

NORFOLK & WAVENEY LOCAL OPTICAL COMMITTEE

MEETING MINUTES 8 MAY2024

A meeting of the Norfolk & Waveney Local Optical Committee held on-line via Zoom was called to order by Deborah Daplyn (Joint-Chair) at 19:30 on 8th May 2024

PRESENT: Ed Adkins, Hannah Castley, Charlotte Berryman 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 ABESENCE: Nil

OBSERVERS: Fionnuala Kidd – LOCSU Eastern Area Optical Lead; Wasim Sarwar – PES Representative, Sharon Gardner Norfolk & Waveney ICB lead on Pharmacy and Optometry, Jordan Bingley - Norfolk & Waveney ICB Senior Primary Care Workforce Manager

COMMITTEE MEETING MINUTES

NEW DECLARATIONS OF INTEREST: None

Contents	Action
<p>1) <i>Deborah Daplyn</i> welcomed</p> <p>a) Sharon Gardner Norfolk & Waveney ICB lead on Pharmacy and Optometry and Jordan Bingley - Norfolk & Waveney ICB Senior Primary Care Workforce Manager Sharon Gardner said she was a practicing pharmacist and had recently been appointed to the position of Lead on Pharmacy and Optometry. She recognised the similarities that exist between the two professions and is beginning to better understand the working and needs of optometry in Norfolk & Waveney. Resolving issues around optometrists gaining access to NHSmail accounts has been her first priority and after analysing the practitioner groups having difficulty she found they fall into two groups; those with less than ten practices and the multiples with more than ten practices. Individual NHSmail accounts are not available and practitioners with less than ten practices should be given access to a "Practice Mailbox". A solution for the multiples is proving more difficult and negotiations are continuing to find an answer. She went on to say she and her team are willing to help the LOC with any NHS related issues. <i>Wasim Sarwar</i> asked for information about ongoing discussions around community contracts for cataracts and glaucoma but was told the new contracts team has yet to be appointed and so there has been no progress.</p> <p>b) Jordan Bingley - Norfolk & Waveney ICB Senior Primary Care Workforce Manager, explained his role is to address workforce issues of retention and recruitment across Primary Care in Norfolk & Waveney. He has been working on creating recruitment videos for Dentistry and General Practice which use personnel from a working practice to describe their work and what it's like living in Norfolk & Waveney. He shared a copy of the dentistry video as an example and said it had been well received by that profession. Specsavers Norwich has volunteered to feature in the optometry film and he asked if any other practices are willing to participate.</p> <p>2) PES Report – <i>Wasim Sarwar</i> said the following:</p> <p>a) Practice visits: In July he, Deborah Daplyn and representatives from the ICB, including the Chief Medical Officer, will visit three practices in Central Norwich to demonstrate community services for glaucoma and cataract post-op. in action. Similar visits in other areas have proved to be most useful in improving awareness and understanding of community services optometry.</p>	

- b) **CUES Specification:** The ICB Planned Care Team and Contracts Team has yet to be appointed so there is no-one to continue discussions.
- c) **Post-op. Cataract service:** JPH still working towards Medisoft integration and QEH staff are working on internal processes in preparation for later integration.
- d) **Glaucoma Module upgrade:** is in the final stages of testing the new algorithm all indications are the upgrade will be released in May.
- e) **CUES Module upgrade:** background work is progressing towards developing and it will become the next major work for the PES team
- f) **PES National CPD events:** A post-op. Cataract talk will be on Zoom on 23rd May at 7:00pm. PES CPD does not take a clinical approach but addresses the OPERA pathway. Other topics will include Glaucoma Filtering, CUES, Learning Difficulties and a Peer Review.
- g) **Roger Lee** commented that there tends to be no feedback when stable 5-year NCGSMS patients are referred back to NNUH. **Dan Rosser** said he had done an audit of the scheme several years ago some time ago which demonstrated the scheme was entirely safe with no patients referred back as stable at the 5-year point having been subsequently found to have glaucoma developing glaucoma without being referred back earlier than 5yrs. some time ago which demonstrated the scheme was entirely safe with no patients developing glaucoma without being referred back earlier than 5yrs. With this information the ICB agreed the 5yr review was no longer necessary but NNUH has yet to develop a pathway to notify patients and referring optometrist they are no longer part of the scheme and can resume normal annual GOS examinations. He is frustrated with the delays having written all the required documents and presented them to the Trust for action. He advised that in referring back to the NNUH following a 5yr review the optometrist has discharged from the scheme and the patient resumes GOS testing only. **Dan Rosser** went on to say that NNUH has not added adding any new patients to the scheme for the last two years due to shortages of following a 5yr review the optometrist has discharged from the scheme and the patient resumes GOS testing only. **Dan Rosser** went on to say NNUH is not adding new patients to the scheme due to shortages of administrative resources. **Deborah Daplyn** suggested NWLOC could ask ICB to add pressure to NNUH to ensure the continuance of the scheme. **Dan Rosser** agreed to contact ICB's Janice Shirley and/or Zoe Nash to put pressure on NNUH. **Ali Ganiwalla** said he is not receiving any new referrals to the OHT or Glaucoma Monitoring schemes from JPH but is informed that patients have been seen and a diagnosis of OHT or positive family history confirmed and the patient discharged back to him for monitoring via GOS which he feels is not within the GOS rules and puts patients at risk. **Wasim Sarwar** said he has had conversations with JPH ophthalmologists about problems running the scheme and it transpired a key member of the admin team has left and someone new was to be trained to use OPERA but this has been deferred until the release of the new Glaucoma Module. **Fionnuala Kidd** suggested optometrists send a letter back to the trust to explain the type of tests routinely included in a GOS examination to clarify that glaucoma monitoring per se is not included. She will send a template to **Deborah Daplyn**. It was suggested when the new Glaucoma Module is operational and the ICB Ophthalmology Team is in post the whole glaucoma topic is reviewed to ensure all the elements are working correctly and GOS is not being mis-used.
- h) **Charlotte Berryman** complained some patients have been delayed or unable to contact PES for a CUES appointment to which **Wasim Sarwar** replied, PES covers six ICB areas across the country and operates 9 to 5 Monday to Saturday with peak times being 9-10am and 3-4pm when delays are most likely.
- i) **Elizabeth Bunn** asked if the PES CPD links should be uploaded to the NWLOC website which was agreed. She will collate the information and send to **Peter Hutchinson**

Dan Rosser

Fionnuala Kidd

Elizabeth Bunn

<p>2) Minutes from Committee Meeting 13th March 2024 - were approved and adopted.</p>	
<p>3) Action Log: some items were marked as closed and new subjects added – see attached Action Log</p> <p>a) HCQ letter: Thanks to <i>Ian Sinha</i> for his work in compiling the draft. Agreed the letter be distributed to Norfolk & Waveney LMC asking for it to be sent to all GP practices; Sharon Gardner for distribution to all three hospital trusts with a covering letter explaining this document will be sent to all optometry practices in the area to use if they wish. <i>Dan Rosser</i> offered to send letter to a specialist Rheumatologist and NNUH Service Director and ask for feedback. It was agreed to wait for a response before wider distribution across the professions.</p> <p>b) Compile a generic Practice Referral Procedures: Michelle Horn reported she and Ali Ganiwalla have two differing documents which she is trying to combine into a single text to cover all parts of the NWLOC area.</p>	
<p>4) Paediatric Service Update: <i>Fionnuala Kidd</i> has looked at the draft contract and suggested some minor changes. The next step is to ensure NNUH Trust wishes to commission the service and has a budget in place. <i>Dan Rosser</i> will make contact with the directorate and divisional management at NNUH along with the contracting and finance teams appropriate commissioning admin teams at NNUH to progress the</p>	<p><i>Dan Rosser</i></p>
<p>5) AGM Preparation:</p> <p>a) <i>Elizabeth Bunn</i> stated the venue has been booked where the bar will be open and it is her intention to collect pizzas from Dereham. She agreed to include all committee members as attendees. She has tried to contact the speaker, Martin Long from Heidelberg Engineering but he has not replied to her emails and she is getting concerned. <i>Dan Rosser</i> volunteered to chase him for confirmation of booking. <i>Elizabeth Bunn</i> to pass her last email to Martin onto <i>Dan Rosser</i></p> <p>b) <i>Peter Hutchinson</i> reported all documents have been uploaded to the website; the invitation letter and notice of election have been sent to Ed Adkins for distribution. He asked all NWLOC officers to submit their annual reports to him within the next week. He confirms receipt of the Election Proposal Forms from the three candidates. He noted there are two vacancies on the committee following the retirement and subsequent co-option of <i>Dan Rosser</i> and <i>Julien Nelson</i>. It was agreed at an earlier meeting a total of twelve committee members is adequate and it is not necessary to seek any additional members for the vacant places. <i>Michelle Horn</i> asked if Dispensing Opticians could apply for election to the committee to which she was informed that only D.O Contractors are eligible for election. She asked about the ideal number for the committee and was informed the objective is to get the widest geographical spread; ethnic diversity; age spread from practitioners in the area.</p>	<p><i>Dan Rosser</i></p> <p><i>Elizabeth Bunn</i></p>
<p>6) Education & CPD:</p> <p>a) <i>Elizabeth Bunn</i> reported Ben Burton will present an on-line lecture at 7:00 pm 16th May.</p> <p>b) Annette Ball will give a presentation on Low Vision in September.</p> <p>c) New Medica has been contacted to arrange a presentation in October/November</p> <p>d) It was agreed to retain the CPD content on the Autism Awareness Week webpage.</p> <p>e) <i>Ali Ganiwalla</i> said he had a visit from Barry the Spa Medica representative who is keen to provide CPD if invited.</p>	

7) Financial Report

- a) *Linda Vernon-Wood* confirmed all P60 forms for 2023/4 have been sent to committee members.
- b) LOCUMKIT has confirmed all payments due to HMRC for 2023/4 have been paid.
- c) Bank statements copies for March-May sent to all committee members
- d) Meeting Fees and expenses for committee members unchanged from 2023
- e) The end-of-year summary accounts sent to all committee members prior to presentation at AGM.
- f) This shows the reserves have been reduced by approximately £10k which raised the question of increasing the levy. It was concluded that the present reserve represents about nine months expenses and therefore is sufficient without an increase in the levy. The resolution to allow the Treasurer to increase the levy during the year will remain on the AGM agenda.
- g) *Linda Vernon-Wood* noted an historic accounting issue is confusing the balance sheet in as much as the amount shown as Carried Forward at the year-end does not match the bank balance. This problem has existed for many years and is thought to represent unrepresented cheques from years gone by. *Fionnuala Kidd* commented that similar issues have been raised by other LOCs and LOCSU is seeking accountant's advice on how best to resolve the problem.

Norfolk & Waveney LOC Financial Report 2023-2024	
Income	
Statutory Levy	£ 68,761.27
Other	£ 320.26
Total Income	£ 69,081.53
Expenditure	
Honoraria	£ 4,071.00
Admin fees	£ 5,917.75
Admin travel	£ 34.20
Members fees	£ 31,138.75
Members expenses	£ 512.75
Meeting Rooms	£ 143.88
Website	£ 180.00
Office costs	£ 420.00
Training & NOC	£ 200.00
AGM & Misc	£ 735.55
Central Fund	£ 320.26
Payment to LOCSU	£ 34,380.63
Total Expenditure	£ 78,154.77
Balance brought forward 6/4/23	£ 34,182.17
Income	£ 69,081.53
Expenditure	£ 78,154.77
Balance as 5/5/24	£ 25,108.93
Treasurer	
Scrutineer	
Scrutineer	

NWLOC Finance Report		
8th May 2024		
		Year to date
Income		
Levy Collections LOC + LOCSU	£ 5,803.89	
Other	£ 39.35	
Total Income	£ 5,843.24	
Expenditure - Committee Costs		
Honoraria	£ 0.00	
Admin fees	£ 0.00	
Admin travel	£ 0.00	
Members fees	£ 0.00	
Members expenses	£ 0.00	
Meeting Rooms	£ 0.00	
Website	£ 180.00	
Office costs	£ 0.00	
Training & NOC	£ 0.00	
AGM, CET & Misc	£ 0.00	
Payment to LOCSU	£ 2,901.94	
Bank interest	£ 39.35	
Total Exp	£ 3,121.29	
Income less Expenditure	£ 2,721.95	

8) LOCSU Report & update – *Fionnuala Kidd* said:

- a) **A drop-in session;** with OFNC Monday 13th May who have asked for questions to be submitted in advance.
- b) **New Constitution survey:** NWLOC has yet to respond and the deadline is approaching. On completion of the survey LOCSU will send NWLOC compensation of £260.
- c) **Chairs Conference:** scheduled for 10:00am to 4:00pm on 10th June – *Deborah Daplyn* to attend.
- d) **Bite-size Session:** 10th June on Time Management
- e) **Cardiovascular Pilot Scheme:** A few pilot schemes are running in conjunction with NHS England where optometrists test selected at risk patients for raised blood pressure and cardiac arrhythmias for a fee around £15 per episode. LOCSU has obtained significant funding to extend the study to interested LOC practices. A lengthy discussion concluded that the closing date is too close to get a reasonable consensus about joining such a scheme and so the offer was declined.

11) Administrator Succession - *Peter Hutchinson* explained his health at the last committee meeting was not good which had triggered the search for a replacement Administrator. However, a radical change in his medication has resulted in much improved general health and he is now happy to continue in the role until 2026 when he reaches the age of 80yrs. He noted that he had replied to Richard Pugh who had expressed an interest in the Administrator post, offering to speak on the phone but had not had a response. *Fionnuala Kidd* said some LOCs share an Administrator. It was concluded that continuing to send the message to members that the post will be vacant in 2026 and look for suitable applicants.

12) Web Manager Report: *Peter Hutchinson* referred to the previously circulated report:

- a) Total Website Registered Members: 203 (+29 registered but NOT activated)
468 User Visits of which 38 were account log-on
Pages visited 5892:
File Downloads: 199

<p>b) Two new accounts opened - details sent to Ed Adkins.</p> <p>c) A lengthy delay re-establishing a deleted account has been resolved with the help of LOCSU</p>	
<p>12) Practice Address update: Kings Opticians will be opened in Reepham by the Schaitel brothers in July.</p> <p>a) <i>Niall O'Brien</i> has obtained the ICB practice list and is trying to reconcile it with his own practice list. Also he has created a list of practitioners working in the area but finds it impossible to get a final figure due to locum movements.</p>	
<p>13) Correspondence: all previously circulated</p>	
<p>13) A.O.B. None</p> <p>a) Practice Referral procedures document: <i>Deborah Daplyn</i> referred to a previously circulated Practice Referral Procedures document on epiphora and eyelids and thanked members for their comments. She will now return the document and comments to the ICB.</p> <p>b) LOCSU New Draft Constitution: the deadline for comments is 31st May Fionnuala Kidd said the new constitution is divided in to two parts; the Constitution and the Schedules. The Constitution is aimed at being a future proof document dealing with the legalities of the LOC and its position as a Statutory Body while the Schedules will include specific paragraphs relevant to individual LOCs and will be more likely to be subject to changes in the future. <i>Ian Sinha</i> and <i>Deborah Daplyn</i> to review the draft constitution and complete the LOCSU survey</p> <p>c) GOS 4 refusal from Specsavers Thetford. <i>Ed Adkins</i> has been approached by the Head orthoptists at West Suffolk Hospital who referred to a complaint from a patient who had been refused a GOS4 for a repair to spectacles initially prescribed on an HES1 issued by West Suffolk Hospital. A discussion ensued around the obligation to claim only for the parts used in a repair on GOS4 vouchers; it transpired that Specsavers practices are unable to order spectacle parts and have to order whole frames for repairs which raises a cost issue. It was concluded that the LOC should not get involved but should advise the Head Orthoptist to speak to the Director of Specsavers Thetford to resolve the problem. <i>Ed Adkins</i> will reply to west Suffolk Hospital.</p> <p>d) New Medica, Norwich sending patients for first eye Cataract Post Op refraction after two weeks where the contract states no sooner than four weeks. <i>Ed Adkins</i> says he is being asked to see these patients who have been listed for both eyes two weeks after the first eye surgery. <i>Ali Ganiwalla</i> complained of the same situation with some of his patients and noted that the contract for the ISPs has been changed to require them to send into the community all post-operative cataract patients before proceeding to surgery on the second eye. <i>Deborah Daplyn</i> offered to speak to New Medica to explain the optometrist's position and reference the contract obligations.</p> <p>e) <i>Ali Ganiwalla</i> noted that due to the changed contract cataract post-operative patients are being sent out to practices that are part of the Post-op cataract scheme which are not necessarily the referring practice. This situation needs LOC to publicise more widely to practices that they may be losing patients and encourage more to join the cataract post-op scheme. It was noted that ACES practices are registered with Cambridge & Peterborough ICB and so do not have to abide by the Norfolk & Waveney ICB contract. N2S still not on OPERA and so not sending out patients – <i>Deborah Daplyn</i> to ask Janice Shirley what is the current position with ACES and N2S</p> <p>f) Chair succession: <i>Deborah Daplyn</i> explained that she is due to hand over the Chair post to <i>Michelle Horn</i> in July but <i>Michelle</i> is having some family problem that will make this very difficult. To ease the situation Deborah has offered to continue in post after July but points out that she is due to retire before July 2025 and therefore may not be eligible to continue as a committee member. It was agreed that if she had performed a GOS examination within the preceding twelve months she will not be barred from the LOC. <i>Michelle Horn</i> is hoping her family issues will be resolved before July 2025 and is looking</p>	<p><i>Ian Sinha & Deborah Daplyn</i></p> <p><i>Ed Adkins</i></p> <p><i>Deborah Daplyn</i></p> <p><i>Deborah Daplyn</i></p>

forward to taking over as Chair.	
14) Committee Meeting Dates 2023: Zoom meetings will continue to be held on the second Wednesday of alternate months: 10 January: 13 March: 8 May: 5 June; 9 July: 11 September; 6 November	
14) Meeting closed 21:46 hrs	