

## SOLIHULL LOC MEETING – MONDAY 7<sup>th</sup> NOVEMBER 2022

held via Zoom - start time - 6.30P.M.

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

Also In Attendance – Geraldine Carragher – ECLO based at Solihull Hospital  
(Eyecare Liaison Officer)

Nizz Sabir – Optical Lead – LOCSU

Geraldine was introduced and gave a brief talk on what her role involves. It is a non-medical position supported by the RNIB, local council plus other charities to enable support to be offered to anyone affected by sight loss in practical and emotional terms. Geraldine is a first point of contact for people who need help with applying for benefits, medical aids, the ability to maintain independence and other sources of information. **SP asked if MH/GC could supply a form** that could be used to let patients know of this service. MH to bring to the next LOC meeting. Geraldine then left the meeting.

### 1. APOLOGIES

Osman Siddiq, Salma Ali (Vice Treasurer)

### 2. DECLARATIONS OF INTEREST

There were no new declarations.

### 3. MINUTE OF LAST MEETING

The Minutes from the October 2022 LOC meeting were signed off as a true record of the meeting.

### 4. MATTERS ARISING

**Committee two-line bio and photo** – for the website for those who have not yet submitted anything.

c.f. ACTION: SP

SD to look at using Mailchimp

c.f. ACTION: SD

With reference to Sonal Ladd – it was discussed and agreed that she could become a Committee member contracted on as a representative of her Contractor (Scrivens) who have a practice in the Solihull area. CK to contact Sonal.

**c.f. ACTION: CK**

**5. CHAIR'S REPORT**

SP has officially retired since the last meeting and has taken some time off during October. SP attended the NOC with Salma and Brendan and reports will be posted on the What's App group once completed. All who went said it was the best event yet.

**ACTION: SP/AW (Brendan & Simone already posted)**

**6. TREASURER'S REPORT**

CK reported a balance of approx. £44K once expenses have been fully paid.

Re the issue of PAYE, CK has been in contact with Charles Barlow who is keen to get a shared service up and running. CK has obtained a quote from Jerroms but is waiting to hear back from Charles. CK has received an email from Janice Foster (the new CEO of LOCSU) saying that more information will be provided in the New Year.

CK sent out a summary comparing rates with other LOCs, which came back with an average hourly rate of pay between £55-60 per hour. Daily rates were capped at around £300-£400 per day and honorariums paid were discussed. Solihull appear to be below all the average amounts currently being paid so CK will work out a budget going forward taking into account not raising the Levy and bring to the next meeting. It was suggested that it might be a subject to bring up at the next Regional Meeting.

**ACTION: CK**

Nizz said that there needs to be an understanding of payments across the region to try and bring them all into line.

**7. ROC ACTIONS – Nothing to report.**

**8. PES UPDATE**

SM had nothing to report.

**9. LOC NEEDS ANALYSIS**

SM talked through the spreadsheet regarding the LOC Needs Analysis aims for the coming year for the benefit of Nizz which covered such items as the new Microsoft forms which can now be worked through on a mobile phone, using mailchimp, plus change of email addresses for the website and ease of contact/succession planning. SM to check the spreadsheet and champion an item for the next meeting.

**ACTION: SM (shared with Nizz)**

Nizz said that this form could be used as more of a tool to showcase what the LOC does for the community at the next AGM possibly?

**10. PCN Update**

Nothing to report – SP stated now that he has more time available, he would be happy to draw up a plan of action with regard to calling into GP practices to try and get local contacts.

Nizz offered his assistance to SP who will speak with him prior to drawing up a plan of action.

**ACTION: SP**

**11. NOC Update**

Covered above, all attendees to submit their report on the What's App group.

**12. Leadership Applications Closing date 5/12/2022**

Any new applications will need to be accompanied by a letter from the LOC Chair to say why the LOC would benefit. Anyone interested to contact SP in the first instance, the application form is on the Website. SM will issue the link for anyone interested in applying. The course runs from March 23 to mid-June 23 and is quite an intense course. SM and SD recommended it having both completed it.

Simone announced that she has been accepted as a Module Leader (part of a small Team) on the above course and was congratulated by the Committee.

**ACTION: SM**

**13. Regional Forum Update**

Nizz facilitated the last meeting in September, minutes previously circulated by SP. The only news since then is the appointment of Charles Barlow in his new role at LOCSU Board Level. The next meeting is December 6th, SP to facilitate and asked if the meeting could be recorded. Nizz suggested rotating the deputies so all LOC members have an understanding on the forum.

**14. HH Single Point Access-Referrals/Pathways/CUES**

Still no feedback being received from referrals. SP/DS to pick up. Carried forwarded

**c.f. ACTION: SP/DS**

**15. REGIONAL CPD MEETING UPDATE**

HP reported that nothing has changed since last month and that they are still waiting for the new application form to be approved. This should be finalised within the next couple of weeks ready for people to put in their application for a grant. New applications only.

**16. AGM - 2023**

HP reported that the venue has been booked, sponsors arranged (Spectrum Thea) who will issue a list of topics for the Committee to choose a talk. HP will contact the sponsors in the new year for more of an update.

**ACTION: HP**

Other feedback included having tea and coffee available on arrival plus labelling of the food as a few issues were encountered on the evening. The total cost for the event was approximately £800 with 35 attendees. It was discussed and agreed that this was a good turn out and that the same venue should be booked for next year with HP to look for a new sponsor (perhaps just one). No money received from Optegra to date. Their raffle was a good idea. The date agreed for the next AGM is 20<sup>th</sup> September 2023.

**ACTION: HP**

**17. DIABETIC SCREENING**

HP/KH reported on some poor feedback and unhappy patients with regard to the new contract and service being offered in IH.

Nizz said a letter has been prepared for all Contractors and Performers in the area to report back to a single point as a collective rather than sending individual complaints/reports.

**18. LOC WEBSITE & COMMUNICATIONS**

AW has reposted the NOC support link.

SP has received some positive feedback about the LOC website when he was at the NOC.

RA has added all the LOC minutes for last year (missing May and June). SD to resend.

**ACTION: SD**

**19. Hitesh – one pager for review and Comments**

HP will make a couple of amendments then post. Add ECLO info to it.

**ACTION: HP**

**20. CPD – Application to become a GOC Provisional Provider.**

Carried forward

**ACTION: SM**

**21. AOB**

CK raised an issue regarding a Paediatric referral to Solihull hospital and questioned what classes as an 'urgent' Triage. **MH has since posted a response on the What's App Group.**

Nizz reminded the Committee of the dates for the next LOCSU Induction course:

16<sup>th</sup> January 2023

And 2 WOPEC Peer discussions: 06/12/2023 and 07/02/2023 Details will be announced on LOCSU's newsletter and social media.

**22. DATE OF NEXT MEETINGS**

5<sup>th</sup> December – Virtual

9<sup>th</sup> January 2023 – Crowne Plaza

6<sup>th</sup> February – Virtual

6<sup>th</sup> March – Virtual

3<sup>rd</sup> April – Crowne Plaza

8<sup>th</sup> May – Virtual

5<sup>th</sup> June – Virtual

3<sup>rd</sup> July – Crowne Plaza

4<sup>th</sup> September – Virtual

20<sup>th</sup> September – AGM – Crowne Plaza

2<sup>nd</sup> October – Crowne Plaza

6<sup>th</sup> November – Virtual

4<sup>th</sup> December – Virtual

The meeting closed at 7.45pm. Length of meeting one hour 15 minutes

<b>ACTIONS</b>			
<b>No</b>	<b>Item</b>	<b>Lead</b>	<b>Status</b>
<b>03/10/2022</b>			
01	Photo/Bio for website c.f.	SP	In Progress
02	MH to supply form regarding ECLO	MH	In Progress
03	Mailchimp research c.f.	SD	In Progress
04	Invite SL to attend as a representative of her Contractor (Scrivens) c.f.	CK	In Progress
05	BMEC situation c.f. not attended a meeting where it can be brought up.	SP	In Progress
06	Becoming a provisional provider	SM	For Jan
07	HH	SP/DS	In progress
08	AGM – sponsors/CPD provider for next year	HP	In progress
09	Setting up emails – ask RA if assistance required	ALL who haven't	In progress
10	Item from LOC Needs Analysis	SM	In progress
11	PCN – SP to draw up plan of action	SP	In progress
12	NOC reports to be added to What's App Group	SP/AW	In progress
13	Issue Link for Leadership Course before 5/12/22	SM	In progress

14	AGM – HP to contact sponsors in New Year	HP	In progress
15	SD to send May/June minutes to RA	SD	In progress
16	Book Crowne plaza for 2023 dates	SM	In progress