

NORFOLK & WAVENEY LOCAL OPTICAL COMMITTEE

MEETING MINUTES 14 JULY 2021

A meeting of the Norfolk & Waveney Local Optical Committee held on-line via Zoom was called to order by Deborah Daplyn (Chair) at 19:30 on 14th July 2021

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

APOLOGIES FOR ABESENCE: Elizabeth Bunn, Charlotte Barber, Kate Fenn, Wasim Sarwar PES;
OBSERVERS: None

COMMITTEE MEETING MINUTES

DECLARATIONS OF INTEREST: Ian Sinha – Director of Eyeco Ltd Locum Consultants; Michelle Horn to complete Declaration of Interest Form

Contents	Action
<p>1. Election of Officers to the Committee: The current officers, Deborah Daplyn, Ed Adkins, Linda Vernon-Wood and Roger Lee stood down and said they are all willing to stand for re-election. No other nominations were recorded and thus the following were re-elected nem con: Chair – Deborah Daplyn; Hon. Secretary – Ed Adkins; Hon. Treasurer – Linda Vernon-Wood; Vice Chair – Roger Lee</p>	
<p>2. PES Report: <i>Wasim Sarwar</i> (Interim CGPL for NWLOC) – No report. <i>Deborah Daplyn</i> said the PES Hub was questioned as to the method used for referrals and things seem to have changed with better distribution of cases to practices around the area. <i>Dan Rosser</i> was asked if NNUH is adding Glaucoma patients to Opera to which he confirmed they have been adding patients since April. He went on to say he has written a “How to” document to simplify the uploading of Cataract patients to Opera which should begin very shortly. <i>Roger Lee</i> said he understands <i>Dharmesh Patel</i> of PES is on sick leave currently.</p> <p>The minutes of the meeting held on 12th May 2021 were approved.</p>	
<p>3. Action Points from the Minutes: Meeting 12th May 2021-</p> <ul style="list-style-type: none">a. <i>Dan Rosser</i> noted he was present at the May meeting but was not recorded as such in the Minutes.b. Practice Survey – only 22 surveys were returned which is far from a representative sample and thus results cannot be relied on.c. PCSE connection: <i>Linda Vernon Wood</i> confirmed she has once again been able to access the NWLOC account with PCSE to see details of GOS payments.d. PES to contact non-active CUES practices - <i>Deborah Daplyn</i> reported there has been no progress - she will continue to press <i>Wasim Sarwar</i> for action.e. Hydroxychloroquine – <i>Roger Lee</i> reported he had seen a letter from a Sheringham GP to patients taking hydroxychloroquine (HCQ) which suggested they should attend a local optician who is equipped to examine retinas and will do so free of charge! The CCG has been made aware of the letter and will investigate further. <i>Dan Rosser</i> said NNUH has no plans to get involved in HCQ examinations. He went on to suggest the ICS needs to commission a specific ophthalmology led, community based, service in a large GP practice. <i>Ed Adkins</i> suggested NICE needs to re-evaluate the examination requirements to make them more universally applicable and widen the scope of practices qualified to participate. All three hospital trusts have approached the CCG to find a way to deliver a HCQ service. <i>Deborah Daplyn</i> has been	<p><i>Correction to May minutes</i></p>

<p>invited to meet with the Chairs of the CCG and LMC to see if there is a way forward on a wide range of topics.</p> <p>f. LOA funds transfer <i>Linda Vernon – Wood</i> said she understands <i>Michelle Cade</i> has a cheque for the closing balance of the LOA bank account which she will post to Hon Treasurer.</p>																							
<p>4. Matters Arising -</p> <p>a. JPUH Post cataract Service: <i>Deborah Daplyn</i> reported she has been told by CCG it is on permanent hold.</p> <p>b. CUES changes to fees etc.: ICS (formally CCG) considering proposal from PES to make “Local changes” to the specifications as has been done in other areas but as yet have not agreed any action. <i>Deborah Daplyn</i> will continue to press for solutions as has been achieved elsewhere in the country.</p> <p>c. Norfolk & Waveney ICS as part of development planning has been instructed by NHS England to address, as a matter of priority, the development of digital transformation in the area. This has impacted on the whole cataract pathway and re-designing CUES which are now on hold as the ICS does not want to make changes that may have to be altered in the future.</p> <p>i. <i>Deborah Daplyn</i> is of the opinion that the mood of the ICS is to look to the new providers in the market to commission cataract, glaucoma etc. services to take simple cases out of the hospitals. Optometry practices will consider the new contracts at the right fee structure but it could transpire that patients seen by other providers who are seen for refraction in an optometry setting may end up being sent back if v/a’s are below expectation rather than being treated as they would under present contracts.</p> <p>ii. The hospitals make the point that if all simple cataract patients are treated in the community none will be available to train junior doctors.</p> <p>iii. <i>Deborah Daplyn</i> said the mood of the ICS is that optometry has not delivered the expected level of help to deal with CUES and other services and if optometrists say they are not willing to participate at the current fee level the ICS will look elsewhere for answers. It is important that NWLOC continues to be at the table to ensure the ICS and hospital trusts are aware of the position of optometry in the community and the willingness of practices to be involved at the appropriate fee. However form filling and report filling will not be undertaken at refraction visits without remuneration.</p> <p>iv. GOS devolvement to ICS – A White Paper is being prepared to introduce the devolvement of GOS to ICS’s who will provide the funding in the future. The point was made that once this change has been made the future of GOS will rest with the local ICS’s and could be open for major reforms.</p> <p>v. Discussion around the fast pace of change in the optical market as large companies start to provide enhanced services (particularly cataract) and how this could lead to a changing landscape in the short term. The committee needs to be aware of potential conflicts of interest when optometry practices are involved.</p>																							
<p>5. Committee Member Contractor/ performer status: the following was confirmed:</p> <table data-bbox="311 1742 917 2105"> <tr> <td>Deborah Daplyn;</td> <td>Contractor or Performer</td> </tr> <tr> <td>Linda Vernon-Wood:</td> <td>Contractor or Performer</td> </tr> <tr> <td>Ed Adkins:</td> <td>Contractor or Performer</td> </tr> <tr> <td>Roger Lee</td> <td>Contractor or Performer</td> </tr> <tr> <td>Niall O’Brien</td> <td>Contractor or Performer</td> </tr> <tr> <td>Kate Fenn</td> <td>Contractor or Performer</td> </tr> <tr> <td>Dan Rosser</td> <td>Performer</td> </tr> <tr> <td>Julien Nelson</td> <td>Performer</td> </tr> <tr> <td>Charlotte Barber</td> <td>Performer</td> </tr> <tr> <td>Michelle Horn</td> <td>Performer</td> </tr> <tr> <td>Ian Sinha</td> <td>Performer</td> </tr> </table>	Deborah Daplyn;	Contractor or Performer	Linda Vernon-Wood:	Contractor or Performer	Ed Adkins:	Contractor or Performer	Roger Lee	Contractor or Performer	Niall O’Brien	Contractor or Performer	Kate Fenn	Contractor or Performer	Dan Rosser	Performer	Julien Nelson	Performer	Charlotte Barber	Performer	Michelle Horn	Performer	Ian Sinha	Performer	
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Elizabeth Bunn Performer
Peter Hutchinson will adjust the committee representation accordingly.

Peter Hutchinson

1. **Finance Report – *Linda Vernon-Wood***

referred to the accounts she circulated earlier. She has attended a training session which showed why there have been small amounts received from PCSE that have been unexplained. These are due to GOS claims made on other areas in the country being processed at different times.

She noted that at the March meeting it was agreed to have a budget review in September and she asked all committee members to review the current budget figures with a view to discussing alteration at the September Budget meeting.

Linda Vernon-Wood noted most committee members are submitting claims on time which greatly helps the accuracy the accounts as presented at each meeting.

Michelle Horn said she is having difficulty getting her employer to add her LOC fee to her salary to deduct the appropriate taxes and she does not wish to submit HMRC Self-

Assessment forms. *Linda Vernon-Wood* offered to write an explanatory guide for her to present to the accounts department at work. Roger Lee asked about the fee paid to LOCSU which is based on GOS sight test numbers and how this compares both pre-covid and post covid as a method of calculating the reduction of sight test numbers. He is of the opinion that reduced numbers of sight tests is likely to continue for some time yet and this information will be useful in fee negotiations with NHS England. *Linda Vernon-Wood* said she will need to look at the archived files for that information when she will be able to answer the question.

Norfolk & Waveney LOC		
Financial report to 13/7/21		
	Year to date	Budget for Y/E 04/04/22
Income		
Levy Collections - LOC+LOCSU+Central Fund	£14,920.13	£55,000.00
Other	£0.00	
Total Income	£14,920.13	£55,000.00
Expenditure - Committee Costs		
Honoraria	£1,158.00	£4,632.00
Admin fees	£985.03	£5,440.00
Admin travel	£0.00	£45.00
Members fees	£1,360.00	£17,310.00
Members travel	£0.00	£540.00
Meeting Rooms	£143.88	£467.00
Website	£120.00	£60.00
Office costs	£105.00	£575.00
Training & NOC	£340.00	£2,400.00
AGM & Misc.	£0.00	£145.00
Central Fund	£65.66	£2,000.00
Payment to LOCSU	£7,427.23	£26,500.00
Total Expenditure	£11,704.80	£60,114.00
Income less Expenditure	£3,215.33	£-5,114.00

Linda Vernon-Wood

Linda Vernon-Wood

2. **Web Manager Report *Peter Hutchinson*** presented his report:

Website usage 01 May 2021 to 30 June 2021

Total Website Registered Members: 119

313 Users visited 2144 pages:

316 file Downloads

The most popular pages visited were:

Pages	Page Views
Account Log-on	263
Forms, Lists & Downloads	107
General Meetings	84
News	72
Community Serv...Practice Lists	69
Committee Members	53
Create an Account	50

1. Of the members previously registered with the old website 115 have not made an application to open a new account.
2. One new application – account activation pending.
3. Five members have applied to create an account but have failed to activate it despite sending them a reminder.
4. Under GDPR regulations only members who have opened an account have agreed to

<p>receive communications from NWLOC. Question: Do I need to rationalise the member database to bring it up to date – if so when is an appropriate time?</p> <p>5. Is it time to send out a general email to all on the current mailing list informing them that this is the last time they will receive information from NWLOC unless they have created an account on the website?</p> <p>6. Following a lengthy discussion about the responsibility of LOC to keep ALL practitioners informed of changes viewed against GDPR regulations which prevent electronic messages being sent to those who have not given their written permission to receive them it was concluded that:</p> <ol style="list-style-type: none"> The practice list will be updated and each practice asked to nominate “A responsible contractor” to receive LOC communications for dissemination to others in the practice(s). <i>Niall O’Brien</i> volunteered to takeover this task from <i>Julien Nelson</i>. He agreed to have the list updated by 11 August 2021. The best method for recording GDPR permissions is for practitioners to register for a website account. It was agreed that <i>Peter Hutchinson</i> will draft a letter to be sent to all on the practice mailing list to inform them that after 31st December 2021 unless they have signed up for a website account and given GDPR consent they will no longer receive emails from NWLOC. 	<p><i>Niall O’Brien</i></p> <p><i>Peter Hutchinson</i></p>
<p>3. Practice List Update: ? Specsavers to set up practice in Beccles?</p>	
<p>4. Correspondence:</p> <ol style="list-style-type: none"> <i>Linda Vernon-Wood</i> has received several emails from members asking when they will be credited with CET points from the AGM. <i>Elizabeth Bunn</i> to follow up with answers. 	<p><i>Elizabeth Bunn</i></p>
<p>5. A.O.B.</p> <ol style="list-style-type: none"> PENW domain name - http://nwprimaryeyecareltd.co.uk/: It was concluded that this has no further use and will not be renewed when the current licence expires. Bridget Hamment informal advice: agreed the information will be uploaded to the website under headings:- ‘Useful Contacts’ and ‘Forms, Lists & Downloads’ Unused PPE supplies: <i>Deborah Daplyn</i> said she has a stock of PPE items which were to be distributed to practices on request but since these can now be obtained free of charge from NHS what is she to do with the stock? <i>Ian Sinha</i> agreed to take some of the items for his Locum Service. It was noted that <i>Linda Vernon-Wood, Ed Adkins, Ali Ganiwalla</i> and <i>Kate Fenn</i> each will have some unused stock too - <i>Deborah Daplyn</i> to email them to discover which items, expiry dates and the numbers of each are being held. PENW Ltd. striking-off notice: <i>Ian Sinha</i> stated PES has failed to close PENW Ltd. which has resulted in a ‘Compulsory Striking-off’ notice being posted in London Gazette because the accounts were not filed in due time and the correct company dissolving procedure has not been followed. He has informed PES of the failure to act which they are following up. This failure infers the directors have not been diligent in their actions and reflects poorly on them. PCSE Overpayment: <i>Niall O’Brien</i> reported he has been contacted by PCSE who claim to have overpaid his Covid Allowance for October/November 2020 in error and now want him to repay £1200. He asked if other committee members have experienced similar demands. He was advised to refer the question to AOP. Glaucoma referral refinement certification: <i>Michelle Horn</i> asked if a certificate has expired can the practitioner still upload it to Opera. This seems 	<p><i>Ian Sinha</i></p> <p><i>Deborah Daplyn</i></p>

<p>to be OK at present as re-validation cannot take place due to Covid restrictions.</p> <p>g. Independent Prescribers: <i>Julien Nelson</i> asked how IP optometrists prescribe medication and was told they have to issue private prescriptions which patients have to pay for. IP's are paid for the additional work via Opera.</p> <p>h. Referrals to NNUH refused: <i>Roger Lee</i> reported he has had some referrals refused because OCT plots were not attached. <i>Dan Rosser</i> replied he has made strenuous efforts to inform the consultants that images are not a requirement for referrals from optometrists; however he added they are very useful additions as they can sometimes prevent unnecessary hospital visits.</p>	
<p>6. Committee Meeting Dates 2021: 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><i>Deborah Daplyn</i></p>
<p>7. Meeting closed 21:40 hrs</p>	