

NORFOLK & WAVENEY LOCAL OPTICAL COMMITTEE

MEETING MINUTES 10 MAY 2023

A meeting of the Norfolk & Waveney Local Optical Committee held on-line via Zoom was called to order by Michelle Horn (Chair) at 19:31 on 10th May 2023

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

APOLOGIES FOR ABSENCE: Kate Fenn, Charlotte Berryman, Deborah Daplyn

OBSERVER: Fionnuala Kidd – LOCSU Eastern Area Optical Lead; Wasim Sarwar – PES representative;

COMMITTEE MEETING MINUTES

NEW DECLARATIONS OF INTEREST: Dan Rosser noted he will have a conflict of interest when contract negotiations begin for the Paediatric service between NNUH and NWLOC.

Contents	Action
<p>1) CCGs Optometry Improvement Officer – <i>Daniel Crown</i>. – not present. <i>Michelle Horn</i> stated he left the Norfolk & Waveney ICB at the end of April and then read a report from him:</p> <p>a) OHT and Glaucoma Suspects Monitoring Service – negotiations had concluded that the pathway will remain unchanged and the service will be expanded to cover the entire local area. It is recognised the service is more than just GRR so the fee is being re-considered.</p> <p>b) Medical Retina Pathway - A new service is being considered by ICB. A participation requirement for this service will be a Certificate in Medical Retina.</p> <p>c) Cataract Pathway - has been finalised and agreed just looking at some IT requirements within HES department.</p>	
<p>2) Glaucoma Monitoring Service: <i>Dan Rosser</i> commented that he had been sent a new pathway for OHT & Glaucoma Suspect Monitoring service that was devised by Daniel Crown with a view to using it as and when treated OHT/ Glaucoma Suspect patients are added. <i>Dan Rosser</i> informed Anne Cole that the pathway is flawed and does not represent a useful contribution. Anne seemed happy to drop the new pathway on that basis in favour of the existing pathway. <i>Michelle Horn</i> said <i>Deborah Daplyn</i> was also questioning the content and was recommending the ICB and LOC to consider an alternative, similar pathway running successfully in Cheshire. <i>Fionnuala Kidd</i> said Cheshire is her LOC where the service for their existing OHT & Glaucoma Suspect scheme has been joined by a new scheme which includes stable Glaucoma patients. The scheme was launched as a pilot but has now been expanded to the whole area. Participating optometrists need only WOPEC Glaucoma accreditation because there is Glaucoma Consultant supervision / oversight via PES (otherwise it would be contrary to NICE guidance). The pathway involves data collection only, requiring no decision making by the optometrist. Patients are discharged from the hospital to the optometrist who sends results from the following examinations to PES via OPERA: visual fields; disc evaluation; GAT and OCT where they are reviewed by a glaucoma specialist optometrist and glaucoma ophthalmologist. From the images and data the PES team decides if the patient is safe to continue in the service or needs to be referred back to HES. Audit shows approximately 70% patient being retained in Primary Care. The optometrist manages his patients at a time to suit his/her practice and receives around £75 as a fee per episode. Patients are sent a carefully worded letter explaining their care is moving to another provider (i.e. optometrist) and they are asked to select a practice of their choice from a short list.</p> <p><i>Dan Rosser</i> asked if the PES team encountered any problems when interpreting OCT images from different machines. <i>Fionnuala Kidd</i> was unaware of any difficulties. She went on to say it has been found important that patients are properly risk assessed before being discharged from</p>	

<p>HES. She said in her locality some HES patients were sent into the scheme just because they were 'long waiters' without proper risk assessment. Ed Adkins made the point that the current glaucoma monitoring scheme does not include OCT and the small increase in fee of the Cheshire scheme over N&W scheme does not appear adequate for the additional work involved. Dan Rosser is of the opinion that this scheme will be of interest to NNUH.</p>	
<p>1) Minutes from Committee Meeting 8th March 2023 - were approved and adopted.</p>	
<p>2) Action Log: a number of items were marked as closed – for details see the May Action Log</p>	
<p>3) Deborah Daplyn Report:</p> <p>a) Cataract Service- approved and fees rise being applied, backdated to 1st April 2023. James Paget Hospital not sure about the paperwork – discussions continue. QEH interested in joining the scheme. The new service specification does not include v/a assessment as part of the referral guidance; however NHS E concerned that this will result in unnecessary increase surgeries. NHSE advised that v/a threshold still a requirement – ICP considering. Anecdotal evidence from practices shows patients being advised to ask for second eye referral by discharging surgeon despite v/a better than threshold guidance requires. Ali Ganiwalla said NICE guidance requires v/a threshold to be included. Ian Sinha commented that even with a v/a threshold being included an optometrist can refer to the Exceptions Criteria to refer for a second eye operation.</p> <p>b) Deborah Daplyn has been invited to sit on ICB Primary Care Commissioning Board - attendance only required when agenda items are relevant to optometry and she agreed to attend as needed.</p> <p>c) Narrow Angle assessment – GOS cannot be used for monitoring due to additional 'plus factors' required. College of Optometry is happy for optometrists to provide this service but pathways will be required. LOCSU Eastern Region wish to present a unified approach leaving NWLOC as an outlier for offering to help.</p> <p>d) LOCSU Eastern Region - asked if NWLOC can provide number of optometrists working in Norfolk & Waveney and those working as locums. Peter Hutchinson said we have a numbers for those registered with the website but questioned the accuracy of these figures as there have been no registered deaths, retirements etc. since opening the website. Niall O'Brien suggested the GOC website may provide some answers. Also GOC website will give special qualifications. Ian Sinha pointed out the Eastern Region could look up this data themselves.</p>	<p>Niall O'Brien</p>
<p>4) PAYE re: Committee Remunerations – Linda Vernon-Wood said mostly in place but we are waiting for a code from HMRC before the first payroll can be run by the organisation appointed by LOCSU. Linda Vernon-Wood is waiting to receive a spreadsheet to operate the payroll run but as NWLOC is making payments quarterly there is still time for this to be put in place. The first Payroll run will be in early July for invoices submitted April to June inclusive from which payments should be made towards the end of the month. Linda Vernon-Wood advised committee members to submit their claim forms in the usual way at the end of each three month period.</p>	

- 5) **Financial Report - Linda Vernon-Wood** stated there is little to report as the financial year is in its infancy and referred the committee to the copy of the account circulated earlier.

Norfolk & Waveney LOC			
Financial Report April – May 2023			
		Year to date	Budget Y/E 4/4/23
Income			
Levy Collections	LOC+LOCSU	£5,390.05	£60,000.00
Other		£0.00	£0.00
Total Income		£5,390.05	£60,000.00
Expenditure			
	Committee Costs		
Honoraria		£0.00	£5,412.00
Admin fees		£0.00	£6,400.00
Admin travel		£0.00	£45.00
Members fees		£0.00	£15,000.00
Members travel		£0.00	£540.00
Meeting Rooms		£143.88	£485.00
Website		£0.00	£180.00
Office costs		£0.00	£800.00
Training & NOC		£0.00	£1,600.00
AGM, CET & Misc		£200.55	£145.00
Payment to LOCSU		£2,695.02	£30,000.00
Total Expenditure		£3,039.45	£60,607.00
Income less Expenditure		£2,350.60	£2,350.60

- 6) **Paediatric Service – Dan Rosser** reported he was waiting for feedback from the paediatric screeners on their policy on appointment attendance/non-attendance. Very recently he sent a revised service specification to the other stakeholders but has yet to receive their comments. The NNUH Contracts team are confident they can have the service ready for operation by August if the service specification details are agreed in the near future. Fee negotiations will be initiated when the service specification is agreed at which time **Dan Rosser** will arrange for the NNUH Contracts team to meet NWLOC representatives. **Fionnuala Kidd** and **Julia Maiden** are willing to assist with fee negotiations using LOCSU resources. **Ian Sinha** queried the process within NWLOC on determining fees. It was agreed that when the sub-committee have reviewed the service specification a discussion on an appropriate fee will be extended to the General Committee.

Fionnuala Kidd

- 7) **PES Report: Wasim Sarwar** said:
- Post-op Cataract service** He and Deborah Daplyn met with the ICB to discuss a hold up in delivery of the service by JPUH due to them wanting integration with Medisite software. This will be addressed by PES. QEH are looking to join the service and are due to hold another Open Evening next week. **Michelle Horn** suggested notice of this event should be circulated to all members. Practice involvement in West Norfolk has been slow but **Wasim Sarwar** has spoken to the multiple and gained assurances of involvement from Specsavers and Boots with a possibility of joining from Vision Express. **Deborah Daplyn** to contact non-multiple practices to encourage participation.
 - OPERA Glaucoma module** - in the final stages of testing and when this has been completed work will begin on updating the CUES Module. **Wasim Sarwar** to get latest news and feedback to LOC.
 - PES call handling issues** - **Niall O'Brien** asked if there problems answering the telephone at PES. He went on to say that patients and practitioners are waiting for long periods before their call is answered and asked how many call handlers are at work at any one time. Wasim Sarwar said he was unaware of any problems and said there are 8 to 10 call operators working. He referred **Niall O'Brien** to PES Operations Manager, Richard Rawlinson to get specific information.

Ed Adkins

Deborah Daplyn

Wasim Sarwar

8) **AGM Planning –**

- Elizabeth Bunn** said AGM arrangements for the venue, speaker and food are all in place. The AGM invitation letter contains a link to a form to register attendance for CPD and food numbers. Ed Adkins said he has yet to send out the invitation letter to which Peter Hutchinson commented that all AGM documents have been uploaded to the website and the invitation should be sent out before 17th May, the last date for notifying the membership.
- Election of Committee Member** - Michelle Horn noted that Kate Fenn will not be standing for re-election which leaves a vacancy. This post will be advertised and ideally filled by another Dispensing Optician Contractor. **Ed Adkins** was asked to compose a Newsletter inviting nominations and stating that the post had previously

Ed Adkins

<p>been filled by a Dispensing Optician Contractor. If no nominations are received, the Committee has one more opportunity to co-opt a further committee member. Ali Ganiwalla suggested that a nomination should be sought from someone working at JPUH to provide a better communication route to the hospital. It was noted there are two specialist optometrists working at JUPH, <i>Lucy Hutchins</i> and <i>Stephanie Cotton</i> whom it was suggested should be approached for nomination as candidate. <i>Roger Lee</i> said <i>Annette Balls</i> is a DO Contractor working in the Eastern area who could be approached too however she works in the same practice as <i>Julien Nelson</i> and has recently returned to work following surgery and therefore will not be an appropriate candidate.</p> <p>c) NWLOC leadership – <i>Michelle Horn</i> said that <i>Deborah Daplyn</i> has stated she will stand down at the 2024 AGM. She has suggested that she and <i>Michelle Horn</i> act as Joint Chair of the NWLOC in 2023 – 24 and wants the committee's opinions. It was unanimously agreed to accept this arrangement although it cannot be confirmed formally until the July Committee meeting.</p>	
<p>9) LOCSU post AGM notification – The appointment letter template issued by LOCSU is causing concern over its complexity and the conditions placed on the LOC officers being expected to sign the document on their appointment. <i>Fionnuala Kidd</i> said she was not certain why this has been introduced but suspects it is due to the introduction of PAYE for officer's remuneration and a need for clarification about the officers' conditions of employment. The point was made that NWLOC has not needed this level of documentation in the past so why now? <i>Fionnuala Kidd</i> replied, it has been introduced to allow for less scrupulous LOC officers to be controlled by well-defined conditions and requirements of employment. She went on to request she be sent copies of the Minutes in order that she can be prepared to answer questions such as this and has context to refer to. Most LOCs appear to have accepted the need for the document and are preparing it for their own situations. <i>Fionnuala Kidd</i> will check if copies of the completed and signed documents have to be sent to LOCSU or just kept on file. <i>Ian Sinha</i> made the point that if an officer was found to contravene the contract of employment what sanctions are in place to deal with this happening? He went on to suggest a policy defining the actions to be taken will need to be agreed at a future meeting. <i>Fionnuala Kidd</i> said this is important as things stand an LOC officer cannot be removed before his/her term of office expires.</p>	<p><i>Peter Hutchinson</i></p> <p><i>Fionnuala Kidd</i></p> <p><i>Deborah Daplyn</i></p>
<p>13) Training & CPD - <i>Elizabeth Bunn</i> said everything is up to date for this year but she needs suggestions for topics and events for next year. Speakers are offered a fee for lectures.</p> <p>d) <i>Michelle Horn</i> suggested Ben Burton be approached to talk about his PBM treatment for dry AMD.</p> <p>e) <i>Ali Ganiwalla</i> suggested a talk on paediatric optometry and referral criteria will be appropriate in light of the new Paediatric service being introduced. <i>Dan Rosser</i> sent WhatsApp to Narman Puvanachandra from NNUH who agreed to speak on a future date to be agreed.</p> <p>f) Stuart Wellings service to be utilised to create a multi-topic event with many CPD points.</p> <p>g) <i>Fionnuala Kidd</i> suggested asking a question about suitable future topics on the feedback form following and event can be a useful way of finding topics.</p>	
<p>14) LOCSU Report & update – <i>Fionnuala Kidd</i></p> <p>a) LOCSU Annual Conference will be held in Bedfordshire in 2023.</p> <p>b) Four newly board members have been appointed.</p> <p>c) PCSE reporting their IT issues are still ongoing and are asking that any problems are notified to them by email.</p>	
<p>15) Web Manager Report: <i>Peter Hutchinson</i> referred to the previously circulated report:</p> <p>a) Total Website Registered Members: 187(+32 registered but NOT activated) 406 User Visits of which 119 were account log-on Pages visited 1619: File Downloads: 235</p> <p>b) Four new accounts opened and details sent to Ed Adkins.</p>	

<ul style="list-style-type: none"> c) The site is running smoothly with no major issues in this period. d) No notifications of retirements, deaths or practitioners leaving the area. e) Since issuing this report one member has re-activated his account making 31 registered but NOT activated 	
16) Practice Address update: <ul style="list-style-type: none"> a) Long Stratton Eyecare (previously Shepherds Optician) moved premises – new name & address b) Observatory in Beccles changed address. 	<i>Niall O'Brien</i>
17) Correspondence: all previously circulated	
18) A.O.B. <ul style="list-style-type: none"> a) Niall O'Brien asked Dan Rosser about consultant in the eye department at NNUH who confirmed David Broadway – retired; Ted Burton – replaced by Sabatino; Matt Schneider replaced Said Cassanova; David Spokes now Service Director. b) Orthoptics department had recruitment issues which are being addressed. 	
19) Committee Meeting Dates 2023: Zoom meetings will continue to be held on the second Wednesday of alternate months: 11 January: 8 March: 10 May: AGM 7 June June; 12 July: 13 September; 8 November	
20) Meeting closed 21:05 hrs	