

NORFOLK & WAVENEY LOCAL OPTICAL COMMITTEE

ANNUAL GENERAL MEETING 10 JUNE 2020

MINUTES

Due to the Covid-19 pandemic restrictions the Annual General Meeting of the Norfolk & Waveney Local Optical Committee was held virtually using Zoom and was called to order at 19:30 on 10 June 2020 by Mrs. Deborah Daplyn. (Chair)

PRESENT:

Thirty three members of the optical professions were invited to join the meeting of who thirty two were recorded as having logged-on.

APOLOGIES FOR ABESENCE: None

OBSERVER: Binal Patel who hosted the meeting and was appointed Returning Officer for the Election of Committee Members.

DECLARATIONS OF INTEREST: NONE

BUSINESS

LOCSU ADDRESS: Presented by Binal Patel, Optical Lead for the Eastern Area.

The presentation went through the structure of LOCSU, explaining it was set up under the auspices of AOP, ABDO and The Optical Confederation to assist Local Optical Committees nationally. LOCSU is managed by a Board of Directors, headed by Chairman, Mike Fegan, accompanied by three representatives from AOP, two from FODO, and two from ABDO and one each from the four nation LOC regions. A member of the College of Optometrists is invited to attend as an observer.

Day to day management is supervised by CEO Richard Whittington with a team of seven who each have responsibility for specialist areas of LOCSU activity. This central team is supported by seven area Optical Leads who interact directly with the LOCs in their area.

Binal went on to explain that the work of LOCSU extends to cover a very wide range of topics, including; Policy Development such as Quality in Optometry and information Governance; Communications which includes Press and media briefing as well as regular Newsletters and News Flashes to LOC and the wider optical professions. There is Training and Development for new LOC officers; organising and running the annual National Optometric Conference which includes funding one representative from each LOC to attend. WOPEC was set up by LOCSU as a training arm producing nationally recognised courses and certification in specialist subjects that are now a requirement for accreditation in Community Care schemes around the country. LOCSU has been instigative in creating clinical pathways for these schemes and assisting LOCs in negotiations for NHS contracts.

All this work is funded by a levy charged on the member LOCs.

1. Mrs. Deborah Daplyn welcomed those present to the Norfolk & Waveney Local Optical Committee Annual General Meeting for the year ended 31st March 2021.
2. **Apologies** – none

3. **The Minutes** from the meeting held on 19th June 2019 were approved and signed.

4. **Committee Election**

The Constitution require one third of the Committee members to retire each year; the members standing down this year are Ed Adkins, Tim Burgis, Kate Fenn and Roger. The nominations for the election are as follows:

Local Contractor Nominations	Local Performer Nominations
Kate Fenn	Ed Adkins
Ali Ganiwalla	Tim Burgis
Roger Lee	Michelle Horn

All attending were asked to vote for no more than four candidates using the Zoom Polling function. The votes were received by the Returning Officer, Binal Patel who announced the following were successfully appointed to the committee:

Local Contractor	Local Performer
Kate Fenn	Ed Adkins
Roger Lee	Michelle Horn

5.

Chair’s Report 2019

As I write this I am conscious that we are still in the grip of COVID-19, which has turned all our lives upside down and will continue to do so for many weeks/months to come. Normally, I use this report to summarise what the LOC has been up to over the past year and this year will be no exception. However please be aware that some of this has had to be put on hold whilst, like everyone else we try to deal with the problem at hand and pretty much anything I report on the COVID situation will be out of date by the AGM! So let’s start with the review.

The Local Optical Committee Support Unit (LOCSU) approached every LOC to ask them what we wanted from them. The LOC as part of its business planning undertook a review of its own activities which resulted in the survey that we sent out last year. This has identified some areas that we were/are going to follow up on but you will understand that we have been a little side-tracked.

We had to deal with the great FAX machine switch off at all the hospital Trusts which necessitated the adoption of nhs.mail for practices. I am able to report that Norfolk was ahead of the game in getting this done and I thank all the effort that practices put in to get their addresses and facilitate a smooth switch off. It’s also proved providential given our current predicament and has been one less thing to worry about.

The post cataract assessment service which has run very successfully for several years from the NNUH was eventually put into place for patients of the Paget. It was due to start at exactly the time that the lockdown started so you won’t have seen any patients into the service as yet but it is waiting in the wings once things restart.

The MECS pilot finished in March 2020 and a comprehensive review was taken over the previous months to determine whether it would be re-commissioned. Whilst it was recognised to be very successful from a clinical perspective, there was insufficient proof of its cost effectiveness to the CCG and therefore it was in the process of being reformed when

lockdown took place. It remains to be seen what will happen to it, post COVID as we will find ourselves in a very different place.

And finally, our 5 CCGs have joined into 1 STP to cover the whole Norfolk and Waveney region. This should be very helpful in getting more equality of service across the area and maybe save me having to say everything three times over.

Now to the current situation; you will be aware NHS England, LOCSU and both Colleges worked together to create the COVID Urgent Eyecare Service (CUES). It has taken a frustratingly long time to both produce the service spec and then get it commissioned locally. Whilst it may not be ideal, it has enabled a framework for eye care to continue across the whole patch and introduced a new IT system that is rather more sophisticated than the previous one. Hopefully, you are all using it by now and are finding it easy to use. There are plans to try to use it as a framework to build further services to in the future.

I would like to finish by again expressing my thanks to the entire committee who have had to work extra hard recently with all that the current situation has thrown at us. I am very happy to see that we have, for the first time in living memory, an actual election for places on the committee. The LOC will be very important over the next year or two as we embrace the inevitable changes that will be required to function effectively in a post COVID world, so I would urge you to read our candidate's addresses carefully and use your votes wisely. As a committee, I feel that it is our job to consider all new opportunities as they arise and where possible try to make them available for you, the member practices, whether you then choose to adopt them, is up to you.

I send my best wishes to you all at this difficult time and remind you that your committee is there to try to help, even if it's only for a chat....

Deborah Daplyn.

Chair. Norfolk & Waveney LOC.

6. Hon Secretary's Report 2020 So - a very different scenario to this time last year. These virtual meetings seem to be catching on!

The massive increase in correspondence recently just shows to highlight how important it is to be registered with the LOC website and keep me updated with any change of practice or email address. Once again, if you know of anyone who isn't registered or receiving our emails, please feel free to point them in our directions.

As the speed things are moving, I suspect that by the time of the AGM, most of us will be back working in some capacity, but who knows? The single biggest development over the last year has been the amalgamation of the five CCGs into one. This means that areas that have previously been neglected when it comes to enhanced services (Waveney & West Norfolk) have been brought into the fold with the first example being CUES. Hopefully, other schemes – namely Glaucoma referral refinement, stable glaucoma suspect monitoring, Paediatric pathway and perhaps a Hydroxychloroquine pathway will follow. It is evident that community eye care will never be the same, with the HES more dependent on primary care practitioners to manage the backlog and more simple cases, leaving them to devote resources to the more complicated cases. Whatever happens – the next 12 months promises to be an interesting year.

Ed Adkins

7. Hon Treasurer's Report 2020

The accounts show a reduced income compared to the previous financial year, a result of the

levy being lowered in May 2019 when the contingency funds were considered to be adequate. Expenses were higher over the year in part due to some back claims of committee member's fees, higher administration costs due to the work required and the LOC's agreement to offer some support to the LOA. However the final balance only shows a small decrease in funds held by the LOC (less than £3000 difference from the previous year)

LOCSU has once again not requested any change to the levy it receives (currently 0.5%); this was last altered in 2016.

Once again LOCSU sponsored a LOC member to attend the National Optometric Conference, with the LOC funding further representation.

Those contractors who support the voluntary Central (LOC) Fund continue to do so at the levy rate of 0.25%.

Following a vote at the Central Fund AGM in November 2019 I was appointed as the director for this region, my interest in the funds activity sparked by a desire to know what they were doing with the money from you - the contractors of Norfolk. The fund now has three new directors joining two more continuing on the board and many ideas for the future.

Linda Vernon-Wood

Motion: Proposer - Ed Adkins; Seconder - Julien Nelson:

“To give the Hon, Treasurer the authority to vary the Statutory Levy between 0.4% and 0.9% as required to achieve a satisfactory account balance by the end of the financial year.”

The Motion was passed nem con.

The meeting was adjourned at 20:31 and was followed by:

Scrutinised Financial Accounts for year ended 31st March 2020

Norfolk & Waveney LOC Financial Report 2019-2020

<u>Income</u>	
Statutory Levy	£ 67,893.29
Other	£ 428.68
<u>Total Income</u>	£ 68,321.97
<u>Expenditure</u>	
Honoraria	£ 4,484.00
Admin fees	£ 5,015.09
Admin travel	£ 149.64
Members fees	£15,958.41
Members travel	£ 2,320.31
Meeting Rooms	£ 678.00
Website	£ 180.00

Office costs	£ 645.00
Training & NOC	£ 3,230.50
AGM & Misc.	£ 1,186.95
LOA	£ 1,011.50
Central Fund	£ 5,206.05
Payment to LOCSU	£ 31,074.69
<u>Total Expenditure</u>	£ 71,140.14
<u>Balance brought forward 5/4/19</u>	£ 47,757.33
Income	£ 68,321.97
Expenditure	£ 71,140.14
<u>Balance as 5/4/20</u>	£ 44,939.16
Treasurer	
Scrutineer	
Scrutineer	

Accounts Scrutineers appointed for 20120-21: Michelle Cade & Hellen Hillis

8. Motion to give the Hon, Treasurer the authority to vary the Statutory Levy between 0.4% and 0.9% as required to achieve a satisfactory account balance by the end of the financial year.

Proposed: Ed Adkins. Seconded: Julien Nelson:

Motion passed nem con.

Mrs. Daplyn said she was happy to take questions later and closed the meeting at 20:17 hrs.

Signed..... Date.....

Deborah Daplyn, Chair Norfolk & Waveney Local Optical Committee