



## LIVERPOOL LOC MEETING

### Minutes

**29/02/2024, 6.30pm – Face to Face at Zaffran**

<b>Attendance:</b>	Melanie Lutas Abbas Hussain Natalie Sharp Andrew Preston Rachael Parker Fionnuala Kidd	Chair Treasurer Secretary Committee member Committee member LOCSU
<b>Apologies:</b>	Keith Williams Emma Bennett	
<b>Guests:</b>	Paul Newell	Sefton LOC Chair
<b>Minute Taker:</b>	Natalie Sharp	
<b>Notes:</b>	<b>Item</b>	
<b>1.</b>	Last LOC minutes from 23/11/2023 accepted.	
<b>2.</b>	Chair's report- Children's pathway to be set up for those who fail school screening. WOPEC module to do for it. Alder Hey in process of filling job/seasonal work. Current Alder Hey referral criteria is via email but going forward will be set up on Opera via children's pathway. Some cystic fibrosis patients under 6yo have been sent to community for tests but they have now been asked to keep in house unless a pathway is set up. Craniofacial patients- nothing further heard from this yet- Mel to follow up.	

3.	Chair's report- Met with David and Kunal from St Paul's regarding the next CPD event most likely April/May. Topic most likely to be urgency of referrals set up as peer review session with each table having a hospital optom. Ian Cunningham may run CPD on paediatrics. J&J mentioned as possible sponsor for the AGM or CPD event.
4.	Chair's report- Attended February meeting of the local medical committee (LMC). Mel to do a lecture on NHS and shared care schemes at a future meeting. LMC have 5 new electees to start so will meet soon.
5.	Secretary report- Website has been further updated, still more to do. We are now trying to keep things up to date such as the date of the next meeting. Suggestion of 'meet the committee' as a possible update. Some information was found hidden in folders within the website which was not accessed for years such as several people who wanted to join our mailing list- they have now been contacted. Also we have removed the password protected area of the website to help with accessibility as several practitioners asked for a password but they were never replied to so could not get the information.
6.	Secretary report- A workplace survey was sent out to all those on the mailing list. A good response of 23 with a good representation of practitioners. Around a third of people were considering extra qualifications in 2024 and several people suggested Goldmann and foreign body removal for additional training. Fionnuala said Central Mersey received around 20 responses.
7.	Treasurer report- Bank access now all sorted. We have resolved the issue of the cheques being rejected which was down to a previous committee member receiving authorization text messages from the bank but only authorizing their own personal payments.
8.	Treasurer report- Payment to LOCSU next week now totals ~£18,000 as was meant to be paid yearly but has not been paid since 2022. Will pay quarterly going forward. LOC levy increase discussed, ideally keep 6-9 months payments in reserve. We have limited data currently as LOC now more active so we ideally we would like 1 year+ worth of data on expenditure etc. With good reserves available we will keep levy the same for now.
9.	Treasurer report- PAYE is on the way for all committee members via LocumKit. Members will declare to LOC how many hours worked and keep a total of meeting attended.
10.	EeRS meetings- interviewed GP's and optometrists for feedback on Opera. One point back was that feedback asking for visual fields etc should be paid for. Also that there is a need for better feedback to community. Pilot for new advisor

	platform- ICB level going to use it. ERS leads Georgina and Sarah have people contacting them to see how to get onto Opera mainly paperwork available through Quality in Optometry (QIO) ask for support with completing this. A video to support this should be available.
<b>11.</b>	Opera issues- recently some practices have had post Cat patients sent through delayed as the lists are checked regularly but patients appeared later. Medisoft pins email sent to Andrew at St Paul's but no reply, Medisoft can link to Opera now so may not require double entry in future. Need clarity on when being paid LUFT post cat payments. Opera attachments sometimes are not uploading correctly. Learning disability pathway it would be better if patient was pre-booked in for the pathway sometimes a patient is already in the room when realise they should be on the pathway.
<b>12.</b>	Glaucoma Repeat Readings (GRR) surveys need to ask patients and provide the mobile number only 31 done in the past quarter. Also for learning disability pathway the PROMS responses were very low with only 4 out of 118.
<b>13.</b>	Needs analysis review by Fionnuala. Strategy to build on, lots of positives, we have all officers. Succession planning and sharing of tasks in progress. Need for an acronym buster to help, especially new members. Emma joining but we need 2-3 more committee members and further engagement but LOC now more active.
<b>14.</b>	Interpreting service (spoken word and BSL)- Paul Carberry has sent out the latest details of the single provider for interpreting services across Cheshire and Merseyside ICB which is Language Line Solutions. We will resend this out to community.
<b>15.</b>	FUTURE DATES: CPD mid/end of April, AGM June, next LOC meeting September, dates TBC.

### Action Log

Action no.	Date	Item	Lead	Status
1	29/02/24	<b>Follow up on craniofacial patients with Alder Hey</b>	<b>Melanie</b>	
2	29/02/24	<b>Website updates- 'meet the committee' to be discussed. Update main contact to secretary email.</b>	<b>Natalie</b>	

3	29/02/24	Update website with learning disability pathway and information on Opera children's pathway once available to us	Natalie	
4	29/02/24	Update website with interpreting services and send out information to community	Natalie	
5	29/02/24	PAYE to be set up for committee members	Abbas	
6	29/02/24	Chase Rebecca about clarity of payment for St Paul's Post Cats	Melanie	
7	29/02/24	Next LOC meeting date TBC	Melanie	
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