



ANNUAL GENERAL MEETING: M I N U T E S

Devon Local Optical Committee Annual General Meeting

Wednesday 9th May 2017, 7pm

Venue: The Exeter Court Hotel, Kennford, Exeter

Apologies: Helen McKinna, Nigel Gainey, Lloyd Bennett, Mark Adams, Kym Balcomb, Nalayini Thangarajah, Angela Hickman, Michele Sandhu, Siwan Hodges, Fiona Hiscox and Mark Bushby

Chair: Jonathan Drew (Business Manager, Devon LOC)

Welcome

Max Halford welcomed everyone to the 2018 Devon LOC AGM
Jonathan Drew was elected to Chair the AGM

Apologies for absence and Minutes of the last meeting

Jonathan Drew also welcomed everyone to the AGM
Apologies for absence listed above
No comments were received on the minutes of the 2017 AGM – therefore the minutes were taken as an accurate representation of the meeting

Chairman's Report

Jonathan Drew introduced Max Halford for the:
Chairman's Report

As always thank you for giving up your time to attend tonight to support the LOC at this year's AGM.

You will have hopefully been able to have a quick glance at the 2018 Annual report that the committee has prepared and with this was a draft copy of our updated strategic plan to reflect the direction of travel over the next three years.

I would like to spend a few minutes giving you an overview and flavour of these two documents and I hope this will give you an idea of what we have achieved and our agenda and vision for the next 12 months and beyond.

Before we do this I think it is important to recognize the input of Jonathan Drew our Business manager, Vice Chair Charles Bill and the committee as a whole; without whom none of what I am going to speak about could have been achieved. It is a sign of our growing success that we have needed to expand our support team and is with great pleasure that I welcome to their first official Devon AGMS Debbie Gigg Clinical Governance and Performance Lead for Primary Eyecare Devon and Kate Gilligan Administration Assistant for Primary Eyecare Devon and Devon Local Optical Committee.

I spoke last year of the hugely long timescales we often have to work to within the LOC- we first started discussing Minor Eye Conditions with the CCG over six years ago with the hope we would have a scheme running within 6 months- in the end it is likely the scheme will

commence in the summer and will be commissioned directly by the trust. At the other end of the scale we were able to deliver a post cataract scheme in Plymouth within 3 months which included us writing most of the service specifications ourselves.

I will start by talking about the Diabetic Retinal Screening service- we have now been running this with our partners EMSI for 12 months and it is worth reminding ourselves that this is the largest Opticians led Enhanced Service in the UK. At present it is supporting nearly 18,000 patients per year to be screened at a community opticians practices. The negotiations for the tender renewal in April 2019 have just started and this time the “size of the prize” so to speak is much bigger.

The whole of the South West is coming up for tender including Torbay, Exeter and North Devon, along with schemes in Cornwall and Avon. We will be preparing our tender bid, via Primary Eyecare Devon, hopefully in partnership with EMIS for the areas of the South West of interest to us and have committed time and resource over the coming months to this project.

I have included in your pack an example Diabetic screening service questionnaire and I would be grateful if you could copy and circulate to any diabetic patients you encounter- perhaps with a positive word about the advantages of Opticians led screening!!

Moving on I would like to speak about glaucoma. The Plymouth Community Glaucoma scheme along with its own accreditation scheme was set up nearly 10 years ago by Peter Noakes. It again is the largest scheme of its kind in England and was looking after approximately 3500 patients who had been discharged from the eye hospital into the care of their local accredited optometrists. Due to the size of the scheme it had to come out to tender under NHS rules. This was one of the most complex tenders we have been involved in so far- probably because the CCG put out a different service to tender in error and we had to both bid for it and at the same time endeavour to change the tender to the service it was designed to replace. Sadly the re-organisation processes that beset the NHS mean that this type of advice and support to the NHS from us is becoming more common. However looking on the positive side of things we are recognized as a centre of knowledge around all things eye related including how to write their offers for tender!!

I spoke last year about the Exeter Glaucoma triage trial.

This was a great example of one the innovations that Devon LOC trialled to promote services in other areas of the county but unfortunately it did not come to fruition.

Even though in this case we were unable to bring this out to a full service we learnt valuable lessons and in this specific case forged stronger relationships with the RD&E which will help us in the future.

The main problem with this trial was that the outcomes were mixed and it proved difficult to show savings and capacity improvement however we know from the feedback received that this was more due to problems with DRSS and that the community opticians end of things performed extremely well.

“MECS is on its way- yet another example of perseverance and patience and this is where the

LOC's involvement is more than commissioning"

I have copied this quote from last year's Chairs report and yet again I stand here, perhaps more confident than ever before, to report the same thing.

We are in advanced stages of commissioning of this service for the Plymouth area and as always if we can confidently run the service there; we should be able to model the service across to the other acute trusts.

We have now run three very successfully fully booked MECS OSCEs and offered places for other OSCEs which sadly were not booked up. We will continue to offer CET – please note our Buckfast event on 18th May offering many CET points- and OSCE events to support the education of Optometrists and Dispensing opticians across the county. I would like to thank our Secretary Fiona Hiscox and also previous committee member Dr Josie Forte for their tremendous help in organizing these events.

"Plymouth centric"- Why are the Enhanced services so Plymouth centric is a question we are often asked- I think the ethos of the team we work with at the REI explains why.

Plymouth Royal Eye Infirmary has a management team and clinical leadership who are totally engaged with the LOC.

They understand that we are part of a primary eyecare solution to a secondary care capacity and cost problem.

Therefore when we discuss services available across the UK in primary care they realise that capacity can be freed up and this can impact positively on their budgets

We don't YET have this level of engagement with all the acute trusts – it is a constant work in progress and will be one of the main themes for the next 12 months

At the polar opposite of the scale sits Torbay CCG. In this case we are going to need to apply more stick than carrot and have already contacted the STP to express our dismay at their lack of cooperation with us. We will not give up- IOP refinement coming to Torbay asap is thin end of a hopefully large wedge- we have no intention of getting involved in Devon wide services which then see Torbay CCG turn into a postcode lottery for patients.

Moving away from Enhanced and community services we have also have committee members getting the LOC message out to other groups-

Charles Bill our Vice Chair actively involved at Board level with LOCSU- the support body for LOC's across England

Jonathan Drew our Business manager supporting Healthwatch in Torbay

I sit on the Plymouth NHS Board for Diabetic Screening and also am the Regional Lead for ABDO for the South of England.

Fiona Hiscox our secretary is trustee for Devon in Sight,

Granted Associate Membership of the South West Academic Health Science Network and the Peninsula Urgent and Emergency Care Network

We do meet with the local representative of Capita/PCSE who has been able to take away some specific practitioner queries around payments, CET grants and OPL registration and

deal with them on our behalf- we have always made it very clear to Capita that their service levels are unacceptable.

We continue to engage with NHS England- the recent issue with the Outside clinics letters to housebound patients is an example of something we were able to share with them and get sent to NHS Protect for investigation. We do also work with them on GOS queries and are able to get practitioners questions in front of the right people at speed.

So looking to the future-

We will continue to deliver first class education to all practitioners.

Advise and support our colleagues with GOS and PCSE/Capita queries- this is at the heart of an LOC role.

Support colleagues who are asked to provide services un-funded. We have written to all the hospital consultants concerned with such requests and explained the purpose & limitations of GOS contracts and we will continue to educate and support our colleagues in secondary care on what GOS is designed to do and what it is not designed to cover.

A bigger focus on National Eye health week would benefit us all and we will continue to try and get the support of the Optometry course students & local practices around this important event.

We are presently rewriting and updating our Three year strategic Plan -we are in the main delivering on our goals- sometimes not quite in the order we expect.... However this is an outward facing document and will be shared with everyone as part of a consultation before the summer.

We must continue to be seen as the gatekeepers of primary eyecare and one of the best solutions to the problems in secondary eyecare. We need to be constantly proactive, adaptive to change and MOST IMPORTANTLY persistent.

I would like to again thank the full committee for their work over the last twelve months and longer- your input and wise council has been instrumental in our success. As always Jonathan Drew has been an outstanding ambassador for the LOC and I am very grateful for his unending support along with his new administration colleague Kate Gilligan. Charles Bill Vice Chair is a never ending fountain of wisdom to rely on and I am always grateful for his help. Dan Tabb is always a unsung hero to the LOC in his position as Treasurer and I am very grateful to all the work he undertakes for us.

Debbie Gigg is a fantastic new arrival to the PED team as one of our Clinical Governance and Performance Leads and will be instrumental in the delivery of our high quality services going forward and I would like to thank her for taking on this role.

Thank you for giving us your time tonight.

Treasurers Report – Daniel Tabb

Daniel Tabb shared the accounts for the 2017/18 financial year (See appendix 1).

Daniel Tabb described the expenditure for 2017/18 with a few questions answered regarding some of the expenditure

Agreement for the adoption of the accounts was proposed by Clive Parker and Seconded by Jacqueline Sandford. All present agreed the adoption of the accounts with no abstentions.

Honorarium

It was decided, by the committee, that the Honorarium should remain the same. generating the following:

| | |
|---------------|----------|
| Chairman | £1661.00 |
| Vice-Chairman | £357.00 |
| Secretary | £357.00 |
| Treasurer | £1329.00 |

The Honoraria was proposed by Jacqueline Sandford and Seconded by Nicki Pullen. All present agreed with no abstentions.

Jonathan Drew thanked Daniel Tabb for the Treasurers Report

Confirmation of LOC Committee Members

Nominations for a place on the committee were taken again this year. There were 4 places available and 3 nominations were received therefore no formal election took place. The committee are as follows going forward for 2018/19:

1. Michael Beavis
2. Charles Bill
3. Mark Bushby
4. Kath Dandy
5. Max Halford
6. Fiona Hiscox
7. Jo Holmes
8. Ian Holten
9. Peter Noakes
10. Daniel Tabb
11. Nicki Pullen

AOB – Written Questions

No formal written questions received, therefore Jonathan Drew formally closed the 2018 Devon LOC AGM

Closing remarks

Max thanked everyone for attending.

Date of next Devon LOC AGM

May 2019 (To be confirmed)

Appendix 1:

Treasurer's Report 2017-2018

Accounts

The LOC has received a reduced income from the NHS Statutory Levy this year as we reduced the levy to 1.5% at the last AGM. Committee activity has increased due to the additional work required from the new schemes being commissioned. This is both in terms of meetings/time and expenses.

LOCSU payments have reduced as a consequence of our reduction in the Statutory Levy.

Other expenditure has increased due to the need to re-invest in I.T. equipment/services.

A loan has been proved to Primary Eyecare Devon for the initial set up of the new schemes and their operations. This has been agreed to be repaid as soon financially possible.

Based on this year's activity and as our contingency fund/savings are at their current level, the budget for the New Year has allowed for the Statutory Levy to be maintained at 1.5%.

Honorarium

It was decided, by the committee, that the Honorarium should remain the same again for the third year. This keeps this in line with the zero increase in the GOS fees.

Devon LOC Accounts Summary 2017/18

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|-----------------------------------|------------|
| Current Account – Opening Balance | £21819.87 |
| NHS Levy | £122642.92 |
| WOPEC event Income | £1610.57 |
| LOCSU Levy | £32298.30 |
| Devon LPC (rent) | £6058.04 |
| Salaries/expenses | £29543.97 |
| HMRC | £10941.86 |
| Pension | £554.80 |
| Bank Charges | £87.00 |

| | |
|---|-------------------|
| NOC | £1220.00 |
| Room Hire/Refreshments | £5730.80 |
| Meeting Attendance (Committee members) | £27057.00 |
| Meeting Expenses (Committee members) | £5883.28 |
| Honorarium | £3704.00 |
| Other Expenditure | £3574.68 |
| PED Loan | £7500.00 |
| WOPEC | £1790.65 |
| Total Income | £124253.49 |
| Total Expenditure | £135944.38 |
| Closing Balance | £10128.98 |
| <u>Savings Account – Opening Balance £27782.39</u> | |
| Interest on Savings Account | £7.12 |
| Closing Balance | £27789.51 |