



# ANNUAL GENERAL MEETING: M I N U T E S

**Devon Local Optical Committee Annual General Meeting**  
**Thursday 9<sup>th</sup> May 2019, 7.00pm**

**Venue:** The Exeter Court Hotel, Kennford, Exeter

**Apologies:** Fiona Hiscox, Luisa Simo, Helen Pursey, Kath Dandy and Nigel Gainey

**Chair:** Jonathan Drew (Business Manager, Devon LOC)

<b>Welcome</b>
Max Halford welcomed everyone to the 2019 Devon LOC AGM. Jonathan Drew was elected to Chair the AGM <b>Proposer: Daniel Tabb</b> <b>Seconder: Eiohn Hayes</b> <b>All agreed by those present with no abstentions</b>
<b>Apologies for absence and Minutes of the last meeting</b>
Jonathan Drew also welcomed everyone to the AGM Apologies for absence listed above No comments were received on the minutes of the 2018 AGM – therefore the minutes were taken as an accurate representation of the meeting
<b>Appointment of Scrutineers</b>
Jonathan Drew appointed Deborah Bill and Nicki Pullen as Scrutineers for the night for the Devon LOC AGM elections. Votes made on the night were collected at this point by the scrutineers and votes counted along with postal votes.
<b>Chairman's Report</b>
Jonathan Drew introduced Max Halford for the Chairman's Report:  All information in the LOC Annual Report 2018/19  Firstly, I'd like to welcome everyone to the AGM, thank you for coming along tonight to support the LOC and hear about the work we have done across Devon in 2018-2019. I am going to spend a few minutes giving you an overview of the Annual Report, supported by some slides to hopefully give an overview of the broad scope of work the committee and its support team have undertaken.  I think it is important to reference what the LOC does and who we represent and the slide also briefly shows what a week in the life of the LOC is like!  The function of the LOC is firstly and primarily to support practitioners and contractors around Devon. However, our work has come increasingly complex as we deal with an ever changing NHS and the following brief presentation I hope will explain the direction of travel

of the NHS at the present time.

I would like to refer to the Minor Eye Conditions scheme which was launched in Plymouth in October 2018. For those of you who have dutifully attended Devon LOC AGM's over the past years, you will recall the constant promises and expectations around this service that we have spoken about on numerous occasions. Therefore, the launch of this service, although a long time coming, has been a huge success story for us. It is a reflection of the huge amount of hard work that a small team have put in over many years that this scheme has now launched so successfully. Some headline figure to share on this service- we have now seen over 2500 patients under the Minor eye conditions service and are presently retaining, i.e. keeping out of secondary care over 75% of these patients. This is a huge success and has free up vital capacity both within Urgent care at Derriford and local GP surgeries.

Whilst we are on the subject of GPs' without a doubt, primary care networks groups- PCN's in NHS speak- of GP Practices, banded together to service communities of between 30k – 50k will be the future and Devon LOC have already started planning how we can integrate community eye care into this model. The challenge ahead for us will be how do we communicate and involve ourselves with the 49PCN's across Devon and the PN's which will lie on the border with Cornwall. However we must seize this opportunity for community based care and ensure eyecare is delivered where patients want it by safe, accredited eye care practitioners

Looking back and reflecting in more detail on last year, we have continued to provide the Glaucoma monitoring service in Plymouth, alongside our Minor Eye Conditions and Cataract Follow Up service. Across the wider Devon area we have continued to support and grow the IOP Referral Refinement scheme. For the practitioners involved in these services, this has meant they can look after these patients to the highest standard of care and on many occasions has avoided an unnecessary visit to secondary care. As you can see from the attached slide the numbers seen within the service have continued to grow. It is a reflection of its success that the REI in Plymouth have continued to release patients onto this service knowing that they are in safe and capable hands. A huge debt of thanks is owed to a previous Chair Peter Noakes who did so much work to launch this scheme many years ago.

We have engaged with all the acute hospitals across Devon to try and encourage them of the value of using primary eye care services to relieve the burden on secondary care. I am pleased to report that we have now reached a stage where we have undertaken a scoping exercise across all the practices in North Devon with the hope of soon being able to bring Glaucoma Monitoring and Cataract services out into the community. Those of us who have been around for a few years will know that North Devon was always considered to be the poor cousin of the Devon LOC world and it is very pleasing to see this positive step forward. The RD&E Hospital continues to have huge problems in providing timely follow up appointments for their glaucoma patients and we are working to help them recognise that our community services would be hugely advantageous to them. The chance of communication is always open to these acute hospitals and I do hope that through the

course of the year to have some positive news in regards to the RD&E.

Torbay is, and always has been, a huge challenge and although we have attempted on many occasions to engage them, I am disappointed to report, yet again, that we have hit a brick wall. Hopefully the merger of New Devon CCG and Torbay CCG will result in a change in attitude and I would like to think that we can move on in this area and give patients the opportunity to be cared for in a community opticians.

During 2018 our community opticians lead DRS, continued to flourish. During this time we saw over 6000 patients where cared for by accredited local practitioners with a patient satisfaction score of over 98%. We disappointed when EMIS managed to lose the contract with NHSE for DRS and therefore as the subcontractor PED lost this work. We did engage with Health intelligence the winning bidder for the service but from day one were informed that they did not want to use a LOC/Primary Eyecare model and would prefer to deal direct with local venues – however this does include a number of local community opticians which is positive.

We are, at our core, a vehicle to drive communication between NHS England and local contractors and practitioners. We are rightfully proud of the excellent relationship we have with NHS England in the South West. We continue to support and liaise with them and Devon LOC has been at the forefront of the creation of a new LOC Liaison group which encompasses Cornwall, Devon, Somerset and Avon LOCs in order that we can help and lead the eye care agenda going forwards. We have attended practice contract monitoring visits with colleagues from NHSE to support local contractors and we believe that this will become more important as the Post Payment verification visits ramp up in the coming months.

Daniel Tabb sits on the Performance Advisory Group (PAG) & occasionally on the Performers List Decision Panel (PLDP)

The LOC continues to provide top class continuing education. Our study day at Buckfast Abbey is always a popular event attracting top class speakers and we are committed to providing and supporting as much CET as possible across the region. Our next Study Day will be on the 8th November at Exeter Race Course and I would suggest you pencil this into your diaries. We will at this CET event be discussing amongst other things Healthy Living Opticians and this is something that we will be meeting with Public Health in Devon to discuss as it has huge opportunities for the welfare for our patients across the county. We continue to issue codes and support practitioners achieving WOPEC accreditation.

Hopefully many of you will have attended one of the four Devon LOC regional events that we ran in October of last year. These were attended by over 130 optometrists and opticians and was a great opportunity for dialogue between them and NHS England. Of course there was a chance to network with colleagues and talk to members of the LOC team.

We were also grateful for our Primary Eyecare Devon colleagues attending to speak about the role they play in the delivery of eye care services across Devon.

Devon LOC has always punched above its weight politically, and we have always looked both inside and outside the county to win influence to get things done.

Our vice chair, Charles Bill, sits on the board of LOCSU, the support body for LOC's across England, and Jonathan Drew, our Business Manager, is Vice-Chair of Healthwatch Torbay. I am now Clinical Lead for ABDO and continue to sit on the NHS board for DRS. Dan Tabb our Treasurer is on the Performance Advisory Group (PAG) & occasionally on the Performers List Decision Panel (PLDP) group which advises the local .... On health care issues.

All of us bring insight and experience from our other positions to the Devon LOC and we believe this adds value to eye care services in Devon as a whole.

Reflecting on our original three year strategic plan, which expired this year- although we had many successes there are certainly elements where we could have done better and we know this.

Therefore, we are presently working on a follow up strategy and a more detailed work plan in order to help expand commission services across Devon. Also high on our list will be the implementation of IT systems across the county and I am sure all practitioners would welcome the opportunity of NHS mail to assist them with referrals.

We will continue to provide as much CET as possible across Devon, and are looking to build upon our relationship with our Plymouth Optometry course. We are focusing on pathway development and as always our engagement with acute services remains high on our list of priorities.

We hope many of you will engage with our new website and will have found our LOC newsletter and more concise fortnightly update more useful in keeping you informed with regard to important information from across our patch. Kate is active upon social media to make sure the eye care message that we are so proud of, is always visible.

As always a huge thank you goes out to the whole committee for the work and support over the last 12 months.

I would like though to extend a special thank you to Mark Bushby who has stepped down from the committee after many years of loyal service. I will personally miss Mark's wise words and support. We wish him all the very best in his retirement.

Vice Chair Charles Bill and Treasurer Dan Tabb give up a huge amount of time to ensure that the executive committee enacts the wishes of the committee and gives strategic insights for us- I am always grateful for their commitment and support.

Finally a big thank you to Jonathan and Kate. They keep the LOC on track from a back room perspective as well as being the front end facing part of the LOC media operation and are always available to help and support.

Jonathan Drew thanked Daniel Tabb for the Treasurers Report

**Treasurers Report – Daniel Tabb**

Daniel Tabb shared the accounts for the 2018/19 financial year (See appendix 1).

Daniel Tabb described the expenditure for 2018/19 with a few questions answered regarding some of the expenditure

Agreement for the adoption of the accounts was proposed by Mark Bushby and Seconded by Jo Holmes. 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
Treasurer	£1329.00

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

Jonathan Drew thanked Daniel Tabb for the Treasurers Report

**AOB – Written Questions**

No formal written questions received, therefore Jonathan Drew formally closed the 2017 Devon LOC AGM

**Results for Election for new LOC Committee Members**

All votes on the night of the AGM and postal/ proxy votes were counted by the Returning Officer and Scrutineers. The new/ existing 5 committee members are:

1. Steve McCluskey
2. Luisa Simo
3. Samantha Haithwaite
4. Ian Holten
5. Peter Noakes

**Closing remarks**

Jonathan Drew thanked everyone for attending the 2019 AGM and closed the meeting

**Primary Eyecare Devon Ltd**

Charles Bill (Director) gave a brief presentation regarding the work of Primary Eyecare Devon Ltd

**Date of next Devon LOC AGM**

May 2017 (Date to be confirmed)

Appendix 1:

## **Treasurer's Report 2018-2019**

### **Accounts**

The LOC has received a reduced income from the NHS Statutory Levy again this year as we have continued to keep the levy at its least amount whilst maintaining optimum cash flow.

The loan to Primary Eyecare Devon has been partially repaid with 50% still on account. Now that PED is becoming more self-sufficient, the salary costs for the business manager are being transferred across & will be cross charged for the time allocated for each organisation.

We will continue to keep the levy at its lowest amount whilst maintaining efficiency within the committee and as a result, there is no current need to request any changes to the upper threshold.

### **Honorarium**

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

- Chairman £1,661.00
- Vice-Chairman. £357.00
- Secretary £357.00
- Treasurer £1,329.00

See 2018/19 accounts summary below

**Devon LOC Accounts Summary 2018/19**

<b><u>Current Account - Opening Balance</u></b>	<b>£10,128.98</b>	
NHS Levy		£120,996.77
Study Day		£3,308.20
PED Loan Repayment		£3,750.00
LOCSU Levy	£32,840.27	
Devon LPC rent	£8,371.76	
Salaries	£40,961.17	
Bank charges	£91.55	
NOC	£640.00	
WOPEC	£1,515.95	
Room hire/refreshments	£8,020.22	
Meeting attendance	£20,361.00	
Meeting expenses	£3,532.39	
PED subsidies	£5,265.00	
Honoraria	£3,704.00	
Other expenses	£3,567.30	
<b>Total Income</b>		<b>£128,054.97</b>
<b>Total Expenditure</b>	<b>£128,870.61</b>	
<b><u>Closing Balance</u></b>	<b>£9,313.34</b>	
<b><u>Savings Account - Opening Balance</u></b>	<b>£27,782.39</b>	
Interest		£39.06
<b><u>Closing Balance</u></b>	<b>£27,821.45</b>	