and everything else was done in their own time without reimbursement. Other options are to agree a set fee regardless of time spent as is done for NOC attendance, however, JS pointed out that the learning time could vary hugely depending on the individual e.g. how deep they dive into the reading list or how long it takes to write essays and blogs etc. TMa pointed out there are benefits to the individual – masters credits and the qualification opening up other employment opportunities (similar to IP training). MJ asks



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the committee to consider the balance of how the course benefits the LOC as well as the individual. It was agreed to pay a flat rate of £2,000 on completion of the course for time spent plus expenses (to be pre-approved by the officers).



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5.	<p><b>Chair's Report</b>  <a href="#">Chair's Report – Sept 2023</a></p> <p><i>No Further discussion from the group</i></p>
6.	<p><b>Secretary's Report</b>  <a href="#">Secretary's Report Sept 2023</a></p> <p><i>Further discussion from the group:</i></p> <ol style="list-style-type: none"> <li>1. MBh (LOCSU) has asked for a list of things the LOC has achieved over the past 12 months. Ideas are: &gt;30% increase in subscribers to the mailing list, EO completing Leadership course and MC the Induction Course, Sponsorship of LOS lecture, Successful rollout of Easy Eyecare Pathway &amp; eERS, Whatsapp group for contractors in B,F&amp;W.</li> <li>2. Emails will be migrated over to Microsoft 365 in October 23. JS asks all committee to ensure they have backed up any important emails and attachments by then but hopes that disruption will be minimal.</li> </ol>
7.	<p><b>ICS Procurement Update</b></p> <ul style="list-style-type: none"> <li>• PJ reports the bids are all in. These will now be evaluated and moderated and we should know the outcome on the 1<sup>st</sup> November 2023. All other information is confidential, so PJ is unable to provide any further updates at this time. MJ advises that usually contracts have set weightings for Clinical and Finance, this will be set by the Procurement team. MB asks the value of the contract – TB thinks it is £3.5M over 3 years (with an option to extend for a further 2 years).</li> <li>• MJ thanks PJ for stepping into the Clinical Lead role for the procurement.</li> </ul>
8.	<p><b>LEHN Update</b></p> <ol style="list-style-type: none"> <li>1) TMa asks if anyone attended the ICS Provider webinar and if there is any feedback? MJ reports it did what it set out to do and there seemed to be a good number of attendees. TMa advises the recording is available on you tube and to email him for the link if you want to watch it.</li> <li>2) Special Schools Eyecare Service – there has been a proof of concept here in the NW, Cheshire &amp; Mersey and London. The NHS has evaluated this and now put out a proposal for a fully-fledged service which will be extended to all special schools from April 2024. A specification will be sent out and ICS's will be duty bound to commission it. There is a consultation on the proposed model out now if anyone is interested it is worth a look and engaging by completing the form. TMa has concerns that contractors just have to show they are competent –the current proposal does not ask for any specific accreditation qualifications. He has also fed back that there should be a</li> </ol>



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compulsory equipment list. MJ asks if an official LOC response is needed. TMa suggests the LEHN letter should suffice and he will share the draft with the LOC and then add the committee as a signatory as well as the Trust orthoptic department etc.

- 3) TMa advises more practices are needed for the Easy Eyecare Pathway (especially near Chorley Hospital) and thanks EO and TB for their efforts.
- 4) Application for SDF (System Development Fund) money – this is money to develop primary care, most of which ends up with GPs. TMa has submitted an application for Hypertension monitoring and AF case finding. There was some initial resistance from the LMC but also some support. TMa will update us when he has the result.
- 5) Workforce development group – Thursdays, Time tbc. Angie Ashworth is sending out a survey soon for all contractors to complete. This is an important piece of work and TMa asks the LOC to promote it. TMa has also asked the ICS for an Optometry Fellowship – there is already a Dental Fellowship position.
- 6) EERS – NHS England provided funding for 2yrs which ends January 2024. TMa has been creating a lot of noise about this and what will happen if more funds are not released by the ICB. TMa advises it costs around £250k to run in L&SC. Katie Rimmer and Steve Flynn etc are creating a report to present to the ICB and TMa has been in touch with Peter Tinson (Director of Primary Care). MJ suggests the LOC raise it with Geoffe Jollife (Primary Care Rep on ICB board). JS asks if there are any figures on how many referrals are currently sent through eERS – TMa advises 1000's per month. If the service ends the ICB will have to create a decommissioning plan to advise all on the new referral pathways. The priority now is trying to get the funding to continue the service. TMa advises Cheshire & Mersey and GManc are in the same situation with funding not yet approved.
- 7) Primary Care Training Hub – TMa has the opportunity to put some materials on their website to explain GOS, sight tests & enhanced services etc. This can be slides but TMa feels videos would be more engaging and is looking for a volunteer from the LOC to have a recorded Teams conversation with him around what is and isn't covered by GOS.



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9.	<p><b>Discussion of Reports Previously Circulated</b></p> <p><a href="#">Primary Eyecare Services (PES) Report - Sept 23</a></p> <p>TB reports the financial envelope for the Tier 1 contract is very tight. There have been a lot of questions asked so if PES were successful there would be room for negotiation during the roll out. PES have spoken to the individual trusts about their services which are not part of the new contract e.g. out of area post cats, E.Lancs Pre cats, paediatric refraction in MBay but no further progress can be made until the contract winner is announced.</p> <p><a href="#">MBay Locality Report – Sept 23</a></p> <p>UHMB advised TB they were looking to utilise a new app to aid the triaging process. This may mean that separate referrals for separate clinics / conditions may be required. TMa asks how this would work on Opera, can you select 2 different end points. TB advises that 2 separate referrals would need to be made. No referrals seem to have been rejected as yet. TB will look to work with UHMB on the above two pathways. There is also talk about starting a emergency nurse led triage line for Lancaster and Barrow hospitals.</p> <p><a href="#">NHSE Optometric Advisor Report – Sept 23</a></p> <p>RC reminds all contractors to please complete their QiO promptly and accurately if they are asked to do so by the ICB.</p> <p>Practitioners should ensure records are completed accurately, with reasons for early tests and GOS3's clear as well as ensuring any advice answers all the patients concerns mentioned in the history &amp; symptoms. This will help with any evidence needed for PPV checks.</p> <p>MJ has been asked by Angie Ashworth to randomly select numbers for practice visits, these practices have yet to be informed. These visits should have taken place 6 months ago but are now unlikely to happen before the new year.</p> <p><a href="#">PCN Development Group Update – Sept 23</a></p> <p>DG advises the group is going to be split into two steering groups: Partnership &amp; Communications, chaired by Donna Roberts, and Workforce, chaired by Helen McConville. He suggests that the LOC has a representative in both these groups and is happy to do this. DG is under the impression the PCN development group will remain but meet less often with the subgroups doing the work in between. He feels we would have a louder voice in the subgroups than the main group which is very GP heavy. The committee agree that attending these meetings is a good use of LOC time and funds.</p> <p>JS thanked DG for taking over this role from her, she is no longer able to attend due to clinical commitments.</p>
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<p><b>10.</b></p>	<p><b>AOB</b></p> <p><u>NEHW 2024</u></p> <p>We have again missed out in 2023 and are therefore looking for someone on the committee to be the NEHW champion for 2024. AA asks what the role would involve? JS advises in the past we have done colouring competitions, posters for practices to display in windows, social media campaigns and generally getting practices involved and tying in with Trusts and 3<sup>rd</sup> Sector. PH is happy to create a social media campaign and work with AA.</p> <p><u>AGM Peer Review</u></p> <p>As PJ is now busy with the Tier 1 Procurement JS asked MC if she would work with AA to organise some peer review for the AGM in April 24. This can be approved and costed at the Jan 24 meeting giving plenty of time to make final arrangements and drum up interest.</p> <p><u>CPD at LTHTr</u></p> <p>AA had to leave – item not discussed.</p>
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<b>11.</b>	<p><b>Dates of Next Meetings</b> Jan – 17/01/24 Mar – 20/03/24 Apr AGM – 24/04/24 July – 03/07/24</p> <p>Signed By: </p> <p>Michael Jackson (Chair) Date:18-6-24</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. 27/09/23 - SBu not present, carry over to next meeting.	Open
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. 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. 27/09/23 - AA advises not straightforward at all at the moment, trust are going to make contact with RMC to iron out issues. Currently each consultant does it differently.	Suggest closing this action and AA to provide report to LOC when new information arises
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.	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.	CLOSED



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				27/09/23 - MJ advises things seem to have settled down. Any future issues let MJ/JS know who can raise it with the commissioner again.	
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. 27/09/23 - No funding available for this – removed from actions	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/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 27/09/23 - JS advises that this is still ongoing with 3 practices that we know about. Commissioner is aware and JS has asked CHEC to remove the pre-cat option off the portal for all users in Central Lancs. JS has rung the practices she has been made aware of and advised them to follow the correct pathway.	In Progress
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. 27/09/23 - EO still waiting for a reply from LOCSU. He had been sent a form to complete but this was for GP surgeries. Nothing new	In Progress



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				to report. JS suggested EO ask MBh for support with this.	
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. 27/09/23 - DG advises struggling to get hold of Dharmesh. Following the meeting DG sent email to advise funding not available anymore – action closed	CLOSED
No 30 21/06/23	4. Treasurer's report	Create expenses policy to discuss at next meeting	MJ & EO	27/09/23 - EO to create final draft to be voted in at next meeting	In Progress
No 31 21/06/23	4. Treasurer's report	Liase with Pennine Lancs and create plan for spending IP placement funds	MJ & JS	27/9/23 - EO now holds the funds and JS is managing applications and invoices. JS advises LMB has 10 places and Pennine have 9 places (they have previously used a place).	CLOSED
No 32 21/06/23	5. Chair's Report	Looking into options for foreign body removal training – possibly in collaboration with LTHT	MJ & TMa	27/09/23 - AA advised Dr Parker and a nurse are happy to help but there are H&S concerns around needle stick injuries which would need to go through occupational health – is it worth it. MJ & JS to consider other options.	In Progress
No 33 21/06/23	6. Secretary's Report	Looking into CPD options in South Cumbria	AA/MC as CPD leads supported by TB & MJ	27/09/23 - TB reports there may be a glaucoma related cpd event coming up in the future.	In Progress
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	27/09/23 - No update, carry over to next meeting.	In Progress



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No 35 21/06/23	11. AOB	Request for someone to put themselves forward for the vacant wellbeing role within the committee	All	27/09/23 - MJ reports wellbeing role has been filled by Usman Rasul. MJ requests volunteer on the committee to work with Usman to promote wellbeing across our patch. MC volunteered.	CLOSED
No 36 21/06/23	11. AOB	EO to present case for reimbursement of fees for LOCSU Leadership Course at September meeting	EO	27/09/23 - See treasurer's report	CLOSED
No 37 27/09/23	4. Treasurer's Report	EO to look at alternative venues for LOC meetings – price up and present at next meeting.	EO		
No 38 27/09/23	8. LEHN Report	EERS contract potentially terminating Jan 24. TMa & MJ to draft and email to Geoffe Jollife to raise concerns. JS & MJ to keep in touch with Katie Rimmer about implications and progress.	MJ & JS		
No 39 27/09/23	9. PCN Dev Group Update	DG to contact the chairs of the 2 new subgroups and express interest in attending meetings to represent LOC	DG		
No 40 27/09/23	10. AOB	PH and AA to plan events for NEHW 2024	AA & PH		



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No 41 27/09/23	10. AOB	Sort out plan for Peer Review event at Apr 24 AGM – update at Jan 24 meeting	MC & AA		
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