

AGM Agenda and Meeting Minutes - 25/03/2019

Time: 19:15-21:00

Date: Monday 25th March 2019

Venue: The Chapel, 48 Chapel Street, London, NW1 5DP

1. Chair's Welcome and Apologies for absence from 2019 AGM
2. Apologies for absence from 2018 AGM
3. Approval of and matters arising from minutes from 2018 AGM
4. Chairman's Report and questions
5. Vice Chairman's report including CET Report and questions
6. Community Enhanced Ophthalmic Services
7. Treasurers Report and questions
8. Adoption of statutory levy for forthcoming financial year
9. Adoption of contribution to LOCSU for the forthcoming financial year
10. Adoption of financial accounts
11. Adoption of reports
12. Election of committee members
13. PKR Optics (email)
14. Any other business
15. Date of next meetings
16. Thanks and close

Chairman Report - Panos Nicolaou

It has been an important year for the committee. This is the first year where we have established the delivery of enhanced services by optometrists within the Tri-Borough of Kensington, Chelsea, Westminster, Hammersmith and Fulham. For now it is only Westminster GP's (Central London CCG) who have commissioned the service from our profession, but we hope and are working towards the delivery of these services spreading across the Tri-Borough.

Enhanced Service delivery by optometrists was held up during 2016, 2017 and the early part of 2018 by the Imperial Trust. They were grappling with IT issues and they were not confident in their clinical oversight of the service. This was a real shame, we had teamed up with them to help them win the bid, but they were struggling to implement it in the way we had agreed. After nearly 3 years we decided to have the conversations necessary for one of the Tri-Borough

CCG's to have the confidence in our profession to deliver the service. What we have now is a service in its infancy but that ultimately makes sense for the general public and the NHS.

It was the Primary Eyecare Company (PEC) that we set up that signed the contract to deliver the service for these enhanced services. Serving the committee in our capacity as its officers and directors of the PEC we have attended monthly meetings on behalf of the PEC; allayed the fears, pushed for take up and dealt with the early teething problems in part suffered as a result of the stop and start inflicted upon us by the CCG. We must remember, in the face of any criticism of the service that, as a profession, we have been left out in the cold for decades. It is perfectly understandable that the service will take time to grow to a point where it is accessed in the numbers hoped for because both GP's and patients have gotten used to hospital supremacy over these kinds of services.

At the same time as getting the service up and running over the last year we have had discussions and meetings on a national level with other Primary Eyecare Companies, LOCSU and LOC's around the country. The consensus reached was that the National Primary Eyecare Company headed up by Dharmesh Patel, was the way forward, delivering a consistent service and good governance across the country. The vision is to have national enhanced ophthalmic services delivered by optometrists, optimal from both the patient and the NHS's point of view, efficient and fit for purpose. To that end our committee voted to novate the contract from our PEC over to the National Primary Eyecare Company, which is delivering services.

All over the country and so now the delivery of our local service is now in the hands of this national company. Dharmesh Patel has done a great job so far with the National Primary Eyecare Company, he has inspired confidence in the CCG and has recently appointed Irinder Khakha as his Clinical Governance Performance Lead who we look forward to meeting and receiving reports from regarding the service in the coming year. Moreover, Dharmesh Patel might attend some LOC meetings in the future.

As such the PEC that our committee set up is no more, it has served its purpose and now the committee will oversee the activities of the national company, support the national company locally and support our contractors and performers. This now gives our committee room to work on expanding the service throughout the Tri-borough and to perhaps look at other initiatives. We encourage our performers and

contractors to come forward with their suggestions for further engagement with the NHS in other areas. We look forward to welcoming new committee members who are enthusiastic and wish to get involved in our activities.

As far as the National Primary Eyecare Company is concerned it is very early days. Interestingly for everyone involved, the challenges of delivering the service in London are coming into sharp relief. It seems that our patients behave very differently to those of our peers in other parts of the country. For example our patients will often access services not only where they live and work but also where they have a second home!

This year has also seen changes in LOCSU. The organisation carried out a consultation with a view to making itself more accessible and relevant. This has resulted in a tidy rebrand and new website that is more accessible and generally much better than before. Alan Tinger was retired and Mike Fegan appointed as Chair. Without Richard Whittington, who has been in his post a little over one year, we would not have got the service over the line. Having said that, credit must also go to Sam Schweiki and John Hopcroft who have both contributed to getting us where we are today. Sam has carried out his duties as the outgoing Clinical Governance Performance Lead with rigour and has also passionately pursued a CET programme which proved invaluable in helping several local practitioners fulfil their CET requirement for the last 3 year cycle. Elisa has settled into her role as secretary well, keeping us organised and facilitating communication to our meeting attendees, members and our contact list. Mike has also contributed to our effectiveness by supporting all of us, ensuring that we meet our deadlines and running a tight ship.

Finally I would like to take this opportunity to thank the committee and everyone involved for their support and contribution over the last year.

Extras discussed:

There have been some issues in communication between shop floor staff and patients which led to complaints from GPs about our service. That's why it needs to improve. For this reason, Thursday meetings will have options and shop floor staff to be all trained on the same topic in order for all of us to be on the same page and avoid future complains.

What we are hoping for 2019: the service will run smoothly and efficiently. In the last months, we grew from 3 to 70 presentations. CCG is not looking to re-commission the service. The gave notice to the Imperial Trust. Try and work as a committee and to try to expand the service into other areas.

Vice Chairman/CET Report - Azzam Shweiki

The past year 2018/2019 has been an exciting year. We started delivering enhanced services in the Westminster (CLCCG) area. It's been a slow start but we are going in the correct direction. The service delivery is open to all the practices in the Tri-Borough as long the patient is from a Westminster GP surgery. Primary Eye care London has joined the national company with Dharmesh Patel being the operation lead. Thanks for the hard work of the PETL directors and the LOCSU support.

NOC November outcome was that the change in the sector is imminent and we should embrace it. For this reason, LOCSU is taking the lead in that. Optical lead also sent out emails with advertisement on this.

CET events been successful and attendance increased. We have managed to deliver 8 lectures since last AGM and award over 230 attendees with the relevant CET credits. Top lectures were: Oculoplastics, Abnormal OD and VF, F&F and retinal Degeneration, Assessment and Management of Oculoplastics, Glaucoma, BV and ocular motility, Abnormal ODs& Paediatrics and final lecture was Regina and Neuro Emergencies. Lectures will be always held at the Western Eye Hospital.

The aim it to be able to deliver between 6-8 lectures a year as we seem to have a good average of attendees (currently around 30). Topics we are working on are:

- Macular & Retina OCT
- Thyroid Eye Disease
- Diabetic Retinopathy BRAVO & CRVO
- BV Practical
- Red Eye
- Cataract Referral Refinement

And ultimately to be able to deliver a Workshop in an OSCE style with an in-house group discussion.

Our future vision is to engage with other local professionals GPs and Pharmacy. We need to work on a strategy for working with them. We also need to engage with more local Locum Optoms.

AOB: The post cataract assessment has been given to Optegra by the majority of the London CCGs and it will run as one service, for queries and registration you should contact info@primaryeyecare.co.uk

Treasurer Report - Michael Hawkins

Our year end position shows higher than anticipated expenditure, the annual cost of running KCWH&F Local Optical Committee was £29,286.58. With a resultant £8,860.81 shortfall against income of £20,425.77 The most significant was the out of practice claims, due to escalating meetings between the PETL/PECs directors, LOCSU, and the CCG.

The LOCSU Levy is set nationally by LOCSU at 0.5% of the GOS sight test fee. Last year the LOC voted to contribute to LOCSU the levy. At our last AGM, the committee voted to increase the Statutory levy from 0.5% to 1%. The current cycle is £8,570.00. There is a final payment of £2,370.00, that has been withheld to post AGM.

The increase of the Statutory Levy to 1% commenced with September '18 payment. Total Levy income £16,276.73 (Feb 2019 payment arrived in March, therefore too late to include as income - however £1,599.33 appears on the Balance Sheet as an asset).

This LOC has financially supported the hard work that the PETL/PECs board of directors have achieved, with the pathways they had created over the last two years. Only to have the LOC ltd company cease trading, and the running of the MECS Scheme pass to the National PECS. The PECs company was due a cash injection of £10,000.00 to fund its initial operational expenses. This money the PECs co. never received. Delayed by personnel changes within the CCG. The National PECS received the financial support intended for this LOCs PEC. The National PECS agreed to reimburse this LOC £4,190.00. Whilst this payment covered Panos and Azzam resultant claims, but not John Hopcroft's time and expertise. John had not claimed for the eighteen months from the earlier proposed launch-

date. However John was Chairman of PECs, with claims amounting to £1,550.00. It was necessary to value John's commitment to this LOC/PEC. The payment forms part of 'Out of Practice' expenditure. The £4,190.00 payment is well short of £10,000.00 that this venture has cost over the last two years.

Our Lay secretary: Elisa De Rossi is remunerated at £200.00 per month + expenses - see attached Profit & Loss Financial sheet.

WOPEC Accreditation: This committee agreed to fund this exercise to facilitate the PETL Company. The cost of hosting 2018 WOPEC event was £1547.95. This LOC had agreed to fund Optometrists who are new to a participating practice and need Accreditation. When a local event is offered the candidate can claim the fee of £150.00. Only stipulation is that the Optometrist can only apply having served six months with their contractor, to-date one candidate has applied. This has been included in £1697.95 figure.

NOC Candidates: The Chairman is granted free attendance to the two day event plus out of practice expenses. If another LOC committee member attend then LOC will pay their attendance fees and out of practice expenses - this has always been the case. 2018/19 Both Chairman and Vice Chairman, attended.

Annual Subsistence payments for KCWH&F LOC meeting attendance 2018/19 amounted to £1,650.00. To qualify for these payments this LOC stipulates that a committee member attends three meetings, or more. I have included these payments as part of the 'Out of Practice' Expenditure seen in the Profit and Loss Account.

Room Hire and Food expenditure is down, we held six meetings in the past year. We now include a menu service instead of the buffet menu. We also provide subsistence at CET events.

Our current account at year end shows a balance of **£12,820.16**. It is mindful to consider that next years Budget has to be viewed as provisional, will will have had a full cycle of 1% Levy receipts, income will increase, should this LOC decide to limit or withdraw its support to LOCSU our reserves would surely increase. National PEC meetings cost of officers (AS) attendance covered by The National Company. not LOC. This LOC is liable for all the Chairman's out of Practice claims. The Honorarium Payments are based on this LOC Out of Practice' day rate of £250.00 pd.

£6,000.00 that was loaned to the PEC was repaid to this LOC 05-Dec-2018. It is not listed as income as it was an asset.

Budget 2019 (See attached sheet)

To fund this budget you will need to consider the pros and cons of increasing the Statutory levy from 1%. It should be noted we are a non-profit making organisation. However, it is not unreasonable to have reserves of 2/3 of our annual expenditure.

The committee discussed and voted on the following:

a) Honoraria has been approved to reflect the hard work the committee put in. All in favour.

b) LOCSU Levy is currently 0.5% - Options:

- Remain at 0.5% = full-support
- Reduce to 0.25% = partial-support
- Payment Holiday = nil - support

Decision: when budget gets below 10,000 it will come up on the agenda to raise the levy or consider other options. In order to keep a realistic track of the budget, all expenses must be submitted monthly. All in favour.

c) Daily out of office rate: £250.00 per day /£125.00 half day.

Practice payment: Only paid should this LOC require a clinical setting for WOPEC Accreditation Event. £500.00 per day/ £250.00 half day. All in favour.

d) CET CET Organiser = £250.00 per event (per day) with £70 refreshments + Annual GOC CET Registration - Limit to Three - Committee to decide on the programme before setting an event up. Everyone voted unanimously for Azzam Shweiki to continue.

e) Vote to retain Lesley Marshall as our committee's auditor - fee £800.00* *Fee includes VAT. All in favour.

Election of 2019 committee members (officers have done one out of three years of their cycle):

- Panos Nicolau (Chairman)
- Azzam Schweiki (Vice Chairman)
- Michael Hawkins (Treasurer)

- Bozena Trylska
- David Hall
- Said Aghabozorg
- Jayshree Vasani
- Shafquet Mohamed
- Sheena Patel
- Fazlin Jetha
- Zorha Salim
- Vesna Drazic
- Zahra Jessa
- Praful Shah
- Elisa De Rossi (Secretary)

Committee members were reminded that a total of three missed meetings means that the committee member will be taken off from the committee.

Date of next meetings:

- Monday 29/04/2019
- Monday 24/06/2019
- Monday 09/09/2019
- December 02/12/2019