

# HERTFORDSHIRE LOCAL OPTICAL COMMITTEE AGM

Monday 30<sup>th</sup> March 2015

Room 6, Biopark, Welwyn Garden City

## MINUTES

### Present:

Wendy D'E Vallancey (Chair)	Mary Bramley	Minute Secretary: Sally Page
Daniel Harris	Barbie Wheatcroft	
Eileen Gay	Richard Stokes	
James Radley	Kaajal Shah	
Jane Bunker	Sally Cottle	
Dipa Michalik	Richard Knight (LOCSU)	
Parget Thethy	Gill Abbott	

### 1. Apologies for Absence

Apologies were received from Peter Chapman, Sarah Stevenson, Christine Messiter, Heather Parker, Sally Tucker and Tom Armstrong.

### 2. Election of Chair, Officers and committee members

We had an election; nominations were due by 23/2/15. Following this, the committee is:

- Contractors – Wendy, Mary, Daniel, Eileen, Sarah, Heather, James & Richard
- Performers – Sally C, Barbie, Dipa, Jane, Sally T, Christine, Kaajal & Parget

The officers were elected:

- Wendy proposed Daniel as Vice-chair, which was seconded by Sally C and unanimously agreed.
- Daniel proposed Wendy as Chair, which was seconded by Sally C and unanimously agreed.
- Wendy proposed Eileen as Treasurer, which was seconded by Daniel and unanimously agreed.

### 3. Minutes from 2014 AGM

Minutes from the meeting on 31<sup>st</sup> March 2014 were unanimously approved, with the amendment that Jane Bunker was present.

### 4. Matters Arising

- a. 6 Hertfordshire University – there is a Herts Uni CET day in June.
- b. 5 Remuneration – Richard asked whether the new system was working. Wendy explained that it is time consuming and sometimes difficult to log all the work that they do but that it is fairer than the old system and more transparent. There is an element of estimation involved. Daniel added that, if anyone ever challenges what they do, it is all there and can be justified. There are still honoraria for Treasurer and CET workers.

### 5. Honoraria

- Sally T, CET work: Mary has proposed that Sally T should get more than her current £1000 honoraria for the CET work that she does. Wendy spoke to Sally, who said

that she would welcome an increase. Mary proposes doubling it to £2000. Wendy suggested £1000 per meeting, as this would equate to just over 3 days work per meeting, at the daily rate of £300 and the CET work is more than this. It was unanimously agreed to raise it accordingly.

- Eileen, treasurer: Eileen is happy with her current honoraria.
- Mary & Kaajal, CET work: They receive £1000 and consider this fair.
- Wendy and Daniel, Chair & Vice-chair: To continue to be paid at the existing hourly/daily rates:
  - Daily rate (out of practice) £300
  - Half day rate (out of practice) £150
  - Hourly rate (out of practice) £40
  - Hourly evening rate £25

These rates to remain the same and to apply to everyone carrying out work on behalf of the LOC.

Richard from LOCSU noted that the amounts are in line with other LOCs around the Country.

## **6. Chairman's Report**

### **7. Treasurer's Report – Accounts**

Eileen explained that we have too much money and it needs to be reduced. Money has been set aside for the LOC Company already. The Levy needs to be reduced and Eileen proposed a reduction to 0.6% (0.2% for LOC, 0.4% for LOCSU). If there is a need to increase the levy again in the future, we are better able to communicate this now that we have the newsletter.

The accounts were approved.

### **8. Electing auditors**

It was agreed that the current auditors would be re-appointed.

### **9. Any other business**

- a. When committee members attend meetings, please could they send a short summary email about what happened and what was the outcome to keep the committee up to date. There was some discussion over LOC developing a presence in social media but this will be considered in the future.
- b. LOC Company – LOCSU advised not to go ahead with the Company until there is a realistic prospect of a service. The loan from the LOC is around £5000-£6000. Joining with Bedfordshire did not go anywhere.
  - i. Dipa asked whether we could use some of our excess funds to provide a CET training day on Glaucoma Referral Refinement, for example, with accreditation and then we would be in a better position to approach hospitals and say 'look what we can do'. Wendy explained that each hospital has different requirements from Glaucoma Referral Refinement so it would be hard to train people to meet everyone's requirements. LOCSU are working on trying to standardise things like this. It was also felt that a training day like this would disillusion people if they take time off work to do training and then are not able to use their newly acquired skills.
  - ii. Dipa suggested that we could get an Optical Lead from an area that has been successful in getting enhanced services to come and talk to the committee about what they did and how they got it started.
  - iii. Richard Knight explained that LOCSU can help to make it happen. There are approximately 500 services commissioned across the UK out of a potential

2000. One of LOCSU's Optical Leads will speak to everyone involved, starting with us, to ascertain why we are not getting anywhere. Richard added that it is harder in areas like London where people are more transient. In areas where people tend to work and live in the same area, have a strong community and strong 'regional identity' is where things are working best.

The meeting terminated at 9.15pm.