

**AVON LOC MEETING**  
**Minutes**  
**Monday 4<sup>th</sup> February 2019**  
**The Kensington Arms, Stanley Road, Redland**  
**18.30 for 18.45**

- Present Amar Shah (AS), Lynne Fernandes (LF) Ed Bickerstaffe (EB), Andrew Edwards (AE), Mark Humphrey-Ali (MHA), Jennifer Ogidi (JO), Andrew Pinn (AP).
- Guests - None
- Apologies - Anne-Ita McHugh (AM) (Amy Hughes (AH) on Mat leave) Peter Turner (PT)
- Minutes of last meeting December 2018 - approved

- Declarations of conflicts of interests

LF- has 3 practices, works for NHS England on behalf of LOC.

AE- Owns independent practice in Bath

AS- Owns Keynsham Boots, is business consultant and work with owners around UK. LOCSU Area Representative (South). Trustee for Bath Area Play Project and Butterflies Haven, consultant to the Macular society. Works with RNIB. Works at Bath RUH. Trustee Vision West England (poss)

JH- Works for Boots and FODO board

AM- Director SS, Vice Chair of LHN, Regional Chairperson for the Bristol/Gloucester region for Specsavers. MBA Aston University.

JO - Director Mike Cees Opticians, Piloted Community eye service scheme for SGCCG (now part of the merged Bristol CCG).

AP- Independent Optom, owns practice, Director LOC Company

MP- Director Specsavers Bath

AH – Locum optometrist. PhD student at the University of Bradford, currently in receipt of iPro funding from the College of Optometrists.

EB – Optometrist at an independent practice in Wiltshire, AOP council member. Works for Wiltshire CCG optom led referral management centre.

MHA – DO and owner and manager of Goldsmith and Harvey.

- Matters arising - None
- Actions agreed checklist

**Actions agreed December 2018**

**Actions agreed**

- AP/PT/AE/AS/AE to write a summary for BaNES practitioners, detailing the concerns that have been raised and confirming that this represents practitioners in the area (create in Google Docs so all can contribute). These concerns will then be presented to the CCG at the upcoming meeting.

## **DONE**

- PT to circulate LOCSU summary of NOC. **TO BE CIRCULATED**
- AS will discuss consultancy provision further with Anna. **DONE Anna happy to help.**
- AS will instruct JCL to transfer relevant LOC data and mailing list to AE **DONE**
- AE will look at data and mailing list (with help from AH as needed) to decide whether external help is needed with management of this going forward **On agenda**
- AH will set up email password file in G-Suite **Done**
- PT to email and chase Cath for LOLGM minutes and terms of reference and monitor to make sure special bulletin on record keeping is redacted as agreed. Will send mins within a month of meeting
- AP to email practitioners with next steps to activate Medisoft accounts. **Done by CCG but if anyone has issues get in touch with AP**
- JO to arrange sponsorship for AGM **Done**
- AH to look at venues East of Bristol that may be more convenient for all areas we cover. **Done**
- AH to book venue once agreed. **Done – Bristol and Bath Science Park booked for 7/5/2019**
- AH to plan AGM timeline and actions (as we will be administering this ourselves this year). **Done - Please see attached countdown. Dates for various actions have been added to the shared Gmail calendar and should be visible to all officers.**

1. BaNES update (AS/AE 10 mins) Amar has not been officially told that anyone has signed up to Evolution scheme. SS have done training and head office would like them to sign up. Amar asked if SS would consider not signing up. Tom Rhodes at CCG requested specific issues to be sent to Evolution. AS did so and requested that contracts sent to practices are just for cataracts, as each scheme will need ratifying. This email was acknowledged today after 2 weeks.

Letter sent to practices in Bristol from Evolution saying that if referring a Px we must refer all S Gloucester Px through their pathway. **AP to send an email to all Bristol practitioners to say carry on with your referrals in the usual way, more info on website.**

Fax switch off: RUH have switched off fax machines from 1 Jan 2019. Need an [NHS.net](#) email account to refer and to comply with DSP to obtain an [NHS.net](#) email account All practitioners have been emailed in the Banes area to create a secure email link as an interim solution

2. JCL handover and handling of mailing list and LOC data going forward (AE 10 mins) All info in G-suite AP AE and AS have access to this. AE and AS ensuring everyone registered on website. Will only send out urgent emails, otherwise info / news will be simply put on website. Must subscribe to news alerts to be notified. We now have a good, accurate email list. Need to log into gmail in order to send a mass email. 70-80% coverage estimated.
3. Do we want to ask NHS England region team for their current list of performers/contractors to ensure we have a comprehensive mailing list for the AGM? **No**
4. GDPR/data update (PT/AS, 5 mins) Website now updated to next level of security
5. Bristol cataract follow-up and next accreditation event (AP, 10 mins) 9 on waiting list, 6 from N Somerset practice. **AP to set a date when numbers sufficient**
6. Bristol glaucoma /NS repeat measures update (PT, 5 mins) Not discussed as PT not present
7. AGM (JO/AS 10 mins, see attached countdown and re-election schedule.  
Altcor are sponsoring £200 - they would like a 10 mins slot on the evening and Newmedica £500  
**AE to send email to all optoms in area to advise them about the AGM and use eventbrite and confirm numbers and include election info and agenda in that email**  
**AS to send election process and agenda to AE**  
**AS to email and request New Medica to provide an Ophthalmologist and interactive CET -**  
**AS to write agenda for evening, include 10 mins for Altcor and New Medica and read chair report**  
**AP - treasurers report**
8. MECs update (JH 5 mins) Nothing to report

9. NHS England liaison group meeting with PT and AS Work will be done on investigating record keeping and national guidance will be sent out. NHS England to split into SWS and SWN. We will be SWN
10. BNSSG meeting and strategy AS Andy Newton and Margaret Kemp - what should eyes services look like going forwards and what should be commissioned. Will need to go to procurement. Big meeting tomorrow -AP and AS and Chris Newell to attend. (along with Evolutio and New Medica). They have requested that we forward a questionnaire to all performers on our list. **AP to forwards Qs to JH and once confirmed forward to all on list with an explanatory email.**
11. Low vision meeting in South Glos AS Pocklington Andy Newton and Margaret Kemp present. AS educated about NHS eye exam and enhanced services, and our role as an LOC.
12. AOB (10 mins) **JH send Amy flowers as had baby Ruben Arthur Does anyone have views on enhanced services? - They are patchy. RUH still suggesting Px go to community optoms for post op cat, unfunded.**

## **Actions**

**JH send Amy flowers as had baby Ruben Arthur**

**PT to circulate LOCSU summary of NOC.**

**AP to send an email to all Bristol practitioners to say keep calm and carry on with your referrals in the usual way, more info on website.**

**AP to set a date when numbers sufficient**

**AE to send email to all optoms in area to advise them about the AGM and use eventbrite and confirm numbers and include election info and agenda in that email**

**AS to send election process and agenda to AE**

**AS to email and request New Medica to provide an Ophthalmologist and interactive CET –**

**AE to write agenda for evening, include 10 mins for Altcor and New Medica and read chair report**

**AP - treasurers report**

**AP to forwards Qs to JH and once confirmed forward to all on list with an explanatory email.**

**Next meeting has been booked for Monday 1<sup>st</sup> April 2019.**

