

SOLIHULL LOC MEETING – MONDAY 3rd OCTOBER 2022

held at the Crowne Plaza - Solihull - start time - 6.30P.M.

Present: Spencer Parkes (Chair)
Dan Sanders (Vice 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 (Diabetic Lead)

1. APOLOGIES

Osman Siddiq

2. DECLARATIONS OF INTEREST

There were no new declarations.

3. MINUTE OF LAST MEETING

The Minutes from the September 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

HP working on a one page document for Referrals and has reposted to the What’s App Group and all to review and comment asap.

ACTION: ALL

SD to look at using Mailchimp

c.f. ACTION: SD

5. ELECTION OF COMMITTEE

The current Committee stands at 4 Contractors and 5 Performers with the following members co-opted onto the Committee at this evening's meeting:

Simone Mason – Co-opted as Vice Secretary

Mandy Hart – Co-opted as Committee Member (HES Liaison Officer)

Dan Sanders – Co-opted as Vice Chair

All proposed by CK, seconded by KH, voted on and carried unanimously.

Also up for re-election onto the Committee:

Salma Ali

Arooj Wahid

Proposed by SD, seconded by SM

With reference to Sonal Ladd – it was mentioned that she no longer works in the Solihull area and unlikely to attend any future meetings. SP suggested that she be invited to attend as a representative of her Contractor (Scrivens). CK to send invite.

ACTION: CK

2022-23 (Following the AGM 21/09/2022)

Contractors	Performers	Co-Opted – Annual election
Sukhi (2023)	Cass (2024)	Dan Sanders
Hitesh (2023)	Brendan (2024)	Simone (DO)
Kazim (2024)	Osman (2024)	Mandy (HES)
Spencer (2024)	Arooj (2025)	
	Salma (2025)	

Up for Election in September 2023 will be Sukhi and Hitesh.

It was agreed that Committee members should attend 7 out of 10 meetings per year and if 3 consecutive meetings were missed without a viable reason then that member could be asked to leave the Committee. On Virtual Meetings camera should be on.

6. CHAIR'S REPORT

SP reported on a well-attended AGM and thanked the Committee for all of their help prior to and on the night of the meeting.

SP attended a Regional Forum meeting on 6th September from which he posted a report onto the What's App group.

SP also attended a HWMROC meeting during the month. The minutes have not yet been issued but will be circulated on the What's App group as soon as they are received.

ACTION: SP

Several other meetings were cancelled following the death of Her Majesty the Queen to be rearranged at a future date, one of which is a meeting with the ICS Commissioners, along with the ICS Roadshow which has been rescheduled into November.

Re: EeRS meeting which was cancelled SP heard that a 3 weekly update document was going to be issued but nothing received to date. SP to check. SP to find EeRS Comms and put on the What's App Group.

ACTION: SP

7. **TREASURER'S REPORT**

CK reported a balance of £41,900 approx (after some expenses still to be paid out).

Re the issue of PAYE, NatWest offer a free package if needed but CK hopeful that it will be sorted out at a regional level and currently awaiting further advice.

Re Committee expense rates – this was discussed – CK to look out previously reported rates from the Treasurers' Regional Meeting and post on the What's App group.

ACTION: CK

SP to bring up at the next ROC meeting (due to be held either end of 2022 or early 2023) to compare rates across the region for attending meetings outside of the LOC Committee meetings.

ACTION: SP

8. **ROC ACTIONS** – Nothing to reported

9. **PES UPDATE**

The problem with BMEC referrals being sent back in some instances is a major issue. SP to pick this up for action at the next appropriate meeting.

ACTION: SP

10. **LOC NEEDS ANALYSIS**

Nothing new since the AGM.

Discussed was the fact that Solihull LOC are not currently registered as a provider for CPD. To register costs £45 which would enable the LOC to host their own events such as Peer Discussions and register the meetings for CPD points. **Carried forward from previous meeting. SM to check what is required to become a Provisional Provider – all agreed we should proceed.**

c.f. ACTION: SM

11. **PCN Update**

Nothing to report – see what emerges at the NOC

12. **REGIONAL FORUM UPDATE**

Already submitted – next meeting is early December which SP is due to minute.

13. **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

14. REGIONAL CPD MEETING UPDATE

HP reported that things are moving forward with how to allocate the monies. One third is to be used for CPD for everyone. The application process is still to be set up but should happen soon. Another part of the money is to be used for IP, and other more specific training.

The applications can only be used for new CPD and training courses not for anything already attended and paid for and the individual must work within the patch. It will be for half the money and places have been secured at Coventry HES for IP applications. This should be formalised by November with the second phase for action in 2023.

15. AGM FEEDBACK – including survey

SM reported that only 9 survey replies had been received. There was a discussion about putting together an incentive for feedback ready for the next AGM to encourage more replies.

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 20th September 2023.

ACTION: HP

16. BUDDIES LIST feedback

The Committee talked about who they had tried to contact to invite to the AGM but nothing further to report.

17. SETTING UP EMAILS

SM checked with the Committee who have had varying degrees of success. CK/HP suggested contacting RA as her husband is happy to assist.

18. LOC CONSTITUTION & EXPECTATIONS

Already covered

19. DIABETIC SCREENING

CK received an email from Paul Galsworthy expressing his upset at the end of the current contract.

Two members of the Committee have signed up with the new contract supplier but reported problems with the new system not being ready and concerns that patients will slip through the system. Also unable to access previous patients photos/history. SP stated that this is an issue for debate at the next HWMROC meeting.

20. LOC WEBSITE & COMMUNICATIONS – nothing to report

21. Hitesh – one pager for review and Comments

Covered in Matters Arising feedback required before the next meeting.

22. CPD – Application to become a GOC Provisional Provider.

Carried forward – all agreed we should proceed, SM to check what is required to become a Provisional Provider.

ACTION: SM

23. AOB – MH – ECLO (Eye Clinic Liaison Officer

MH reported that a full-time ECLO has been appointment at Solihull Hospital and has asked if she could come and introduce herself to the Committee. MH suggest that she attend one of the virtual meetings in the first instance and be given a 10 minute slot at the start of the meeting. It was agreed to invite her to the next meeting.

ACTION: MH

24. DATE OF NEXT MEETINGS

7th November - Virtual
5th December – Virtual
9th January 2023 – Crowne Plaza
6th February – Virtual
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 8.30pm. Length of meeting two hours

ACTIONS			
No	Item	Lead	Status
03/10/2022			
01	Photo/Bio for website	SP	In Progress
02	Referral One-pager – all to review and comment	HT/ALL	In Progress
03	Mailchimp research	SD	In Progress

04	Invite SL to attend as a representative of her Contractor (Scrivens)	CK	In Progress
05	Look back at other LOCs committee expense rates	CK/SP	In progress
06	BMEC situation	SP	In Progress
07	Becoming a provisional provider	SM	For Jan
08	HH	SP/DS	In progress
09	AGM – sponsors/CPD provider for next year	HP	In progress
10	Setting up emails – ask RA if assistance required	ALL who haven't	In progress
11	MH to invite Solihull ECLO to a virtual meeting (first 10 mins)	MH	In progress
12	Book the Crowne Plaza for 2023 Face to face meetings	SM	In progress