

SOLIHULL LOC MEETING – MONDAY 6th SEPTEMBER 2021
HELD AT THE CROWNE PLAZA HOTEL, HOMER ROAD, SOLIHULL
AT 6.30P.M.

Present: Spencer Parkes (Chair)
Dan Sanders (Vice Chair)
Hitesh Parmar
Simone Mason

1. APOLOGIES

Cassandra Kendall, Sukhi Drake, Arooj Wahid, Salma Ali

2. DECLARATIONS OF INTEREST

There were no new declarations.

3. MINUTE OF LAST MEETING

The Minutes from 5th July 2021 LOC meeting were agreed by the Committee as a true representation of the meeting. Sukhi to sign a copy at the next meeting.

4. MATTERS ARISING

(5.) SM has been in contact with RA regarding the change of email address as recommended by Richard Rawlinson. SM suggested setting up an email address using the LOCSU platform. SM and RA to investigate.

SM has received further information from RA but would like this to be carried forward to the next meeting.

c.f. ACTION: SM/RA

(Chair's Report) SP talked about recruiting for the LOC outside of Optoms working in regular practices, i.e. from hospitals or other areas of the NHS. SP will contact Mandy Hart with an invitation to attend an LOC meeting.

c.f. in progress: SP

(9. LOC Needs Analysis) From the action plan a PCN letter of engagement template which can be used for making initial contact – SM to share via email.

c.f. ACTION: SM

SM produced an Action Plan for the Committee in order to plan some structure and timescales for actions during the forthcoming year. Item 5 in particular was focussed on with a plan to allocate one Committee member to each PCN. To be ready for the next LOC meeting. Each PCN has a Clinical Lead, name to be found for contact purposes.

c.f. ACTION: SM

Committee 2 line bio and photo for the Newsletter – carried forward – check with RA what she has received so far. (Rachel has put a message on Whatsapp group -she has received 3 so send asap if you haven't already).

ACTION: ALL

(AOB) - Cataract Referral – CK is very frustrated that she cannot get her Glaucoma patients a hospital appointment some of which have not been seen since 2019. She has written to the Hospital asking them to refer patients to HH if they cannot see them but has not received a reply. SP to draft a letter to Parminder – CK to send SP notes

c.f. ACTION: CK/SP

A message to be added to the Website re the SOS What's App Group. SM to ask RA to add. SM also added to AGM survey.

c.f. ACTION: SM/RA

AGM – SP requested each member submit a short blog of what has been happening during the past year for his Chair's speech. Those that have not submitted to do so ASAP.

ACTION: ALL

5. CHAIR'S REPORT

ACTION: SP

SP reported very little activity during the summer holiday period. He will be attending the Regional Forum being held on 7th September.

6. TREASURER'S REPORT

CK stated the balance currently stands at £43,057. One set of expenses claims outstanding. Despite sending multiple emails to The British Legion, CK yet to receive an invoice for the July meeting as as yet haven't paid for the room hire/food.

Action points from last meeting: CK understands from a LOCSU Treasurers meeting, that payments from PCSE to our LOC should be consolidated once home visit organisations are onboarded to e-GOS so no complaint needed.

AGM final payment has been made.

7. ROC ACTIONS

Nothing to report.

8. SERVICES UPDATE/CUES

SM has received the data with the last week and a report will follow once SM has looked at the activity.

ACTION: SM

9. LOC NEEDS ANALYSIS

Everyone to drum up engagement via their 'Buddys' pre-AGM to try and generate better attendance. SD will put a link to register for the AGM onto the SOS What's App Group. LOC

Needs Analysis Action to be discussed at the October LOC Meeting. Cass suggested printing a poster and taking it into buddy practice where possible.

ACTION: SD/ALL

10. PCN Update

Ongoing – SM to prepare a Contacts List for the October LOC meeting so that resources can be allocated.

ACTION: SM

11. REGIONAL FORUM UPDATE

Covered in Chair's Report – Next meeting 7th September.

12. HH Single Point Access-Referrals/Pathways/CUES

Re complaint about their services – DS sent a letter and has received a fairly generic response with no suggestion of a meeting with Andrew Jackman. DS to chase.

ACTION: DS

13. DIABETIC SCREENING UPDATE

CK not in attendance. HP reported that the contract has been extended until October.

14. LOC Website & Communications – What's App Group Chat

Nothing to report – SA/AW not in attendance.

15. AGM Agenda

HP confirmed that everything is booked. There will be 3 CET points available but may be dependent on amount of ATM attendees. SM to put a message out emphasising CET points available/qualifies as interactive – 6.45 for 7.00pm start.

CK is up for re-election as Treasurer. SM to put information about Performers/Contractors on the What's App Group. SM to be co-opted annually.

ACTION: SM

Final payment needs to be paid one month in advance of the meeting. HP to remind the hotel to send the invoice.

ACTION: CK/HP

16. FACE TO FACE MEETINGS

This was discussed and it was decided to have a combination of face to face and zoom meetings.

17. AOB

There was no other business

18. DATE OF NEXT MEETING

AGM – 22nd September 2021 – The Crowne Plaza, Solihull

Zoom – 6th October 2021

1st November – The Limes Hotel – SM to contact the hotel and confirm availability.

ACTION: SM

The meeting closed at 8.15pm. Length of Meeting – one hour 15 minutes.