

SOLIHULL LOC MEETING – MONDAY 6th FEBRUARY 2023

held via Zoom - start time - 6.00P.M.

Present: Spencer Parkes (Chair)
Cassandra Kendall (Treasurer)
Salma Ali (Vice Treasurer)
Sukhi Drake (Secretary)
Simone Mason (Vice Secretary)
Hitesh Parmar (Education Officer)
Brendan O’Doherty (Referrals Officer)
Arooj Wahid (Communications Officer)
Mandy Hart (HES Liaison Officer)
Kazim Haji

Also in attendance representing LOCSU: Nizz Sabir

1. APOLOGIES

Dan Sanders

2. DECLARATIONS OF INTEREST

There were no new declarations.

3. MINUTE OF LAST MEETING

The Minutes from the January meeting were signed off as a true record of the meeting.

4. MATTERS ARISING

Covered in the Actions List attached

5. CHAIR’S REPORT

SP has been in touch with two ICB contacts to try and set up meetings hopefully before the next LOC meeting. Hoping to Zoom chat with both to talk about the new PODs committee (Pharmacists/Optometrists/Dentists) that has been set up. This is a new committee which the PCN are using to tap into for information. SP will ask Parminder and Sarah Watson about the new structure.

ACTION: SP

SP has received some communication from Ian Hadfield re EeRS funding. Ian is happy to submit two applications on behalf of Solihull and Birmingham if our LOC is in agreement. Voted on and carried unanimously. SP to confirm to Ian.

ACTION: SP

6. **TREASURER'S REPORT**

CK reported a balance of £52,888. CK will attend a LOCSU meeting for Treasurers on 8th February which relates to PAYE. Charles Barlow will then look at setting up a regional service to assist with PAYE.

CK/Nizz also reported that the discussion to make payments for committee members the same across the region is ongoing.

7. **Nizz – LOCSU – EeRS update**

Nizz reported that he will be attending a meeting on 8th February for advice around PAYE.

He reported that HEE have been awarded some funding, totalling £631K to be used on ICB funding for IT purposes. The funding is for the whole of the Midlands region.

The EeRS contract will be rolled out as pilot schemes with LOCSU co-ordinating. He stated that a collaborative approach is needed, i.e. a role of EeRS Champion. There is no specification as yet. Nizz has sent questions out to the NHSE Team. More details to follow as it might be a part-time job share and would be suitable for an optometrist or DO.

SP asked about ongoing costs for this project, Nizz said these are yet to be finalised and that he is working with Mohammed (LOCSU OL - IT LEAD). At the moment 3 pilot schemes which are going live working with hospital eye services, are Staffordshire, Shropshire and Derbyshire. Roll out not expected to be for 12-18 months.

8. **ROC Actions** – Nothing to report

9. **PES UPDATE**

Nothing to report.

10. **LOC NEEDS ANALYSIS**

SM talked about how to engage with the PCNs and covered the information sent out at the end of last year. Solihull has 7 PCNs but one surgery is linked in with a Birmingham PCN.

Locality Leads were discussed which are in place in some other LOCs (much like our Practice Buddy system) working on relationships/contacts within the PCN. SP to move this forward with the hope of creating some Locality Leads. The locality leads/buddies need to mimic the PCNs. Simone to look at this at the next face-to-face meeting. Nizz stated that Locality Leads do not necessarily have to be LOC members and added advice on how to integrate/optimize, as well as the need to work with the allied health professionals.

11. **PCN Update**

Covered above

12. **Regional Forum Update**

Nothing to report, the minutes from the December meeting will be circulated shortly. The next meeting is on 7th March. Nizz suggested rotating attendees from the LOC in order to gain experience and see what is discussed at Regional level. SP asked if anyone interested in attending (currently split between himself and DS). Salma volunteered to attend the next meeting along with SP (virtual meeting). SP to forward SA details on how to join the meeting.

ACTION: SP

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

Nothing to report, SP will be speaking to the CCG Commissioners at some point on this topic.

c.f. ACTION: SP/DS

14. REGIONAL CPD MEETING UPDATE

HP to ask at the next meeting on what basis is the money being awarded and if applications can only be made by GOS Optoms – **at the moment no other Providers are able to apply**
HP stated that the next cycle of awards will be in September.

Eyespy update, HP has attended a further 2 meetings where as previously stated, this committee is keen to set up their own Pathway for children focusing around Red Eyes.

15. DIABETIC SCREENING

Issues are ongoing (**see Action Point**). SD attended a meeting where it was confirmed that DNAs are a large part of the problem. Practices are now trying to send out texts in advance of appointments. KH experiencing similar issues and stressed how much time chasing appointment confirmations was taking. Nizz stated that the role of the LOC is to collate the information to take to the ROC as a duty of care.

16. LOC WEBSITE & COMMUNICATIONS

Nothing to report

17. AOB

SD/SP reported on someone new to the area asking if they can attend the LOC meetings. This was discussed and agreed that they would have to submit a formal application at the next AGM but it was suggested that they be invited to attend a meeting as an Observer in the first instance. The person in question is a DO who would have to be co-opted onto the Committee, unless they are a contractor.

CK suggested that it would be a good idea to get another signatory on the LOC bank account. SP suggested that Salma Ali be nominated as she is now Vice Treasurer. SD seconded this. The committee voted and it was agreed unanimously for this go ahead. CK will present the paperwork at the next face to face meeting and will need a signed copy of these minutes to take to the bank.

ACTION: CK/SD

SM to email Osman Siddiq as he has now missed 3 consecutive meeting submitting no apologies requesting that he stand down as a committee member.

ACTION: SM

Salma Ali was congratulated by the Committee for gaining a place on the Leadership Course which runs from March to mid-June.

18. DATE OF NEXT MEETINGS

- 6th March – Virtual
- 3rd April – Crowne Plaza
- 8th May – Virtual
- 5th June – Virtual
- 3rd July – Crowne Plaza
- 4th September – Virtual
- 20th September – AGM – Crowne Plaza
- 2nd October – Crowne Plaza
- 6th November – Virtual
- 4th December – Virtual

The meeting closed at 7.15pm. Length of meeting 1.25 hours

ACTIONS			
No	Item	Lead	Status
06/02/2023			
01	Photo/Bio for website c.f.	SP	In Progress
02	Mailchimp research c.f.	SD	In Progress
03	BMEC situation c.f. – SP to address at the correct meeting forum (speak to Wasim) although less issues have been reported since initial problems flagged.	SP	In Progress
04	HH – Salma to send email with patient problems/experiences to DS/SP	SA/SP/DS	In progress
05	Setting up emails – ask RA if assistance required	ALL who haven't	In progress
06	NOC reports to be added to What's App Group - SP	SP	In progress
07	Kazim to send SP a list of issues with new Diabetic Screening service – Kazim said he would get this to SP prior to the next meeting. SD also to let him know of issues being experienced.	SP/KH/SD	In progress

08	Circulate minutes of Regional Forum Meeting once completed – c.f.	SP	In progress
09	HP one page for review and comments – received ECLO form from MH who has asked for it to be returned as a new member of staff to add and show the form to before being circulated. New team member to be invited to the next LOC Meeting by MH. It was agreed that the form would be circulated on the What's App SOS group approx.. every 6 months once ready to go out.	HP/MH	In progress
10	CK/SD to progress paperwork required for SA to be added as a bank signatory.	CK/SD	In progress
11	SM to email Osman Siddiq	SM	In progress
12	SP will ask Parminder and Sarah Watson about the new structure.	SP	In progress
13	Confirm to IH from Bham LOC to submit application on our behalf	SP	In progress
14	To send SA details and link to Forum on 7/3/23	SP	In progress
15	SM to look at Mimicking the buddy to PCN locations	SM	Next F2F (April)
16	If HP would like to showcase the LOCSU integrated children's pathway to the eyespy meeting – ask Nizz to support. Children's Vision (Paediatrics) - LOCSU Irfan (Chair) from Staffordshire LOC can showcase the service.	HP	In Progress