

NORFOLK & WAVENEY LOCAL OPTICAL COMMITTEE

MEETING MINUTES 09 MARCH 2022

A meeting of the Norfolk & Waveney Local Optical Committee held on-line via Zoom was called to order by Deborah Daplyn (Chair) at 20:05 on 9th March 2022

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

APOLOGIES FOR ABSENCE: Julia Maiden – LOCSU Eastern Area representative

OBSERVER: Wasim Sarwar - PES

COMMITTEE MEETING MINUTES

DECLARATIONS OF INTEREST: Charlotte Berryman – College of Optometrists Stage 1 Assessor

Contents	Action
<p>1. PES Report: <i>Wasim Sarwar</i> referred to the reports for November and December 2021 he had sent out earlier.</p> <ul style="list-style-type: none">a. Some progress has been made with JPUH towards patients being discharged into the OHT Monitoring programme. Some issues transferring cases to OPERA from Optomanager have been resolved, resulting in missing records being located on the system. JPUH staff is being trained on OPERA with the intention of OHT patents being discharged into the system by the end of March.b. The HUB has been finding it difficult to book Face to face appointment for CUES patients, it appears capacity in Norfolk is at a maximum which may result in complaints to CCG. <i>Niall O' Brien</i> pointed out that patients are being referred by the HUB for face to face appointments but are often upset by the long distance they have to travel to get to the appointment. He suggested that the HUB should ask the patient how far they are willing to travel – maybe related to postcodes. <i>Wasim Sarwar</i> will feed this back to Richard Rawlinson, the HUB manager.c. CCG asked for details of practices that have dropped out of CUES i.e. Amey Group (10 practices) in November 2021 and Boots Castle Mall Norwich in January 2022 which reduced available capacity. No new practices have joined. Asada Lowestoft is interested but has not yet been able to appoint a resident optometrist. <i>Deborah Daplyn</i> commented that she has been attempting to speak to CCG but there is no one specialising in Eye Care since Chris Bean was seconded to help with Covid vaccinations.d. <i>Deborah Daplyn</i> commented that she has been trying to get written confirmation of the increased fee of £43 for Post-Cataract examinations, in line with other LOC areas nationally, without success to date.e. <i>Wasim Sarwar and Deborah Daplyn</i> met Spa Medica to discuss a Post Cataract pathway. A rationalised list of NWLOC area participating practices will be sent to Spa Medica who will make contact with each one as patients are discharged.f. <i>Wasim Sarwar</i> said invitation have been sent out to practices for a demonstration of the OPERA Glaucoma Referral Refinement module which will take place at 7:00pm 28th March 2022. The OHT module is being re-designed and will be made available in the near future. Deborah Daplyn asked <i>Ed Adkins</i> to send out notification of this demonstration to all practices on the mailing list.	<p><i>Wasim Sarwar</i></p> <p><i>Ed Adkins</i></p>

<p>g. <i>Julien Nelson</i> complained that the Cromer Eyecare practices postcode is incorrect on PES documentation despite having made PES aware of the error on several occasions; the postcode should read NR27 9HG. <i>Wasim Sarwar</i> to address the problem and asked <i>Julien Nelson</i> to email him the correct address.</p> <p>h. <i>Ed Akins</i> commented CUES telemedicine was made optional two months ago but is still a requirement on OPERA. <i>Wasim Sarwar</i> said the change is being addressed for OPERA to reflect the change.</p> <p>i. <i>Ed Akins</i> commented ACES are not discharging post-cataract patients to OPERA – what are they doing for follow-up appointments. <i>Linda Vernon-Wood</i> and Roger <i>LEE</i> said that following a recent change of ownership, ACES are following patients by telephone only and her practices have seen a number of complications at refractions necessitating re-referral. <i>Deborah Daplyn</i> suggested NWLOC should report these problems to CCG and ask how it is that ACES are not required to make arrangements for follow-up appointments.</p>	<p><i>Wasim Sarwar</i> <i>Julien Nelson</i></p> <p><i>Deborah Daplyn</i></p>
<p>2. The minutes of the meeting held on 12th January 2022 were approved with amendments. <i>Peter Hutchinson</i> to update and sent final copy to <i>Deborah Daplyn</i> for signature</p>	<p><i>Peter Hutchinson</i></p>
<p>3. Action Points from the Minutes: Meeting 12th January 2021</p> <p>a. Post cataract and glaucoma schemes training sessions have been re-launched. The post cataract training is going well with several practitioners applying but the glaucoma training has stalled as only seven practitioners have made contact. This number is too small to justify running a session (WOPEC advises minimum number 12) so it was suggested that the opportunity is made available to practitioners from other LOC areas.</p> <p>b. WOPEC suggested combining training for glaucoma with a MECS course which was rejected as an idea. The question was asked why offer training for MECS when all practices are supposed to be involved in delivering CUES? <i>Deborah Daplyn</i> said the CUES scheme will at some time be wound up as it was introduced in response to the covid epidemic which is now subsiding at which time MECS will be relevant again. She said she has received some interest from practitioners for MECS training.</p> <p>c. <i>Roger Lee</i> said Catherine Hedges has been appointed to H&W Partnership and she is looking to run a virtual H&W CPD event in the next few months. <i>Elizabeth Bunn</i> to make contact for arrangements. Also, she would like the opportunity to speak at an LOC Committee Meeting.</p> <p>d. <i>Ed Adkins</i> confirmed the mailing list has been rationalised to reflect the list of those practitioners who confirmed their wish to receive emails via website accounts.</p>	<p><i>Deborah Daplyn</i></p> <p><i>Elizabeth Bunn</i> <i>Deborah Daplyn</i></p>
<p>4. Action Log – the following items are completed: 2c;3a;3c;8k;</p> <p>a. Catherine Hedges asked for all committee members to complete the H&W Survey (on the website) as she has received only two responses so far.</p> <p>b. <i>Julia Maiden</i> confirmed in a written reply that all practice staff need to complete the QIO DSPT toolkit 3.3.1 using either in-house materials or eLFH Training (link on QIO). <i>Julien Nelson</i> said his staff found it easy using eLFH and noted that all practices need to complete this module before 31 March 2022.</p>	<p><i>All Committee</i></p>
<p>5. Needs Analysis –</p> <p>a. <i>Deborah Daplyn</i> confirmed that the spreadsheet has been updated and now shows the totals but needs to send copies to <i>Peter Hutchinson</i> for inclusion with policy documents.</p> <p>b. High Priority Action required – Succession planning for committee</p> <p>i. A discussion revealed some officers are planning to stand down in the coming years but a detailed succession plan was not agreed. It was</p>	<p><i>Deborah Daplyn</i></p>

<p>suggested a shadowing policy may work for volunteers taking over as an officer working alongside the incumbent officer. Michelle Horn mentioned she is looking to become more involved but was not in a position to move forward immediately but agreed she may be willing to shadow Deborah Daplyn over the next three years.</p> <ul style="list-style-type: none"> ii. To assist prospective new officer it was decided the Officers shall each write a brief job description (bullet points) of their role to review and enable work to be allocated differently if needed. iii. In order to make a succession plan work new recruits to the committee are needed. It was noted that the committee number (12) is complete and in order to attract new members others must stand down at the next election. It was pointed out that the officer standing down can be co-opted to the new committee to support the newly appointed officer for a fixed period. iv. Other aspects of the Needs Analysis have lower priorities and were considered not to require immediate attention. 	<p>Committee Officers</p>
<p>6. Optometry First - recognises optometry as an integrated partner in the provision of Primary Care and as such will take on a greater role in the care and management of patients with ocular problems. The aim is for optometry practice to triage patients, treating simple cases and referring others to other primary care services. Also it proposes a greater involvement for optometry practices in managing some ongoing care for patients currently seen in secondary care.</p> <ul style="list-style-type: none"> a. In an email Julia Maiden explained the concept of Optometry First and said a workshop for practitioners has been arranged by Eventbrite 2:00 – 3:30 Monday 21 March 2022. Pilot areas have been set up in Bassetlaw, Sefton and Isle of Wight – Norfolk & Waveney had applied but it appears have not been selected for the pilot scheme. No funding has been agreed for Optometry First. b. It was noted that the Optometry First proposals are exactly where optometry should be heading. A lengthy discussion of the proposals concluded that recent experiences with Community Care schemes has shown problems engaging local practices and has resulted in insufficient capacity to meet present demands. Therefore an expansion of these services is likely to fail from the outset. Ian Sinha stated that the management analysis has not been conducted locally and therefore there is no recognition of the local shortage of capacity. A suggestion that hubs set up across Norfolk & Waveney may address the Eyecare issues better than assuming all optometry practices will wish to be involved in Optometry First. c. It was agreed that no action is required immediately. 	
<p>7. LOCSU report – Julia Maiden continued:</p> <ul style="list-style-type: none"> a. AMD pathway – Bayer pharmaceuticals is offering support for an area with a realist chance of moving forward with this pathway. b. Optimising commissioned Eyecare services – mounting interest across country for enhanced glaucoma case finding. Julia Maiden willing to give committee training session to help with CCG discussion on this subject. It was agreed to accept this offer. c. AGM support – LOCSU presentation at AGM agreed as previous years. d. National Optometric Conference to be held in the autumn - date to be announced 	
<p>8. Training and CPD events</p> <ul style="list-style-type: none"> a. Elizabeth Bunn said she now understands the complexities of the new CPD arrangements. There seems to be little improvement in the process of obtaining points – each event requires a separate application as before but the number of points available is lower than previously e.g. lecture = 1 point. b. Stuart Wellings is working on how to present a peer review event on date to 	

<p>be decided. It was decided to book two on-line Peer Review evenings in the near future as soon as can be advertised and arranged.</p> <p>c. Catherine Hedges of H&W Partnership to present CPD event in near future.</p> <p>d. Deborah Daplyn suggested asking Spa Medica or New to Medica to present a lecture at the AGM. Face to Face AGM at Best Western Hotel, Bowthorpe, Norwich date set for 8th June 2022 – Peter Hutchinson to prepare all documentation.</p> <p>e. Full day events will not yield the same number of points as previously making them less attractive. Skill session for small groups yield more points.</p>		<p>Elizabeth Bunn</p> <p>Peter Hutchinson</p>																																																															
<p>9. Finance Report –</p> <p>a. Budget Meeting minutes circulated separately.</p> <p>The Treasurer circulated the current financial report with nothing to add following discussion at the earlier Budget Meeting</p> <p>b. All committee members are asked to submit expenses claims no later than the end of March.</p>	<table border="1"> <thead> <tr> <th colspan="3">Norfolk & Waveney LOC Financial Report 09 March 2022</th></tr> <tr> <th></th><th>Year to date</th><th>Budget Y/E 04 Apr 2022</th></tr> </thead> <tbody> <tr> <td>Income</td><td></td><td></td></tr> <tr> <td>Levy Collections LOC+ LOCSU+Central Fund</td><td>£53,776.29</td><td>£55,000.00</td></tr> <tr> <td>Other</td><td>£0.00</td><td></td></tr> <tr> <td>Total Income</td><td>£56,152.56</td><td>£61,000.00</td></tr> <tr> <td>Expenditure - Committee Costs</td><td></td><td></td></tr> <tr> <td>Honoraria</td><td>£4,743.00</td><td>£4,743.00</td></tr> <tr> <td>Admin fees</td><td>£2,069.86</td><td>£5,440.00</td></tr> <tr> <td>Admin travel</td><td>£0.00</td><td>£45.00</td></tr> <tr> <td>Members fees</td><td>£15,721.29</td><td>£17,310.00</td></tr> <tr> <td>Members travel</td><td>£0.00</td><td>£200.00</td></tr> <tr> <td>Meeting Rooms</td><td>£143.88</td><td>£150.00</td></tr> <tr> <td>Website</td><td>£180.00</td><td>£180.00</td></tr> <tr> <td>Office costs</td><td>£700.00</td><td>£575.00</td></tr> <tr> <td>Training & NOC</td><td>£640.00</td><td>£2,400.00</td></tr> <tr> <td>AGM & Misc.</td><td>£0.00</td><td>£145.00</td></tr> <tr> <td>Central Fund</td><td>£93.01</td><td>£100.00</td></tr> <tr> <td>Payment to LOCSU</td><td>£26,841.64</td><td>£28,500.00</td></tr> <tr> <td>Total Expenditure</td><td>£51,132.68</td><td>£59,788.00</td></tr> <tr> <td>Income less Expenditure</td><td>£5,019.88</td><td>£1,212.00</td></tr> </tbody> </table>	Norfolk & Waveney LOC Financial Report 09 March 2022				Year to date	Budget Y/E 04 Apr 2022	Income			Levy Collections LOC+ LOCSU+Central Fund	£53,776.29	£55,000.00	Other	£0.00		Total Income	£56,152.56	£61,000.00	Expenditure - Committee Costs			Honoraria	£4,743.00	£4,743.00	Admin fees	£2,069.86	£5,440.00	Admin travel	£0.00	£45.00	Members fees	£15,721.29	£17,310.00	Members travel	£0.00	£200.00	Meeting Rooms	£143.88	£150.00	Website	£180.00	£180.00	Office costs	£700.00	£575.00	Training & NOC	£640.00	£2,400.00	AGM & Misc.	£0.00	£145.00	Central Fund	£93.01	£100.00	Payment to LOCSU	£26,841.64	£28,500.00	Total Expenditure	£51,132.68	£59,788.00	Income less Expenditure	£5,019.88	£1,212.00	<p><i>Whole Committee</i></p>
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<p>10. Practice Address update: no changes</p>																																																																	
<p>11. Web Manager Report Peter Hutchinson referred to the previously circulated report: 155 members are registered with the website and 31 have applied for and activated accounts with the new website making a total of 186 users having given permission to receive emails. Usage is commensurate with previous reports and</p> <p>a. Three new accounts were opened - details sent to Ed Adkins.</p> <p>b. The Health & Wellbeing Partnership have collaborated to create new pages for Health & Wellbeing in Practice which have attracted some attention - Also news items have been posted to draw attention to the H&W drive.</p>																																																																	
<p>12. Correspondence: OFNC – new GOS fees email from LOCSU</p>		<p>Ed Adkins</p>																																																															
<p>13. A.O.B.</p> <p>a. Ed Adkins asked if new referral forms for NNUH have been uploaded to the website. Peter Hutchinson confirmed updated versions with new contact details for AMD, Glaucoma and PCO in electronic and manual versions have been uploaded.</p>																																																																	
<p>14. Committee Meeting Dates 2022: Zoom meetings will continue to be held on the second Wednesday of alternate months: 12 January: 9 March: 11 May: AGM 8 June;</p>																																																																	

13 July: 14 September; 9 November	
15. Meeting closed 21:48 hrs	