

# NORFOLK & WAVENEY LOCAL OPTICAL COMMITTEE

## MEETING MINUTES 10 JULY 2024

A meeting of the Norfolk & Waveney Local Optical Committee held on-line via Zoom was called to order by Deborah Daplyn (Joint-Chair) at 19:300 on 10<sup>th</sup> July 2024

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

**APOLOGIES FOR ABESENCE:** Ali Ganiwalla, Julien Nelson,

**OBSERVERS:** Fionnuala Kidd – LOCSU Eastern Area Optical Lead; Representative, Sharon Gardner Norfolk & Waveney ICB lead on Pharmacy and Optometry.

### COMMITTEE MEETING MINUTES

**NEW DECLARATIONS OF INTEREST:** None

#### Contents

**1) Election of Officers: Nominations-**

- a) Co-Chair: Deborah Daplyn and Michelle Horn
  - b) Secretary: Ed Adkins
  - c) Treasurer: Linda Vernon-Wood ( Deputy Treasurer Charlotte Berryman)
- i) The above members were duly elected nem con.

**2) Election of Co-opted Committee Members:** Proposed: Ian Sinha Seconded: Ed Adkins

- a) Julien Nelson (Dispensing Optician)
  - b) Dr. Dan Rosser (HES Optometrist)
- i) The above members were duly appointed nem con.

**3) Sharon Gardner;** Norfolk & Waveney ICB Head of Commissioning for Pharmacy and Optometry was welcomed to the meeting. She explained the content of the Optometry Engagement event which is due to take place on Tuesday 16th July at the Wensum Valley Golf and Country Club, Taverham, Norwich NR8 6HP. On arrival and sign-in there will be a buffet followed by –

Presentations:

- 1. Overview of an ICB its work, and role in commissioning;
- 2. Primary Care Workforce team explain their role in supporting optometry and how co-design works;
- 3. Education, Training & Development cases involving other Primary Care stakeholders to show how this has impacted their work and how it can be used to address areas in optometry;
- 4. Staff Wellbeing programme description of services available.

NWLOC was invited to prepare a slide explaining LOC functions, personnel and representation to include in the presentation – information to be shared with Norfolk & Waveney ICB Head of Commissioning for Pharmacy and Optometry.

Table-top exercises, led by key persons from ICB, covering four categories will follow to discover gaps in provision and knowledge;

- a) 1. Workforce & Recruitment;
- 2. Communications & Relationships;

3. Practice Priorities & Concerns;
4. Education Training & Development.

The objective is to better inform the ICB about optometry and help to develop a strategy for future action.

- b) The Chair agreed to compose the information required for the slide presentation and email it to ICB to be formatted and inclusion. A discussion followed on what information is to be included e.g. Mission statement from the website; Officer's names; Community Services. It was noted that response has been good across private practice and multiples. To date 25 practitioners have signed up to attend the evening.

#### 4) PES Report:

- a) Practice visits arranged for Monday 15<sup>th</sup> July to interest the ICB in a CUES Service by introducing members of their Commissioning Team to a number of practices in Norwich
- b) PES to meet ICB to discuss options for cataract referrals including 'single point of access'
- c) More practices are participating in the Post Cataract Service
- d) A PES Post cataract webinar to run on Thursday 17<sup>th</sup> July
- e) ACES and N2S will soon be able to deliver post cataract referrals on OPERA.
- f) A question was raised about progress resolving the issues created by the closure of Central Norfolk Referral Centre which was answered by saying a meeting has been arranged for the 11<sup>th</sup> July to discuss an interim measure as well as the proposed permanent replacement service.
- g) It was commented that the Central Norfolk Referral Centre is no longer able to supply patient leaflets explaining cataract service options. This issue will be taken back to ICB for a solution.

#### 5) Minutes from Committee Meeting 8<sup>th</sup> May 2024 - were approved and adopted.

#### 6) Action Log: some items were marked as closed and new subjects added – see attached Action Log

- a) **HCQ letter:** Rheumatologist at NNUH has approved the draft letter but still awaiting a response from the Service Lead; a note to be added saying that Rheumatology Dept. is aware of the content. Committee agreed to wait another week before circulating a copy to LMC and all practices.
- b) **Paediatric Service:** subject has been raised again on 12th June with NNUH service management – no response to date.
- c) **LOCSU Draft Constitution:** comments sent to LOCSU. Further discussions will follow in October at the Eastern Regional Optical Conference, Colchester.

#### 7) Education & CPD:

- a) Barry Newman of Spa Medica to provide a presentation with CPD points and a buffet in late September.
- b) Coopervision to give a presentation on myopia progression and control (1 CPD point)
- c) It was agreed to contact Stuart Wellings to provide a similar of 6 CPD point day around March 2025.
- d) LOCSU have a series of Peer Review sessions which they can compere. It was agreed to run this as a face to face event at Dereham Town Football Club.
- e) It was noted 11 WOPEC cataract codes have been issued since May. Two requested as refreshers.
- f) CPD Certificates from the AGM lecture to be despatched shortly.

#### 8) Practice Address update:

- a) Hunter Optical - Acle & Martham now under same management as Centenary Opticians,

Bowthorpe.

- b) **Website members without GOC registration list:** some feedback received to explain a few and others were addressed at the meeting - the records amended accordingly.

## 9) Financial Report

- a) Copies of the bank statements May-July have been sent to committee members.
- b) The Financial report now contains budget figures for 2024-5 and is projecting a small deficit for the year end
- c) The new savings account has earned £130.11
- d) The accounts for the year end 2023-4 were all inspected electronically this year by the two scrutineers.
- e) It was agreed to pay a pro rata fee to those committee members that left the meeting early.

Norfolk & Waveney LOC		
Financial report to 6th July 2024		
	Year to date	Budget Y/E Mar 25
<b>Income</b>		
Levy Collections LOC+LOCSU	£17,879.78	£69,000.00
Other	£76.37	£500.00
<b>Total Income</b>	<b>£17,956.15</b>	<b>£69,500.00</b>
<b>Expenditure</b>		
Committee Costs		
Admin fees	£1,168.91	£5,920.00
Admin travel	£0.00	£35.00
Payroll	£3,403.88	£31,500.00
Meeting Rooms	£0.00	£200.00
Website	£180.00	£180.00
Office costs	£70.00	£500.00
Training & NOC	£0.00	£200.00
AGM, CET & Misc	£0.00	£800.00
Payment to LOCSU	£8,939.88	£34,500.00
<b>Total Exp</b>	<b>£13,762.67</b>	<b>£73,835.00</b>
<b>Income less Expenditure</b>	<b>£4,193.48</b>	<b>£(4,335.00)</b>

## 10) LOCSU Report & update –

- a) **NWLOC Communications lead** – The Secretary has put his name forward for this role.
- b) **LOCSU Treasurers training session:** Treasurer aware of the dates.
- c) **Eastern Area Regional Conference;** Tuesday 12<sup>th</sup> November in Colchester venue to be confirmed. Subjects for discussion are to be brought to the attention of LOCSU Eastern Area Optical Lead.

## 11) Glaucoma letter wording: An email has been circulated with a draft version of a LOCSU template:

- i) *Requests from HES*
- ii) *Option 1:*
- iii) *Dear XXXX,*
- iv) *XXX Local Optical Committee, the statutory NHS local representative committee for primary eye care professionals and optical practices, has been contacted by practitioners in the XXX area who have been concerned to receive requests for (insert local diagnostic request).*
- v) *You may not be aware that the requirement to complete (insert data request info. E.g., post cataract refraction data for the National Ophthalmic database; stand-alone Intra-ocular pressure (IOP) check; OCT scan) falls outside of the remit of NHS General Ophthalmic Services Contract for sight testing and therefore if required by a surgical unit/ophthalmologist would need to be commissioned as a separate NHS commissioned pathway or charged to the patient.*
- vi) *(Add info on the national LOCSU exemplar pathway and national guidance.)*
- vii) *Please can we request that the issuing of these letters/requests stops with immediate effect.*
- viii) *I am sure you will understand that it is placing our primary care colleagues in a most difficult position as they try and explain to patients that this request is not appropriate nor funded.*
- ix) *Thank you for your consideration and understanding in this matter. We would be very pleased to arrange a meeting at a mutually convenient time if you feel a discussion will be of assistance.*
- x) *XXX LOC Chair*
- b) This is designed to explain that under GOS when glaucoma patients are discharged from HES the optometry practice cannot see the patient annually and perform all glaucoma checks.

- c) Following a lengthy discussion it was agreed that the Template will be re-drafted as a mock-up of a NWLOC letter with greater emphasis placed on some of the wording; the new version to be circulated within the next two weeks.
- d) It was noted that a similar situation exists with patients discharged from the Wet ARMD clinic. The co- chair agreed to redraft the LOCSU template for this service.
- e) The Treasurer asked if the same template can be modified to address post YAG capsulotomy request for vision checks. She agreed to re-draft the template.

**12) Representation by LOC:** the Co-Chair noted that the Constitution states:

- i) 1.3 “local performer” means each optometrist who:
- ii) 1.3.1 is performing primary ophthalmic services in the area for which the committee is formed and
- iii) 1.3.2 has notified NHS England that he wishes to be represented by the committee, and has not notified it that he wishes to cease to be so represented
- iv) She went on to say that as far as she is aware she was never asked if she wished to be represented by NWLOC and this was confirmed by other committee members.
- v) LOCSU Eastern Area Optical Lead agreed to take this back for clarification as part of the new constitution discussion.

**13) Web Manager Report:** previously circulated report:

- a) Total Website Registered Members: 207 (+27 registered but NOT activated)
- b) 718 User Visits of which 59 were account log-on  
Pages visited 4965:  
File Downloads: 405
- c) Four new accounts opened - details sent to Ed Adkins.
- d) Examination of the list of website accounts revealed 20 registered members who do not have a GOC Registration number. (see earlier discussion)

**14) Correspondence:** all previously circulated

**15) A.O.B.**

- a) **Committee Minutes:** The Co-Chair commented that at a recent area meeting for chairs she gathered that minutes of meetings should be de-personalised to clarify that all decisions are made by the committee as a whole. Also it makes it easier to reply to a request for information as no names are recorded. The Chair called for a show of hands to depersonalise the minutes. It was agreed nem con that the minutes of this meeting will drafted in this style before a final decision is taken at a later date.
- b) **ACES** suggested to a local practice they should ring the Glasgow Head Office to arrange a cataract pre-op and surgery appointment while the patient is in the practice.
- c) **ACES** not able to provide a prompt appointment for post-operative uveitis raised by co-chair and has been escalated to ACES CEO who asked for case records.
- d) **ACES** not providing eye patches for post op patients- following a discussion is was advised that patients need to make a vigorous complaints to ACES.
- e) **A patient was referred as a glaucoma suspect** in October 2023 but has not received an appointment. NNHU now able to provide first referral appointments with about six weeks waiting time.
- f) **Secretary reported** he has contacted the local LMC and LMP and is trying to arrange a meeting in September to discuss common ground and problems.

**16) 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**