

# NORFOLK & WAVENEY LOCAL OPTICAL COMMITTEE

## MEETING MINUTES 10 MARCH 2021

A meeting of the Norfolk & Waveney Local Optical Committee held on-line via Zoom was called to order by Deborah Daplyn (Chair) at 19:55 on 10<sup>th</sup> March 2021

**PRESENT:** Ed Adkins, Charlotte Barber, Elizabeth Bunn, Deborah Daplyn, Kate Fenn, Michelle Horn, Roger Lee, Julien Nelson, Niall O'Brien, Ian Sinha, Linda Vernon-Wood, Peter Hutchinson (Administrator)

**APOLOGIES FOR ABESENCE:** Dan Rosser,

**OBSERVERS:** Wasim Sarwar PES

### COMMITTEE MEETING MINUTES

**DECLARATIONS OF INTEREST:** None new declared

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<p>1. <b>PES Report:</b> <i>Wasim Sarwar</i> (Interim CGPL for NWLOC) said The CUES service is running smoothly under the Opera system and will be joined shortly by the Cataract and Glaucoma services after which Optomanager will become redundant. Referrals through 'The Hub' are working better now and represent the majority of the patients handled. As the volume increases more staff are being recruited to work at the Hub. The CCGs are pleased with the results to date and a proposal has been submitted from PES and NWLOC for how CUES will operate from April 2021. There has been no reply to the proposal, however <i>Deborah Daplyn</i> noted she heard from CCGs they are waiting for information from PES and she has reminded <i>Dharmesh Patel</i>. <i>Wasim Sarwar</i> agreed to chase.</p> <p>a. The results for December and January showed a dip in activity in the first month which picked up again in January. Most commonly patients are 'seen' by telemedicine (70% discharged &amp; 5% urgently referred) closely followed by face to face examinations (81% discharged; 13% referred; 12% urgent referral; 1% routine). From OCT examination 52% of patients were discharged. <i>Wasim Sarwar</i> explained that if a patient from Norfolk &amp; Waveney is seen elsewhere in the country the results of that examination are logged against NWLOC. Ed Adkins asked what action is taken against practices that are not actively participating in CUES after having been contracted to do so? <i>Wasim Sarwar</i> said he has contacted some practices after and activity improved but others said as opening hours were restricted they had very little capacity. Some withdrew from the service completely. PES is not able to force practices to participate, only try to persuade. The proposal for CUES after April incorporates a suggestion that telemedicine is a matter for clinical judgement and is not required for every case. The timeframe for seeing patients is: Emergency – same day; Urgent – 24 to 48hrs; Less urgent 5 days. If a practice is unable to see a patient the practitioner may refer them directly to the Hub for referral to another practice. Initial patient surveys (PROMS) results were very positive for CUES and showed that 75% patients were deflected from GPs and A&amp;E services. <i>Deborah Daplyn</i> asked how the Hub had managed to refer patients directly to HES as shown in the report because as far as she is aware the hospitals are not accepting patients without a F2F exam. <i>Wasim Sarwar</i> replied he was unaware of any refusal by HES to see a patient from the Hub. A discussion about the lack of CUES activity by some practices concluded that a better fee structure will attract practices to the service. <i>Julien Nelson</i> asked how the Hub allocate patients to practices and suggested they may use a list where those at the top are called first rather than using the patient's post code as a guide to the closest practice. <i>Deborah Daplyn</i> will ask</p>	<p><i>Wasim Sarwar</i></p> <p><i>Deborah Daplyn</i></p>

PES what system is used.	
2. The minutes of the meeting held on 12 <sup>th</sup> January 2021 were approved.	
3. <b>Action Points from the Minutes:</b> Meeting 12 <sup>th</sup> January 2021 a. <b>LOA EGM</b> agreed amalgamation with LOC. b. <b>Glaucoma Suspect Monitoring Scheme</b> a letter for patients has been drafted and is with the medical Director awaiting sign-off before being sent out on behalf of the Commissioners.	
4. <b>Merger of LOA with NWLOC</b> – concluded at an EGM held on 17 February 2021 when the proposal was adopted unanimously. It was decided that a CET event is needed and should be arranged for June - July. <i>Elizabeth Bunn</i> agreed to research possible on-line presentations for a half-day CET event and report back by email. <i>Ed Adkins</i> said Stuart Wellings provided a very entertaining mix of training which included; lectures; webinars; peer reviews. Also it was agreed to ask Bridget Hemment from NNUH to give a presentation at the AGM on 23 June which is due to be held on Zoom.	<i>Elizabeth Bunn.</i>
5. <b>Finance Report - Minutes of the Budget Meeting NWLOC</b> held by zoom  Meeting opened 7.30pm Apologies - D Rosser a. Interim accounts presented to 9/3/2021, the main variance to expected income and expenditure was due to the covid 19 pandemic. b. The Treasurer felt that the statutory levy should be maintained at 0.5%. Agreed. c. The hourly rate for the administrator was held at its current level, the fee for home office was unchanged at £35.00 per month. d. By general agreement the hourly/half day/day rates for meetings with CCG's etc., committee meetings and the honoraria were held at current levels. e. It was suggested and agreed that the above rates are reviewed in six months in view of the continuing pandemic situation. f. The Chair, Secretary and Treasurer acknowledged receipt of the honoraria for the year for the minutes. g. LOCSU levy is at 0.5%, no approach has been made by them to change this h. LOA funds - it was agreed that the funds transferred from the LOA would be kept for education events and that an allowance for this would be made in future budgets. i. Meeting closed 7.55pm j. The Treasurer asked for all expenses claims from committee members to be submitted by 31 <sup>st</sup> March...	<i>Whole Committee</i>
6. <b>Practice Address update:</b> no changes a. Cecil Amey planning to open in Holt. (Pending) no inspection planned to date. b. Century Opticians practice under construction at Bowthorpe shopping centre	
7. <b>Web Manager Report</b> <i>Peter Hutchinson</i> said 230 members were registered with the old website but to date only 70 have applied for and activated accounts with the new website. The types of user account for the website are restricted to Subscriber and Administrator so the planned allocation of the Author role to <i>Ed Adkins</i> and <i>Deborah Daplyn</i> is not possible. <i>Ed Adkins</i> has been made and Administrator so he able to	

<p>directly upload news items and act as back-up for <i>Peter Hutchinson</i>. <i>Ed Adkins</i> has previous knowledge of using WordPress, the website platform. <i>Niall O'Brien</i> was thanked for volunteering but can step down as a potential website Administrator. Linda Vernon-Wood asked if the email address on the message advising members to activate their website account was correct because it could be unrecognised by some and regarded as suspicious. The address: <a href="mailto:john@wecreatedesign.co.uk">mailto:john@wecreatedesign.co.uk</a> is from the company acting as web designers for LOCSU and <i>Peter Hutchinson</i> agreed to ask Lisa Stonham of LOCSU if this can be changed to a more recognisable and trustworthy address.</p> <ul style="list-style-type: none"> <li>c. <i>Peter Hutchinson</i> commented that on the website home page the mission statement included the words “to provide information for eye care practitioners, health care professionals and the public” However all the information aimed at the public on the old website has not been copied to the new one. It was agreed he shall remove the word ‘public’ from the statement</li> <li>d. <i>Peter Hutchinson</i> said he asked Lisa Stonham about facilitating a plug-in to make it possible to add an expiry date to a website page. This will automatically remove the page from view at a given date.</li> <li>e. All personal data from the website account applications are recorded on a spreadsheet which will be maintained intact for a minimum of seven years.</li> </ul>	<p><i>Peter Hutchinson</i></p> <p><i>Peter Hutchinson</i></p>
<p>8. <b>AGM date:</b> confirmed as a Zoom meeting on 23 June 2021. <i>Peter Hutchinson</i> agreed to prepare all the relevant AGM voting documents and notices which will be posted on the website.</p>	<p><i>Peter Hutchinson</i></p>
<p>9. <b>Correspondence: None</b></p>	
<p>10. <b>A.O.B.</b></p> <ul style="list-style-type: none"> <li>a. <i>Ed Adkins</i> asked if any progress has been made towards the Paediatric scheme to which <i>Deborah Daplyn</i> replied none she was aware of.</li> <li>b. <i>Deborah Daplyn</i> asked if anyone knew Nicky Latham at Boots Opticians as she has received an email with a link she is reluctant to use. It was confirmed the lady is on the GOC register.</li> <li>c. <i>Linda Vernon-Wood</i> asked if anyone who had received a covid vaccination at St. Stephens has been advised to attend for a second jab? It transpired that systems vary between vaccination centres and some have been given a date but others are still waiting to hear. An optometrist from Kings Lynn who was vaccinated at St. Stephens has been told her record has been lost from the system and no-one seems to be concerned. <i>Deborah Daplyn</i> agreed to find out what is happening.</li> <li>d. <i>Julien Nelson</i> questioned the legality of a Spectacles at Home advertisement that includes three copies of NHS logos in a statement about a largely private service. No action was agreed. <i>Roger Lee</i> agreed to ask <i>Rupal Lovel-Patel</i> for advice and guidance.</li> <li>e. <i>Roger Lee</i> asked if any information is available on the waiting times for cataract surgery at the various locations around the area. He agreed to contact Dan Rosser for the current situation and <i>Linda Vernon-Wood</i> said she will contact the West Norfolk Referral Centre for an update on waiting times. Any waiting time information will be published on the website.</li> </ul>	<p><i>Deborah Daplyn</i></p> <p><i>Roger Lee</i></p> <p><i>Linda Vernon-Wood</i></p> <p><i>Peter Hutchinson</i></p>
<p>11. <b>Committee Meeting Dates 2021:</b> Zoom meetings will continue to be held on the second Wednesday of alternate months: 13 January: 10 March: 12 May: AGM 23 June; 14 July: 8 September; 10 November</p>	
<p>12. <b>Meeting closed 21:09 hrs</b></p>	