

**AGM**

**23 May 2024**

**615pm – 915pm**

**The Bear Hotel, Devizes**

Recorded by

Carolyn Hudd, Secretary

**Committee Attendance:**

Colin Gault, Martin Bull, Carolyn Hudd, Jamie Bowden, Alvaro Borges (LOCSU), Rob Hopwood, Tom Mogford

Apologies: Vic Unsworth, Maddy hocking,

**Chair’s Welcome**

Colin, Gault, Chair of LOC began the AGM by welcoming the attendees to the meeting and thanked them for their attendance. Attendees were asked to leave their name and GOC number on the feedback form to insure CPD points would be collected,

**Minutes of the previous AGM**

Colin recapped the minutes of the last AGM. These were approved.

**Chairs Report**

Prepare to be inspired as we present the highlights of our committee’s endeavours during the past year and unveil exciting plans for the future at our upcoming AGM. But that’s not all – mark your calendars for an enriching CPD event happening alongside the AGM, where you can earn valuable CPD points while connecting with fellow optometry professionals. Now I have your attention, please read on for more information.

After our 2023 AGM in May, I was re-elected as Chair of the committee for a fifth consecutive year. Rob Hopwood continues as our vice chair, and Martin Bull retains his position as Treasurer. Carolyn Hudd remains as our secretary, playing a crucial role in managing emails, recording meeting minutes, and ensuring the smooth organisation of our planned events.

Over the past year, following consultations with LOCSU (LOC Support Unit) and HMRC, the committee transitioned to receiving PAYE payments. This change was implemented nationwide to mitigate tax fraud risks for all Local Optical Committees (LOCs). As a statutory body established alongside the founding of the NHS, the LOC operates thanks to a small fee (levy) collected from every NHS sight test conducted within BSW (Banes, Swindon, and Wiltshire). Currently, this fee stands at 0.75%, with 0.25% allocated to Wiltshire LOC and 0.5% to LOCSU for operational costs. However, adjustments in the NHS England GOS levy payment system have led to changes in the payments received by our LOC. Specifically, payments are now based on the contractor’s head office location rather than the test location, impacting the distribution of fees from domiciliary work, particularly from providers The Outside Clinic, based in Swindon, but testing nationwide. We are actively working with LOCSU, NHS England, and The Outside Clinic to ensure fair distribution of these funds across all LOCs, although challenges persist due to the lack of detailed payment breakdowns from NHS England.

Committee efforts towards modernisation and increased productivity have been spearheaded by Jamie Bowden, our IT lead. Jamie successfully updated our website on LOCSU’s platform and manages our social media presence on X (formally Twitter) (@WiltshireLOC) and Instagram (wiltshireloc). These platforms serve as channels to disseminate information about our committee’s activities and engage younger professionals in our work. Please look us up and give us a follow if you haven’t already. Additionally, Jamie facilitated the setup of Microsoft Office 365 accounts for the entire committee, enhancing collaboration and information sharing among members.

We are currently focused on crafting a vision and mission statement, along with defining our values and a motto. These initiatives aim to provide clarity on our objectives, foster teamwork, and attract new members to contribute to our profession’s advancement at the local level.

We've noticed recently an increase in hospital requests for information on post-cataract surgery refraction results following a GOS eye test. Please do not fill these forms in. This falls outside our GOS eye test contract and necessitates extra resources and time to fulfil. To tackle this issue, we're pushing for the implementation of a properly commissioned post-op cataract service throughout BSW. The Opera platform, managed by Primary Eyecare Services and utilised by several independent cataract providers in our region, facilitates streamlined post-operative assessments and ensures appropriate compensation for our services.

Despite the temporary suspension of post-operative care appointments in secondary care during the pandemic, the lack of a reinstatement plan presents ongoing challenges. We remain steadfast in our advocacy for fair compensation for the additional work demanded by the GOS eye test system. In the past year we have also been engaged with the BSW Integrated Care Board (ICB) and participate in eyecare meetings to address regional eyecare issues.

Our feedback regarding the CUES service led to its extension for an additional six months, with ongoing discussions regarding the terms of the proposed new tender due to begin in October 2024. We are collaborating with Wessex Local Medical committee and Avon and Wiltshire pharmacy committees to advocate for a more integrated approach to patient eye health care, seeking input and support for our initiatives.

Our CPD events, including the recent session in January on colleague wellbeing and an upcoming event in collaboration with RUH ophthalmology, aim to provide valuable learning opportunities for our local colleagues.

**Treasurers Report**

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| Wiltshire LOC Accounts 2023 | | | | |  |  |
| Wiltshire LOC Income and Expenditure 2023 | | |  |  |  |  |
| Statement | Description | Paid In | Paid Out | Balance | LOC Income | |
|  |  |  |  | 17922.32 |  | Outside Clinic Levy |
| 07/02/23 | Carolyn Hudd - Coordinator fees | | £940.00 | 16982.32 | 0.00 |  |
| 13/03/23 | Carolyn Hudd - Coordinator fees | | £270.00 | 16712.32 | 0.00 |  |
| 03/04/23 | Colin Gault - LOC Meeting fees and expenses | | £76.00 | 16906.32 | 0.00 |  |
| 03/04/23 | Colin Gault - Honorarium 2022 | | £800.00 | 15912.32 | 0.00 |  |
| 03/04/23 | Carolyn Hudd - Coordinator fees | | £170.00 | 15742.32 | 0.00 |  |
| 03/04/23 | Rob Hopwood - Meeting Attendence Reimbursement | | £508.50 | 15233.82 | 0.00 |  |
| 03/04/23 | Martin Bull - Honorarium 2022 | | £300.00 | 15442.32 | 0.00 |  |
| 03/04/23 | Martin Bull - Committee meeting attendence | | £60.00 | 15173.82 | 0.00 |  |
| 03/04/23 | Neelam Patel - Committee meeting attendance and GOC registration fee | | £125.00 | 15048.82 | 0.00 |  |
| 03/04/23 | Jamie Bowden - Meeting Attendence Reimbursement | | £387.50 | 14661.32 | 0.00 |  |
| 03/04/23 | Madeline Miles Ogden - Visioncare for Homeless and committee meetings | | £247.00 | 14414.32 | 0.00 |  |
| 03/04/23 | Victoria Unsworth - Committee meeting attendence plus expenses | | £82.00 | 14332.32 | 0.00 |  |
| 17/05/23 | Refund from DVLA | £165.00 |  | 14497.32 | 165.00 |  |
| 19/07/23 | Carolyn Hudd - Coordinator fees | | £370.00 | 14127.32 | 0.00 |  |
| 18/10/23 | HMRC PAYE/NIC |  | £198.00 | 13929.32 | 0.00 |  |
| 01/11/23 | NHS BSW ICB Levy Payment | £2,523.16 |  | 16452.48 | 887.26 | 1635.90 |
| 02/11/23 | Colin Gault - LOC Zoom Meeting fees | | £66.00 | 16386.48 | 0.00 |  |
| 02/11/23 | Rob Hopwood - LOC Zoom Meeting fees | | £88.00 | 16298.48 | 0.00 |  |
| 02/11/23 | J Bowden - LOC Zoom Meeting fees | | £66.00 | 16232.48 | 0.00 |  |
| 02/11/23 | Madeline Miles Ogden - LOC Zoom Meeting fees | | £66.00 | 16166.48 | 0.00 |  |
| 02/11/23 | Victoria Unsworth - LOC Zoom Meeting fees | | £88.00 | 16078.48 | 0.00 |  |
| 02/11/23 | Neelam Patel - LOC Zoom Meeting fees | | £88.00 | 15990.48 | 0.00 |  |
| 06/11/23 | Neelam Patel - GOC Registration | | £45.00 | 15945.48 | 0.00 |  |
| 13/11/23 | HMRC PAYE/NIC |  | £32.80 | 15912.68 | 0.00 |  |
| 16/11/23 | J Bowden - LOC Zoom Meeting fees | | £185.80 | 15726.88 | 0.00 |  |
| 27/11/23 | Madeline Miles Ogden - LOC Engagement lecture | | £49.70 | 15677.18 | 0.00 |  |
| 30.11.23 | NHS BSW ICB Levy Payment | £2,501.45 |  | 18178.63 | 871.12 | 1630.33 |
| 03/12/23 | Martin Bull - Reimbursement for IONOS Website Hosting 42 Months@£12 (July 2020 - December 2023) | | £504.00 | 17674.63 | 0.00 |  |
| 03/12/23 | Martin Bull - Refund of Bear Hotel bill for Committee meeting on 22/11/23 | | £201.60 | 17473.03 | 0.00 |  |
| 27/12/23 | HMRC PAYE/NIC |  | £621.34 | 16851.69 | 0.00 |  |
| 27/12/23 | Jamie Bowden - NOC attendence, Microsoft 365 and Committee meeting attendence | | £658.36 | 16193.33 | 0.00 |  |
| 27/12/23 | Martin Bull - Meeting Attendence Reimbursement | | £110.10 | 16083.23 | 0.00 |  |
| 27/12/23 | Colin Gault - Meeting Attendence Reimbursement | | £102.70 | 15980.53 | 0.00 |  |
| 27/12/23 | Rob Hopwood - Meeting Attendence Reimbursement | | £125.10 | 15855.43 | 0.00 |  |
| 27/12/23 | Madeline Miles Ogden - Meeting Attendence Reimbursement | | £104.30 | 15751.13 | 0.00 |  |
| 27/12/23 | Victoria Unsworth - LOC Zoom Meeting fees | | £129.10 | 15622.03 | 0.00 |  |
| 29/12/23 | NHS BSW ICB Levy Payment | £2,090.40 |  | 17712.43 | 723.68 | 1366.72 |
|  |  |  | £7,865.90 |  |  | 4632.95 |
|  | Closing Balance |  |  | ######## |  |  |
|  | Total Income and Expenditure for LOC for 2022 | £723.68 | £7,865.90 |  |  | LOC Levy is 0.25% |
|  | LOCSU Levy paid from NHS England direct to LOCSU | £52,257.46 |  |  |  | LOCSU Levy is 0.5% |
|  | Levy Collected from Outside Clinic | £4,632.95 |  |  |  |  |
|  | Expenditure summary | Meetings | £1,851.06 |  |  |  |
|  |  | LOC meetings | £1,763.70 |  |  |  |
|  |  | Coordinator | £1,750.00 |  |  |  |
|  |  | GOC Registration | £45.00 |  |  |  |
|  |  | Honorariums | £1,100.00 |  |  |  |
|  |  | HMRC Tax and NI | £852.14 |  |  |  |
|  |  | Website Hosting | £504.00 |  |  |  |
|  |  | Total | £7,865.90 |  |  |  |

|  |  |
| --- | --- |
| LOCSU Levy | |
| January | 1442.71 |
| February | 4239.45 |
| March | 4623.77 |
| April | 4240.46 |
| May | 4705.68 |
| June | 5055.28 |
| July | 4546.42 |
| August | 4608.83 |
| September | 4564.91 |
| October | 5046.23 |
| November | 5002.94 |
| December | 4180.78 |
|  |  |
| Total | 52257.46 |

As mentioned by the Chair, there have been a few new things to account for this year. First, the introduction to the new PAYE rules, the reinstating of the LOC levy to 0.25% and the change of how the levy is distrubted in regards to the Outside Clinic’s fees flowing solely through Wiltshire LOC now. A solution to this is being worked alongside LOCSU and the Outside Clinic.

Martin proposed to keep the current levy in place to maintain the balance and account for further education events. All were in favour.

**Election**

Two members of the committee came to the end of their three year term and therefore had to stand again to maintain their place on the committee. Martin Bull and Tom Mogford were elected for a further three year term unanimously.

**LOCSU Presentation**

Alvaro Borges led a presentation to highlight the effort and support LOCSU give the LOC and therefore the community.

**CPD Presentation – Consultant Ophthalmologist Matthew Wakefield – Post-Operative Complications**

**Nominations**

There were three spaces on the committee this year and two committee members were up for re-election. The only nomination forms received were from those committee members and therefore Neelam Patel and Rob Hopwood were re-elected unopposed.

**LOCSU Update**

In the previous year, LOCSU have been supporting local contractors and performers in the following ways:

3 new pathways, 7 local case studies, 445 extended services, 1116 meetings, 677 CPD points, 8 courses, 8 national consultations.

Most significantly, LOCSU provided a detailed response to GOC’s Cfe potential reform of the Optician’s Act.

The following items are areas of focus for LOCSU within the coming year:

* LOC Payroll
* National LOC Forum
* Increased training and development
* Webinars, podcasts and accessible information and learning
* LOC model constitution engagement and update
* Further development of clinical pathways and services
* Extend the suite of case studies and tailor them to different audiences
* Refresh LOCSu website and LOC’s online
* Active promotion of LOC’s throughout to encourage membership and succession planning.

The biggest challenges for 2023 are as follows:

* Direct Referrals
* Advice & Guidance
* Shift to ICB local/regional commissioning
* Providing eyecare services to meet the populations health needs
* Connectivity
* Glaucoma Minimum Dataset/ Rejected Referrals Audit
* CUES contract renewal
* GOS levy changes
* Glaucoma GER/CCF proposal

Alvaro Borges, LOCSU lead, encouraged all to use the LOCSU website to explore access to learning by many types.

**Peer Review – 810-915pm**

Neelam lead the Peer Review on what makes a good referral which was based on 4 case studies. This had 3 approved CPD points of Optoms and Do’s.