



LANCASHIRE &
MORECAMBE BAY LOC

Minutes of Meeting held 25th June 2025
Brockhole Visitor Centre, Preston PR5 0AG (Junction 32 M6/M55)

Attendance	<ul style="list-style-type: none"> • Michael Jackson (MJ) - Chair • Jennifer Smith (JS) - Secretary • Edward Ovenden (EO) - Treasurer • Michelle Cole (MC) • Tim Bagot (TB) • Philip Harper (PH) • David Barras (DB) • David Gleave (DG) • Asma Adam (AA)
Guests	<ul style="list-style-type: none"> • Ruth Cuthbert (RC) - ICB Clinical Lead for QiO • Mohammed Bhuta (MB) - LOCSU • Shameem Mohamed
Apologies	<ul style="list-style-type: none"> • Sarah Bentley (SB) • Drew Thompson (DT) • Neil Pearson (NP) • Tom Mackley (TMa) - LEHN Chair • Sajeel Abrar (SA) • Muhammad Qayyum • Yaseen Shah
Notes:	Item
1.	<p>Declarations of Conflict of Interest</p> <ul style="list-style-type: none"> • None declared <p>EO reminds the committee that this is anything that could conflict with the interests of the LOC e.g. if we are looking to commission a service and someone runs a business that could deliver that service. Having a conflict doesn't mean you cannot be present for discussions, but it should be declared so the committee can decide whether the individual should abstain from a vote or leave the room during discussions. Any disagreements re conflicts then LOCSU lead can advise, and it can be put to a committee vote. Other examples are: if you or a family member work for an ISP, Trust, are a contractor/performer, sit on another LOC, work in a field the LOC contracts work out to e.g. bookkeeping, web design, marketing etc. If in doubt it is better to declare all/any potential conflicts no matter how small. COI forms will be sent out to all members following the AGM and should be returned promptly to the secretary, however, it is everyone's responsibility to remind the committee of a potential conflict should it arise.</p>
2.	<p>Minutes of last meeting</p> <p>The minutes of the meeting held 12th March 2025 were approved by the group. Proposed by DG, Seconded by DB.</p> <p>The minutes of the meeting held 30th April 2025 were approved by the group. Proposed by MC, Seconded by EO.</p> <p>Further discussion from the group:</p> <ul style="list-style-type: none"> • EO proposes to continue with independent auditors. Impressed with the detail in the report for the cost under £300, able to provide a short notice in time for AGM. All in favour of continuing with Lex Office Auditors. Proposed by TB. Seconded by AA.



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	<ul style="list-style-type: none"> • All committee happy with MS Teams, documents will continue to be shared on there, members responsible for checking and keeping up to date. JS will continue to send out meeting reports via email to RC and observers prior to LOC meetings. JS reports Microsoft have not increased any prices since upgrading the accounts. Action to investigate this for next meeting. • DB to investigate using planner for assigning tasks on action list. • EO has updated and circulated new Expense/reimbursement policy – updates in line with LOCSU advice. No longer need to send in photo of odometer, distances will be calculated from google maps. All in favour of new policy. Proposed by DG. Seconded by AA. • DG happy to shadow MJ and learn about the vice chair role before putting himself forward. JS reminds the committee that under the new constitution adopted at the AGM there must be a formal notice period and election process for this role. JS proposes this vacancy to be filled at the 2026 AGM. Notice will be sent out with nomination forms for any interested committee members to apply for the vice chair role and a formal election will be held at the meeting after the AGM. • Agreed not to have a vice treasurer role now in place of a small group of people with access to accounts, passwords and processes. EO believes there is not enough work to justify a vice treasurer role currently. It will remain an unofficial post for the next three years in line with the term of the current treasurer. • BF&W locality lead replacement - DB proposes that the role be shared between him and DT. JS raised concern that this could cause confusion and that one person should be the lead with the others supporting. DB & DT to discuss with SB and update at next meeting.
<p>3.</p>	<p>Chair's Report <u>Chair's Report – June 2025</u></p> <ul style="list-style-type: none"> • POSG meeting – RC advises the Safeguarding lead for the ICB attended, currently mainly working with GPs but now wanting to include POD. A short survey will be sent out to contractor groups to establish what needs to be put in place. RC has a meeting with her in a few weeks and will find out more information then for the LOC but in the meantime reminds all contractors to ensure all their staff are up to date with their safeguarding training. • Roadmap Round Table – Takeaways from today's meeting are: <ul style="list-style-type: none"> ○ At a neighbourhood level getting PODG (Pharmacy, Optics, Dental & GPs) to get to know each other, understand what the others do locally. This will aid signposting within primary care. Barriers – there is no money to facilitate this within the ICB. A framework will be developed to support this initially in areas where engagement is highest e.g. CPD around diabetics, falls & frailty,



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- Hypertension, learning disabilities could create good networking opportunities. Someone would be needed in role to co-ordinate all this ?LPN chairs.
- Summary care record access for everyone – dentists & ambulance service can't access, optoms can only access for emergency care through CUES but not routine care. Lynsey Dickinson (Medical Director) is looking into this. Concerns: another piece of software everyone must have an account for.
 - Feedback on referrals

Secretary's Report

[Secretary's Report – June 2025](#)

- CHEC Naevi Contract – Rachel Watkinson, Head of Contracts at CHEC, has not responded to any requests for updates or answers to concerns raised by the LOC. ICB have advised they cannot comment on how the service will be run and concerns need to be raised with CHEC as the contract holders. Last communication was February 2025. Patients are now only being monitored as part of their normal sight tests as there has been no live service since October 2024. This has been highlighted to the ICB. JS will continue to chase a response.

Treasurer's Report

Treasurer's Report – June 2025 – redacted, available on request

Financial Forecast – 2025 – redacted, available on request

Expense Policy – redacted, available on request

- Financial forecast has highlighted we are down 10% on GOS levy which is our primary source of income. DG reported AWL LOC is roughly the same year on year maybe slightly down. 10% less GOS tests year on year seems unusual. MBh advises LOCSU can help EO look into the reasons behind this. RC suggests MJ email N.Barkworth to see if he can provide any reason for this drop. EO reports this would have to be a very sustained drop to cause concern with the running of the LOC.

Optometric Advisors Report

[OA Report – June 2025](#)

- Complaints reporting – MJ to discuss with A.Ashworth the window re-opening to share with the mailing list. MJ to inform JS as she does not receive this information as a performer.

Primary Eyecare Services Report

[PES Report – June 2025](#)



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	<ul style="list-style-type: none"> • KPIs for GRR & GERS are being looked at. Timescales shorter in L&SC than elsewhere in the country. • PES and ICB are looking into practices being able to provide both GRR and GERS. DG asks about coverage of providers in the area for GERS. TB advises lower numbers as needing WOPEC 2. Problem is within the GERS practices not all practitioners may be accredited this means they are unable to provide GRR either in that practice, reducing access for GRR patients. Allowing practices to provide both services will allow more GERS patients to be seen as GRR and free up GERS appointments for those needing them providing better care and service for patients. • Mbay changing the process for VR referrals due to delays and Px harm. New pathway will be that MBay practices will refer patients direct to LTHTr – Chorley. Information will be sent to practices when it has been decided with referral guidance. Sub-macula haemorrhages need to be aspirated within 1 week therefore the wet AMD pathway is not appropriate for these patients. Guidance will be sent to practices with some CPD training. • CUES – Practices are reminded to triage patients and ring round to find an appointment on behalf of patients. Concern raised that in the fylde coast when the 2 IP practitioners are unavailable GP's are unwilling to prescribe medications for e.g. pre-septal in adults and are instead sending patients to A&E. Discussion held around funding for IP, clinical placement funding has now all been allocated however UHMB have yet to invoice those who completed the placement 3yrs ago and the T&Cs of the funding was that it needed to be claimed after 2yrs. EO to look into legal precedents. <p>NOC Report NOC report – June 2025</p> <ul style="list-style-type: none"> • All happy with the format of the report, hyperlinks and search function available. • Available on Teams for future reference
<p>4.</p>	<p>LOCSU Report – MBh</p> <p>No further questions on report previously circulated to committee. Overview of NHS & sector structures to be rescheduled for September meeting due to lack of time and low numbers today.</p>
<p>5.</p>	<p>Needs Analysis Plan</p> <p>JS proposes the best time to do the needs analysis annually is May, following the AGM with the new committee at the start of the new year in order to plan that years work and roles. EO has suggested it may be better to do it later on in the year when new members have completed the</p>



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	<p>induction course (although this date varies). All agreed to leave it until May 2026 to review again, then to do annually.</p>
<p>6.</p>	<p>PES Payments & Overdue HESPs DT not present to raise his queries re PES payments.</p> <p>MJ now has contact details for senior finance personnel at BTH & LTHT. He has collated information from practices regarding their outstanding payments and on the 27/6/25 he will send this information to the trusts and advise that we are looking for a change in process going forwards to ensure this never happens again. He will also liase with the locality leads for these areas to understand how the payment portals work and the pitfalls before meeting with the Trusts to discuss.</p>
<p>7.</p>	<p>CPD</p> <p><u>Regional Session Plan</u></p> <ul style="list-style-type: none"> • To tie in speakers from the local Trusts for each area. E.g. VR for MBay. • Face to face roadshow to network with local colleagues and introduce the LOC. • Points need to be approved by the GOC before setting a date as it is a long process. • LOS to transfer their pre-approved CPD to the LOC for use. • MBh advises that LOCSU can get the points approved for the LOC on their account and do the work for the LOC. • MBay – VR session – joint talk with UHMB and LTHT consultants, date and venue to be decided • Central – Orthoptic talk venue LTHT chorley date tbc & AGM • BF&W, West Lancs – topics to be decided • Evening events with food to drive good attendance <p><u>WOPEC OSCEs</u></p> <ul style="list-style-type: none"> • Planning on 1 session per year to cover the NQ optoms and anyone who has moved into the area. • Location will depend on location of attendees • MJ & DT have offered their practices as locations in the past. NP may be happy to host in West Lancs. • MJ & JS now both trained as assessors. 2 people can be trained at each session (AA, EO, TMa interested) • Offer MECS, Glauc & FB removal to see what the interest is in order to maximise attendance and fill all the places and get value for money for assessor fees. • Agreed to aim for October/November avoiding half term week depending on WOPEC availability. JS to check availability with WOPEC. • Will aim to charge as previous events. Subsidised for local practitioners and full price if out of area.



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<p>8.</p>	<p>AOB</p> <p><u>Advice & Guidance MBay - TB</u></p> <ul style="list-style-type: none"> • Lakshmi Patil, Clinical Lead UHMB is keen to get A&G up and running. Last time this was discussed the Trust wanted to use this more as a med ret screening service. MB and TB to find out how this could work and what the Trusts expectations are. <p><u>WhatsApp Groups for CUES</u></p> <ul style="list-style-type: none"> • A local practice asked for CUES availability on the locality whatsapp group and it has been suggested by another practice as an easier and faster way of finding availability than ringing practices. • This would be unofficial and would need to be made clear that proper triage needs to be followed but could be a way of practices sharing their availability. • If locality groups were set up as communities, then a dedicated cues group could be set up. This would be a better way going forwards as ownership of groups cannot be changed should locality leads change. JS advises her local cricket club uses community to manage junior teams successfully. • Locality leads to work together to investigate setting this up. <p><u>NI Impact on Practices</u></p> <ul style="list-style-type: none"> • MBh is finalising an MS Form to be circulated round all NW LOCs practices for feedback. LOCs will then collate their feedback and pass it back to MBh who will present it Nationally as LOCSU. JS to circulate when ready. <p><u>IP Clinical Network</u></p> <ul style="list-style-type: none"> • MJ suggests funding time for someone to manage a L&MBay IP clinical network and as part of this arrange regular CPD for local IP practitioners e.g. peer review • MoU would be needed for the role – Ceri Smith-Jaynes is interested. • EO happy to trial 1hr per month up to max 12hrs per year funded by the LOC for admin to set up these events.
<p>9.</p>	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • 24th September 2025 • 12th November 2025 • 14th January 2026 (virtual if needed) • 11th March 2026 • 29th April 2026 – AGM & CPD • May 2026 – Needs Analysis Date TBC – virtual? • 24th June 2026



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	Adopted by committee	Date: 24 th September 2025
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Action & Decision Log

Action No.	Date	Item	Lead	Status
50	20.03.24	<p>JS to ask LOCSU for support getting Trusts to pay HESP fees timely</p> <p>18/09/24 - MBh looking into it, carry on to next meeting – not present.</p> <p>13/11/24 - JS to email MBh again and also discuss with LTHT correct procedure and escalation details to share round mailing list and post on website. Look at doing the same for BTH, UHMB, ELHT, MREH</p> <p>15/01/25 - MJ is drafting a letter to the Director of Finance at BTH to address the issue.</p> <p>12/03/25 - Letter sent & response received within 24hrs, MJ believes all payments are now up to date, however, still waiting for response re what happened, what the process is & how to stop it happening again.</p> <p>- MC has been collating sums owed from Central Lancs practices from LTHT. MJ to send similar letter to their director of finance to resolve.</p> <p>25/06/25 - MJ to send details of amounts overdue to practices to financial leads at BTH & LTHT on 27/6/25. MJ to also meet with SB & MC to understand how the portals work and the pitfalls before arranging a meeting with the Trusts to discuss further.</p>	MJ	In Progress
53	03.07.24	<p>All committee members to do IT Security course on ELFH site and send certificate to AA.</p> <p>13/11/24 - EO to reshare link with all committee</p> <p>15/01/25 - AA to send another reminder to those still yet to complete.</p> <p>12/03/25 - AA advises some still to complete, please send certificates before next meeting in June 25.</p>	AA	CLOSED



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		<p>- EO advises officers to complete annually, committee members every 3 years.</p> <p>25/06/25 - TB to send certificate to AA. JS has added all to master calendar for future renewal tracking</p>		
59	03.07.24	<p>Create Top Tips for Paediatric Examinations document for website</p> <p>13/11/24 - Still waiting for response from Trusts.</p> <p>15/01/25 - Document is ready, DT has offered to help with the design. DB plans to send to head orthoptists at the Trusts before circulation.</p> <p>12/03/25 - No response from Trusts other than BTH. Sending to RC & TMa for GOS detail then final draft to be sent to committee for review. This to be done prior to the next LEHN meeting in May to be presented there.</p> <p>25/06/25 - DB condensing doc for committee review then to work with RC for GOS rules to include.</p>	DB	In Progress
63	18.09.24	<p>Create a poster to circulate round practices "What is the LOC? Everyone is welcome"</p> <p>13/11/24 - In progress, committee photo being taken after tonight's meeting.</p> <p>15/01/25 - DT not present to update.</p> <p>12/03/25 - DT to change Brockholes image as no permission to use then send to JS for distribution. Also to look into printing costs.</p> <p>25/06/25 - DT not present to circulate the printed copies. DT to circulate copies to locality leads for distribution</p>	DT	CLOSED
68	13.11.24	<p>Concern raised over wording of endpoints for Post cat referrals rather than second eye surgery on Opera. TB to look into separate endpoints or possibly renaming to avoid confusion.</p> <p>15/01/25 - TB reports still a few outstanding.</p> <p>12/03/25 - EO advises some issues with Trust compatibility, but everyone either now has in place or is working towards. It should be sorted by the next meeting.</p> <p>25/06/25 - All endpoints in place</p>	TB	CLOSED
73	15.01.25	<p>LOC to send letter to ICB stating our position on Tier 1 fees and CUF on behalf of contractors</p>	MJ	CLOSED



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		12/03/25 - still to be done, update at next meeting 25/06/25 - Meeting was held, no decision yet. TB reports conversations so far have been positive, and he will update us as decisions are made.		
74	15.01.25	CPD working group to meet with LOS to discuss and plan future events with LOS. EO to look at future costs. 12/03/25 - MC advises LOS meeting in May to discuss, will update at June LOC meeting 25/06/25 - Working group to liaise with MBh and LOCSU to get talks approved for CPD points quickly. MJ to look into banner that can be used for events and create slide show to introduce the LOC. DB to liaise with BTH about possible topics. CPD group to liaise with NP about west lancs event.	CPD group	In progress
76	15.01.25	CPD working group to plan CPD for AGM – MC, AA, RC, TB, EO, TM, DB 12/03/25 - SpaMedica happy to sponsor – see Treasurer’s report, Topic tbc hopefully will have confirmed at the end of this week. 25/06/25 - LOS funds to be transferred to LOC – see treasurer’s report for finer detail. LOS will email their mailing list to advise on closure with a link to join the LOC mailing list should they wish.	CPD group	CLOSED
77	12.03.25	Send PSCE rejection letter drafted by NW forum to the ICB and specials schools letter to the Primary Optometric Services group and Peter Tinson as Director of Primary Care on the ICB. TMa also requests to be copied in 25/06/25 - Letter has been sent. MJ to chase response and update at next meeting.	MJ	In progress
78	12.03.25	EO to look into Auditor options: DTs bookkeeper contact or another LOC treasurer 25/06/25 - Voted to continue with LexOffice as independent auditors	EO	CLOSED
79	12.03.25	Set up MS business basic for all LOC members. DB to support and help with set up and training.	JS/DB	CLOSED



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		25/06/25 - All happy with continuing with this platform. JS & EO to look into payments as there has yet to be an increase and to cancel the recurring subscription for MS Exchange accounts.		
80	12.03.25	EO updating the expenses policy to present for approval at the June LOC meeting. 25/06/25 - EO to put final doc on Teams.	EO	CLOSED
81	12.03.25	Committee to consider putting themselves forward for the roles of Vice Chair, Vice Treasurer and BF&W locality lead (to shadow Sarah until she retires in 2028 presuming she is re-elected at the 2025 AGM) 25/06/25 - DG to shadow MJ to find out more about vice chair role in preparation for election at next AGM, any other interested parties can do the same DB & DT to decide on new BF&W locality lead with SB and update at next meeting	DB/DT	CLOSED
82	12.03.25	CPD working group to start planning quarterly events 1 in each area. July-Sept, Oct-Dec, April-June AGM. TMA to support with GOC approval.	CPD working group	
83	25.06.25	EO to work with MBh LOCSU to look into 10% drop in GOS levy. MJ to email N.Barkworth to see if he can see any cause for it as well.	EO & MJ	
84	25.06.25	EO to look into legal precedents for invoice payments in relation to UHMB not invoicing for IP placements after 3yrs. This could mean funding could be reallocated to support more clinicians.	EO	
85	25.06.25	Meet with Lakshmi Patil to discuss her plan for A&G	TB & MJ	
86	25.06.25	JS to get in touch with Saskia at WOPEC about availability for event in Oct/Nov, avoiding half term	JS	
87	25.06.25	Locality leads to work together and look into setting up whatsapp community groups and try using to share cues requests/availability	TB, MC, SB, NP	
88	25.06.25	MJ to discuss IP clinical network role with Ceri Smith-Jaynes and draft MoU for the role	MJ	