



## MST LOC Meeting held on 12<sup>th</sup> July 2023

### At the AJ Bell Stadium

Name	5/6	12/7					
<b>Present:</b>							
Kevin Liu - Chairman	√	√					
Michael Leeming - Treasurer	√	√					
Catherine Turnham – Secretary in coming	x	x					
Jessica Man – Secretary outgoing	√	x					
Mohammed Bhuta	√	√					
Tom Crowther	√	√					
Patrick Gunn	√	√					
Mashucul Mannan	x	√					
Andrew McGrail	√	√					
Martin Saunders	x	x					
Nick Wallwork	√	√					
<b>In Attendance:</b>							
Fionnuala Kidd – LOCSU		√					
Sandie McBennett		√					

<b>1</b>	<b>Introduction</b>
	<p>The Chair opening the meeting and welcomed all to the meeting. Apologies were received and accepted from Jess Man and Catherine Turnham.</p>
<b>2</b>	<b>LOCSU – the World of GM and Acronyms</b>
	<p>Fionnuala Kidd gave the following presentation:</p> <ul style="list-style-type: none"> <li>• What is an LOC? A statutory body to represent the GOS Contractors and Performers. Funded by a levy from GOS sight tests and are run aligned to the 2017 LOC Constitution (under review).</li> <li>• The function of the LOC include Liaise, Engage, Respond, Represent, Inform and Provide.</li> <li>• LOCSU was formed by the sector bodies: ABDO, FODO and the AOP with the remit to be responsible for the regional LOCs.</li> <li>• In each region there is a Regional Forum and a quarterly forum when the LOC Chair's meet facilitated by LOCSU.</li> <li>• A National Forum has been formed with representations from each Forum.</li> <li>• LOCSU provides training to new members and leadership role training through Cardiff University.</li> <li>• Where is LOCSU placed in the NHS? A new way of working is to have a joined up care system of primary and secondary care, working together. The recent White Paper outlined collaboration and the long term plan to reduce health inequalities and access to care.</li> <li>• The landscape: GM is made up of Places, for MST, this is Manchester, Salford and Trafford, which then filters down to Neighbourhoods. GPs inside the neighbourhoods own their patient lists in the way that optometry does not. GPs meet in PCNs, grouped together to form a Primary Care Network. Above that, there are ICSs, of which there are 3 ICSs in Greater Manchester.</li> </ul>

	<ul style="list-style-type: none"> <li>• Acronym list received and circulated.</li> <li>• Across the North West, there are 3 ICSs, Cheshire and Merseyside with 5 LOCs, GM with 4 LOCs and Lancs and South Cumbria with 2 LOCs. GM is the only area that works together as a Confederated Group.</li> <li>• What do the changes mean for Optometry? It's about standardised integrated care pathways, e.g. GERS rolling out across GM is a good indication. Seeing patients within primary care to resolution and continuity of care for existing conditions.</li> <li>• Digital Eye Care Hubs are for virtual review clinics and secondary care and high volume surgical hubs – non complicated procedures.</li> <li>• Eers is Opera in the North West – 96% of practices use it for referrals – leading across the UK.</li> <li>• What is happening in GM? <ul style="list-style-type: none"> <li>○ AMD working group</li> <li>○ Glaucoma working group</li> <li>○ Ongoing work with LV</li> <li>○ Homeless work</li> <li>○ Prevention work</li> <li>○ OE</li> <li>○ Funding for workforce resilience; extended services and equitable service delivery across the area.</li> </ul> </li> </ul> <p>The committee discussed the problems faced by domiciliary providers' ability to take up enhances services such as CUES and the LV service.</p> <p>FK suggested Optometry Excellence could include newly qualified/new to the area mentoring, to give insight to referral guidelines and use of Opera.</p>
<b>3</b>	<b>The Way We Work</b>
	<p>Kevin Lui introduced the MST Guiding Principles for discussion:</p> <p>a) Guiding Principles</p> <ul style="list-style-type: none"> <li>• To champion the voice of contractors and performers of MST</li> <li>• Better engage and support contractors and performers in MST</li> <li>• To facilitate eye care excellence and innovation in MST</li> </ul> <p>The committee agreed the principles were appropriate.</p> <p>Patrick Gunn joined the meeting at 1.50 pm</p> <p>b) Roles and Responsibilities</p> <ul style="list-style-type: none"> <li>• Chair Expectation of the Chair role would include:</li> <li>• Reporting back from meetings attended.</li> <li>• To bring the committee along/upskill on the wider Optometry agenda/meetings.</li> <li>• Decisions would be decided by the committee, the Chair would have a casting vote in the event of a split decision.</li> <li>• Treasurer and PAYE Process</li> <li>• Mike Leeming and Mo Bhuta as Treasurer and shadow Treasurer outlined the fee structure for Committee Members: <ul style="list-style-type: none"> <li>○ £80 per hour at regular LOC Meetings</li> <li>○ £80 per hour for other meetings both day or evening</li> <li>○ £500 per day (maximum)</li> <li>○ £810 for 2 days (maximum)</li> <li>○ £250 to attend the LOCSU induction course</li> <li>○ Travel expenses of £0.45 per mile</li> <li>○ All other disbursements should be by agreement and on production of a receipt.</li> </ul> </li> <li>• The LOC Levy was agreed at 0.5%, including LOCSU Levy to be ratified at the AGM.</li> <li>• The LOC held a healthy balance on account which would reduce with fees and expenses for meetings and providing training/CPD for members.</li> <li>• PAYE Process</li> </ul>

	<ul style="list-style-type: none"> <li>○ All LOC Committee Member would be re-imbursed for their time via PAYE provided. Claims would be submitted to the Treasurer by 25<sup>th</sup> of each month. Each claim would be on a separate time sheet for each month. <b>Action: KL would send a reminder email detailing all meetings attended by the current committee.</b></li> <li>○ Attendance at meetings should be followed up with a report of the meeting and placed on the shared drive. <b>Action: FK would share a meeting report template with Committee Members.</b> <b>Action: KL/SMB would share details of the shared Google drive with Committee Members.</b></li> <li>○ Attendance at external meetings should only be when agreed by the LOC as an agreed representative of the LOC to that meeting.</li> <li>• Secretary Jess Man currently held the office of Secretary, she would step down temporarily whilst she took a sabbatical for approximately 6 months from August 2023. In her stead, Catherine Turnbull would be Secretary. Sandie McBennett had been retained as Administrator to complete all meeting, logistics and member administration tasks.</li> <li>• Locality Leads</li> <li>• Additional Roles</li> </ul> <p>c) Attendance of Meetings</p> <ul style="list-style-type: none"> <li>• OPB &amp; Confed KL outlined the meetings to attend: <ul style="list-style-type: none"> <li>○ GM Confederated Meeting (4 LOCs) MO Bhuta had been attending the meeting; 1 representative from the LOC should also attend.</li> </ul> </li> <li>• PCB <ul style="list-style-type: none"> <li>○ Primary Care Board – attendees selected from the Optometry Provider Board.</li> </ul> </li> <li>• PCCC <ul style="list-style-type: none"> <li>○ PCCC Meeting – Primary Care Commissioning Committee Meetings</li> <li>○ Optometry Provider Boards – KL attends with MB. Andrew McGrail would also attend the quarterly meetings.</li> <li>○ Commissioning Meeting – separate meeting for each area. <b>Action: KL would liaise with Becky to find out when each meeting in each area was planned.</b> Patrick Gunn would be backup for the Commissioning meetings. Tom Crowther agreed to attend the Trafford Meeting Nick Wallwork agreed to attend the Salford Meeting Mo Bhuta agreed to attend the Manchester Meeting</li> <li>○ PES and MREH had been attended by KL to date. Andrew McGrail and Mash Mannan would also attend the meeting.</li> </ul> </li> </ul> <p>d) Admin Tasks</p> <p>Follow up:</p> <ul style="list-style-type: none"> <li>• What time availability do committee members have.</li> <li>• Set up working groups</li> <li>• CPD - the LOC had generated its own CPD, it could be another income stream. KL would be willing to coach members to design/write CPD.</li> <li>• Questionnaire to be distributed to membership to gauge interest in CPD topics. <b>Action: ML to send £150 voucher to past LOC members who had stood down, as agreed at the last meeting.</b></li> </ul>
	<b>MST LOC Plans for 2023/24</b>
	<p>a) Objectives</p> <ul style="list-style-type: none"> <li>• Good to ask what do you want from the LOC?</li> <li>• What do you want to be included in CPD?</li> <li>• Engagement stream</li> <li>• Glaucoma training</li> </ul>

	<ul style="list-style-type: none"> <li>CPD - PG to arrange in collaboration with MREH</li> </ul> <p>b) LOC Meetings</p> <p>c) CPD Plan</p>	
5	<b>CPD – 3 Peer Review Cases: Local Enhanced Services in MST</b>	
6	<b>Actions</b>	
	<p>From previous meeting:</p> <p>1 Everyone to continue to keep an eye on new potential committee members</p> <p>2 Nick and Andy will look into venues (aiming 100 people)</p> <p>3 Kevin to look into possible sponsorship from Scope/Thea</p> <p>4 Mike, Mo, Martin to continue looking into merging of the bank accounts- can everyone ensure they have sent all their details to Mike</p> <p><b>Actions From 12.07.23 Meeting</b></p> <p>1 KL would send a reminder email detailing all meetings attended by the current committee.</p> <p>2 FK would share a meeting report template with Committee Members.</p> <p>3 KL/SMB would share details of the shared Google drive with Committee Members.</p> <p>4 KL would liaise with Becky to find out when each meeting in each area was planned.</p> <p>5 ML to send £150 voucher to past LOC members who had stood down, as agreed at the last meeting.</p>	<p>ALL</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>KL</p> <p>FK</p> <p>KL/SMB</p> <p>KL</p> <p>ML</p>