

# NORFOLK & WAVENEY LOCAL OPTICAL COMMITTEE

## MEETING MINUTES 13 NOVEMBER 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 19:30 on 13<sup>th</sup> November 2024

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

**APOLOGIES FOR ABESENCE:** Dan Rosser, Ali Ganiwalla,

**OBSERVERS:** Fionnuala Kidd – LOCSU Eastern Area Optical Lead; Representative, Wasim Sarwar PES Representative

### COMMITTEE MEETING MINUTES

**NEW DECLARATIONS OF INTEREST:** None

#### Contents

##### 1) PES Report:

- a) **The new OHT module** is now operational. A couple of non-participating practices (i.e. Castle Street Optometry Norwich & a Cecil Amey practice) have expressed an interest following a CUES on-line event but their optometrists require accreditation. They were advised to contact LOC for dates when the next Glaucoma OCSE is due. It was suggested that LOC should email an "Expression of Interest" to see if sufficient numbers of optometrists can be gathered to run an OHT monitoring course.
- b) **Post-Op Cataract - James** Paget Hospital has arranged for Medisoft integration with OPERA soon.
- c) **Referrals to CUES from NHS111** – email PES hub for practice appointments. Norfolk & Waveney ICB need further clarification before giving the go ahead.
- d) **CUES KPIs** – Norfolk & Waveney ICB asked for CUES service to have a series of KPIs which PES has addressed but have yet to be agreed.
- e) **Webinars - CUES CPD** - has been run again and will be followed next week by a 30 minute **Triage webinar**, aimed at practice staff which will be made available at four different times of day.  
**Glaucoma Filtering (1 CPD)** – also next week
- f) **Find a Hospital** - a new web based service will be available soon from PES designed to provide information on local Hospital and ISPs waiting times, CPC ratings and complications e.g. capsular rupture rates etc.
- g) **OHT monitoring** - James Paget Hospital asked for more training before implementing this service. NNUH is reviewing to identify patients suitable for discharge to OHT monitoring service.
- h) **Cataract post-op** – it was noted that ACES now claims to be using OPERA but patients are not appearing on the platform in local practices. PES not confirming this but will check and report back.
- i) **N2S OPERA inclusion** – no progress to date
- j) **A question** was raised about a CUES patient referred via OPERA which resulted in the referring optometrist receiving a query letter from the receiving hospital but the optometrist is unable to reply using OPERA – is he missing something? PES acknowledged a problem and asked the optometrist for the OPR number to investigate further.
- k) **OPERA CUES module** – update is now underway and is expected around April 2025 which will be followed by a CUES explanatory talk.
  - l) **PES F2F CUES capacity shortage hub** - not required following surveys and has been dropped. The number of practices offering CUES is increasing slowly.

2) **Minutes from Committee Meeting 11<sup>th</sup> September 2024** - were approved and adopted.

- 3) Action Log:** Completed items moved from active list and some new ones added – see Action Log
- a) *Research contacts for LMC, LDC, LPC to improve cooperation a meeting* was held and discussions related to each profession outlined. Dentist having problems engaging with ICB and have major funding issues; Pharmacists OK at present due to increased activity from Government allowing them to prescribe; GPs have major capacity issues due to recruitment difficulties and additional workloads; Optics position was explained, low funding for GOS and additional services leading to capacity issues. Another meeting to be arranged for 2-3 months. – suggested these should be regular meetings, possibly inviting ICB to join.
  - b) *Create and publish Sustainability report and policy document completed.* Consider emphasising that CUES keeps 'patient service delivery closer to home' when negotiating contracts. No further action required but sustainability report should be reviewed annually.
  - c) *Concluded to improve LOC sustainability* by ceasing to produce hard copy meeting documents. Electronic signatures will be accepted. A Google Drive folder has been created to store all meeting files and documents: LOC Document Folder - Link:
  - d) Patient referral letter to Ophthalmologist re-drafted with link to Glaucoma Monitoring Service pathway – completed. The future use of this document to be discussed with NNUH
  - e) **Generic Mailbox setup** - Admin@ mailbox working but Chair@ OK on laptop but causing some difficulty with phone. Co-Chair able to access Chair@ on laptop. Secretary@ and Treasurer@ not attempted to setup theirs.
  - f) **Administrator role** contact Bryony Spenceley ref. website & administrator role: she was informed that the position is under review – no decision at present. LOCSU is examining alternative methods for managing LOC administration issues as raised by other LOCs; specific advice will follow in 2025. The current Administrator stated he is willing to continue in post until April 2026 when he will retire.

**4) Referral Guidelines Document:** The previously circulated document of a table showing each provider with contact details for; email; phone, form and emergency referrals was discussed and the overall presentation agreed. It was agreed the content will be increased to include all providers shown on the document tabled at the September meeting by the co-chair. Also it was agreed the right hand column shall list each condition that is treated by each provider and include any different referral route for these which could be in the form of a link to the NWLOC website. It was agreed the table will be presented on the website as Word document to be downloaded for easier access in practices. The co-Chair agreed to audit the final document with creation date and review date shown prior to publication and to review the content for accuracy and relevance every three months. It was agreed the final document will be added to Forms, List & Downloads table on the website to be accessible when logged-in. The emergency referral information to remain in the website top menu accessible to all. It was agreed that The Referral Guidelines document review shall be a standard agenda item and therefore the content will be reviewed every two months.

- a) **Education & CPD.**
- b) Stuart Wellings booked for 6th March 2025 to present a 2hr. webinar, peer review for optometrists and dispensing opticians (6 CPD)
- c) NewMedica has been in contact to arrange a meeting and refreshments at their premises for April – May 2025 – date to be confirmed.
- d) ACES keen to present a lecture but have been told that the programme for 2025 is already full.
- e) Chair noted that Suffolk LOC run an annual study day (9 CPD points?) mid-week 2:00pm to 8:00pm including a meal – fee £35.00; the AGM is also squeezed into the programme. Historically it's well attended. LOCSU representative has attended in the past and described a large room with stands from LOCSU, a frame supplier, an Independent service provider some of whom were sponsoring the meeting. It is important to have; central location with good access and parking; good food and the event runs to time.  
A question was raised about using this model for 2025 AGM. It should be possible if a suitable date is identified early and support is given in finding speakers. LOCSU noted they can get CPD points approved in advance of the meeting. It was concluded that investigations will be undertaken with a view to arranging a meeting for a date towards the end of June 2025 – no later than 5th July.
- f) It was confirmed that Sarah Small attended the 2024 AGM although her name does not appear on the sign-in sheet. CPD points will be sent to her.
- g) N&W ICB had promised funds for educational events but recently has withdrawn the offer due to a manpower shortage. However, it has been agreed that the LOC can have the funds on proviso that it arranges the training event(s) and spends the money before 31st March 2025. A Glaucoma OSCE

could be arranged if there is sufficient interest. A venue and Head Assessor have been arranged. Another possible event is a "Foreign Body Workshop" which has been approved by N&W ICB. It is proposed that the first Glaucoma OSCE will be in January- February (note: WOPEC are running a similar event In Bury St. Edmunds in early February). To establish numbers an "expressions of interest email" for Glaucoma OSCE and Foreign Body Workshop will be sent out.

**5) Financial Report**

- a) Copies of the bank statements Aug-Sept have been sent to committee members.
- b) Asst. Treasure confirmed she was able to log-in to the bank accounts. She reported she had attended a LOCSU Treasurer Training session.
- c) Saving Account interest total £258 since April 2024

Norfolk & Waveney LOC		
Financial report to 9th Nov 2024		
	Year to date	Budget for Year end
<b>Income</b>		
Levy Collections	£41,132.77	£69,000.00
LOC+LOCSU		
Bank Int	£258.51	£500.00
Other	£139.47	
<b>Total Income</b>	<b>£41,530.75</b>	<b>£69,500.00</b>
<b>Expenditure - Com'tee Costs</b>		
<b>Committee Costs</b>		
Admin fees	£3,509.74	£5,920.00
Admin travel	£28.80	£35.00
Payroll	£9,064.58	£31,500.00
Meeting Rooms	£0.00	£200.00
Website	£180.00	£180.00
Office costs	£533.00	£500.00
Training & NOC	£0.00	£200.00
AGM, CET & Misc	£0.00	£800.00
Payment to LOCSU	£20,566.36	£34,500.00
<b>Total Exp</b>	<b>£33,882.48</b>	<b>£73,835.00</b>
<b>Income less Expenditure</b>	<b>£7,648.27</b>	<b>£(4,335.00)</b>

**6) LOCSU Report & update –**

- a) An Advice and Guidance Webinar due to run 10<sup>th</sup> & 11<sup>th</sup> December. Chair is attending and advises other Committee Members to sign up as this is a topic that LOCs need to understand.
- b) Leadership course applications are open.
- c) Chair reported that she and two other committee members attended the Regional Optometric Conference in Colchester. It was a useful meeting as the numbers are smaller than at previous NOCs making networking much easier. Reports will be circulated later.

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

- a) Total Website Registered Members: 214 (+25 registered but NOT activated)
- b) 874 User Visits of which 322 were account log-on  
Pages visited 2317;  
File Downloads: 973
- c) Four new accounts opened - details sent to Ed Adkins.
- d) A new webpage created – [Hospital Emergency Referral Routes.](#)

**8) Practice Address update:** Nothing to report

**9) Correspondence:** all previously circulated

**10) A.O.B.**

- a) N&W ICB has setup a dedicated email address for optometry related queries [nwicb.optometry@nhs.net](mailto:nwicb.optometry@nhs.net) which will be circulated to all practices in a newsletter.

**11) Meeting Closed:** 10:07 pm

**12) Committee Meeting Dates 2024:** Zoom meetings will be held on the second Wednesday of alternate months: 10 January; 13 March; 8 May; 5 June; 9 July; 11 September; 13 November