



MST LOC Meeting held on 17th October 2023

Name	5/6	12/7	17/10				
Present:							
Kevin Liu - Chairman	√	√	√				
Michael Leeming - Treasurer	√	√	√				
Catherine Turnham – Secretary in coming	x	x	√				
Jessica Man – Secretary outgoing	√	x	x				
Mohammed Bhuta	√	√	√				
Rochelle Bingham			√				
Tom Crowther	√	√	√				
Patrick Gunn	√	√	√				
Mashucul Mannan	x	√	√				
Andrew McGrail	√	√	√				
Martin Saunders	x	√	x				
Claire Thomas Carter			√				
Nick Wallwork	√	√	√				
In Attendance:							
Fionnuala Kidd – LOCSU		√	x				
Sandie McBennett – Administrator		√	√				

1	Introduction
	The Chair opening the meeting and welcomed all to the meeting. Apologies were received and accepted from Jess Man, and Martin Saunders
2	Declarations of Interest
	No declarations were received.
3	Minutes of the Meeting held on 12th July 2023
	The minutes of the meeting held on 12 th July 2023 were accepted as an accurate record.
4	Action Point Review
5	Chair's Report
	KL gave an overview of his work to date. Optometry Excellence had provided funding from the Optometry Provider Board; the funding would allow the research into work streams that would improve optometry: 1. Health and Wellbeing and Workforce 2. Referrals Improvement 3. Practical Support

	<p>4. Sustainability</p> <p>The budget planning progress is ongoing to enable forward planning.</p> <p>MST could have dedicated versions of Optometry Excellence for MST on behalf of Performers and Contractors in Manchester, Salford and Trafford.</p> <p>Meetings attendance to represent MST LOC was not yet complete, although AMcG had joined the MREH call in October. MREH Meetings would be attended by KL and AMcG representing MST LOC; PG also attends this meeting but from MREH. The meeting would hear feedback from LOC in the Localities of MREH. Quality of referrals continues to be a major theme at the meeting.</p> <p>The GM Confederation meeting is attended by KL, AMcG and MB; this meeting would hear from all areas across the patch. The GM Confed is held 4-5 times per year.</p> <p>A Google Drive would be set up as a document/report depository.</p> <p>KL outlined a shortlist of suggested initiatives to launch from MST:</p> <ul style="list-style-type: none"> - Engagement with Contractors and Performers for example, collating the point of contact for each practice - GPS and Pharmacy, signposting re CUES - CPD planning, co-ordinate with PES and feedback from workforce <ul style="list-style-type: none"> o WOPEC training o Foreign body removal training o IP Upskilling, help IP practitioners meet the potential, check the formulary. o Website update o Health and Wellbeing e.g. Mental Health First Aid <p>Action: Committee members were asked for their expressions of interest in the projects, suggestions, and available capacity.</p> <p>Action: Price up Foreign body Removal Kits</p> <p>RB expressed interest to be involved in the Mental Health projects and engagement with GPs.</p> <p>CT expressed an interest in the I{ upskilling and Gers support.</p> <p>TC noted that GOS would go paperless to eGOS from January. There could be support offered on this.</p> <p>KL suggested in addition that practices might benefit from support in updating QIO.</p> <p>Action: SMcB to circulate the Seability Learning Difficulty flyer to all.</p>
6	Finance Report
	<p>ML reported on the mandate difficulties at both Barclays (STLOC), Santander (ST savings), Lloyds (MLOC) to merge the accounts and amend the mandate with new signatories. Currently there were no two factor authentication in place on any of the account. It was suggested that Barclays and Lloyds should be closed and a new account opened with Unity Trust Bank.</p> <p>Balance at bank in Santander was approximately £42,000, Barclays balance at bank was £29,000, Lloyds balance at bank was £49,000 of which £11k would be paid to LOCSU.</p> <p>Resolved: that the MST Local Optical Committee agreed to open a new bank account with Unity Trust Bank and transfer funds from Santander, Lloyds and Barclays to Unity Trust Bank.</p> <p>ML further reported he had been in touch with PCSE to change the levy to 0.5% which represented the LOCSU payment only and would not build reserves at bank.</p> <p>The Committee agreed that the total funds held at present was high and that financial modelling to plan income and expenditure over the year would be helpful to forecast the levy for the future and reduce the balance at bank, in particular to below £85k (FSCS Bank Protection limit).</p> <p>The transfer of the Treasurer role would move from ML to MB by March 2024.</p> <p>Payroll administration would in future be completed by SMcB with authorisations remaining with the treasurer.</p> <p>All Committee members were requested to submit claims in a timely manner monthly.</p>
7	Secretary Update
8	Website

9	CPD CPD was discussed extensively under Chair's Report. ETR – the way Optom education would change in future through University. This would impact the workforce in future. The proposal is to go live in 2024. Action: KL to approach University of Manchester to hear more about the course. Action: KL to bring the subject to meeting at GM Confed meeting.	
10	NOC KL and CT would attend the National Optical Conference on 13/14 November 2023.	
11	LOCSU MB reported from LOCSU with the following headlines: <ul style="list-style-type: none"> - LOCSU had developed template letters for LOCs to use when corresponding with commissioners and trusts. - Internet fraud/telephone fraud was on the increase, all members were alerted to be vigilant. - Referral issues declined should be raised with Fionnuala Kidd, Optical Lead. - College of Optetrlist guidance had been updated in professional practice. The full report would be circulated to all committee members.	
12	AOB	
13	Date of next meeting Action: SMcB to do doodle poll for a date early in December.	
	ACTIONS	
1	Committee members were asked for their expressions of interest in the projects, suggestions, and available capacity.	ALL
2	Price up Foreign body Removal Kits.	KL
3	SMcB to circulate the Seability Learning Difficulty flyer to all.	SMcB
4	SMcB to do doodle poll for a date early in December (before Confed meeting).	SMcB