

POSTURE AND MOBILITY GROUP COMMITTEE MEETING 01/10

23rd March 2010

Via teleconference

Participants

Kirsty-Ann Cutler	(KAC)
Craig Egglestone	(CE)
Helen Hislop	(HH)
Dave Long	(DL)
Carolyn Nichols	(CN)
David Porter	(DP)
Nigel Shapcott	(NS) Chair
Clare Wright	(CW)
Minutes: Olwen Ellis	(OE) via teleconference

1. **Apologies:** received from: Jane Chantry (JC), Donna Cowan(DC), James Foy (JF), James Hollington (JH), Jo Jex (JJ), Alison Johnston (AJ), Henry Lumley (HL), Catherine Mathieson (CM) of SPMN,

2. **Minutes of last meeting** were agreed.

3. Matters arising not covered on agenda

5i) Alliances

- **RESNA:** NS asked for confirmation to go ahead with giving free registration at Glasgow International conference to chair of RESNA, Jerry Weisman (JW) in exchange for reciprocal free registration for NS at RESNA conference in Las Vegas, June 26th to 30th 2010. Each to cover own travel and accommodation expenses. Agreed. NS to inform Meeting Makers and JW.

NS

5iii) **BSI:** NS reported that Kim Chaney is working with Bob Appleyard on putting together a new sub-committee.

KIV

9vii) **Videoconferencing:** NS to discuss with JH.

NS

14) **MHRA Medical Device Alerts – posting on PMG website:** JH following up with Alan Lynch

JH

4. Treasurer's report

i) NS reported on recent efforts to find a replacement treasurer when HL stands down on 31st March 2010. Rakesh Shukla (RS) from Croydon Wheelchair Services had responded to the ebuletin Call and HH reported on her discussions with him. RS's line manager, Sarah Vines, had also been in discussions with DC about the level of support to be provided. Committee agreed that RS should be co-opted to take on the role up to AGM, and to go through the democratic process of being nominated onto committee for 2010/11.

OE

HL will undertake handover and he and Barend ter Haar (BtH) will mentor RS.

HL/BtH

ii) Meeting of Finance sub-committee to be arranged as a matter of urgency.

OE

iii) BtH had emailed to enquire whether HL would be continuing in his role as treasurer for the International Conference. DL to contact HL.

DL

iv) NS thanked HL in his absence.

iv) **PMG membership numbers:** OE reported that there were approx 250 current members.

5. Task Group for JD's and other governance docs

i) HH reported that she is focussing on the JD and contract for the PMG Administrator role, with DL working on the JD for Chair of PMG and HL on Treasurer JD. JC had been helping HH with the JD for Vice Chair.

HH/DL/HL
JC

ii) Rules for co-option to committee and sub-committees would follow once all JD's approved.

iii) CN requested input to the administrator JD, as the editor of the PMG journal works so closely with the incumbent. Agreed.

HH/CN

iv) HH was awaiting input from JJ (Education & Training), DP (Research & Development) and HL (Book-keeper) before final draft of administrator JD could be finalised. HH will distribute final draft to all via email for agreement before sending to PMG solicitor and meeting OE to discuss contract.

JJ/DP/HL

HH/OE

6. Chair's Remarks

A. Executive Committee 2010/11

i) OE reported that JC and JH wished to stand for re-election for a further 3 year term.

OE

ii) Clarification sought regarding DP's situation, as nothing in the constitution precludes standing for re-election after a second term on executive committee, although this seems to have been the tradition up to now. Agreed that this needs clarifying in the PMG constitution, and approval sought at AGM. DP will discuss his role with R&D sub-committee in May, and report back to June executive committee. He expressed his willingness to stand for executive committee again after a year's gap. NS thanked DP for his enormous contribution to PMG particularly in setting up the research fund, which has proved such a success.

NS/DL

DP

iii) DL explained how officers of PMG are given an additional term on the executive committee when they stand down from the officer role. OE to inform HL that he will not be required to stand for re-election and has 3 more years on executive committee.

OE

iv) **NTE chair, officer status:** DL to write the case for this, and NS to present to AGM.

DL

B. NHS pressures and the effects on PMG

- i) NS concerned about recent poor turnout for normal executive committee meetings, and suggested that a smaller executive committee might be the way forward. UKRC has a working group which makes decisions in between board meetings, for example. Agreed that there is a danger of a dominant few making key decisions on behalf of PMG if such a system was in place.
- ii) Agreed that meetings need to be shorter, and that sub-committee meetings could be arranged for same day where possible.
- iii) Use of teleconference and video conference to be encouraged.
- iv) CN requested more reports on key issues ahead of meetings where possible, which would help make shorter meetings effective. Agreed
- v) KAC to look into availability of venues in Birmingham area, and OE, HH and NS to co-ordinate meetings in future.

OE

all

NS/OE
KAC/OE/
HH/NS

7. International Conference

- i) DL reported that programme is more or less finalised, only problem being too much material to fit into it!
- ii) Meeting Makers have raised £30K sponsorship, which represents approx £20K in actual money.
- iii) DL to find out about registration process for committee members, and accommodation arrangements.

DL

8. Education and Training sub-committee

- i) NS reported that he had negotiated with David at Meeting Makers that they will handle registrations for 6th June training day at a cost of £5 per delegate.
- ii) OE reported that there are 50 courses booked up, but presenters cannot be confirmed until numbers are higher.

9. NTE sub-committee

- i) KAC reported on recent meeting with Warwick Conferences re NTE 2011 and 2012. She is currently looking through the contract. DL offered to read it through as well.
- ii) Wendy Curtis at Warwick has offered a whole conference package, which would mean they would be conference administrators as well as venue providers. KAC has asked for more details. She will get a quote if arrangement looks viable, and is also getting quote from Meeting Makers to do NTE admin.
- iii) KAC to fix date for first meeting of NTE sub-cttee asap to start work on the 2011 programme, although many ideas will hopefully come through from Glasgow.
- iv) KAC to work with OE and HH to see if possible to coordinate PMG exec and NTE meetings in Warwick in future, as they sometimes offer free rooms.

KAC/DL

KAC

KAC
KAC/OE/
HH

10. R&D sub-committee

- i) DP reported on Jan 15th meeting of the sub-committee at ATCare in London. Pat Sweet of FAST joined the sub-committee for her first meeting. JJ as chair of Education & Training sub-committee has joined R&D, and believes both sub-committees will benefit from this collaboration.
- ii) CW has recently stood down from the sub-committee, and DP formally thanked her for her immense contribution to the work of the group.
- iii) DP reported that there is currently only £4,742 remaining in the research fund, and requested that the executive committee gives approval to top this up to £10K in order to have the potential to offer funding for 2 further projects in 2010. NS felt unable to ask for such a decision to be made by this meeting, without knowing the current financial situation. Agreed that the request should be taken to next Finance sub-committee meeting.

NS/DP/HL/
OE

11. Publications and Marketing sub-committee

- i) Direct Debit for membership subs: Exec of June 2009 had approved the re-instatement of Direct Debit payments to avoid the fluctuation in membership numbers, which are particularly low this year because no NTE. OE reported that BtH has now offered to help with this. Agreed to discuss at next finance sub-committee.
- ii) OE reported that prices of stands at SECC are so high that BtH has advised against PMG, SPMN and BSRM having a presence within the exhibition hall. Suggestion that the 3 sponsors may be able to have a space at the main registration desk instead.
- iii) Decision requested on numbers of Spring journal to be printed. Normally between 500 and 600 are printed, depending on membership numbers. With membership currently at 250 approx, should a normal print run be done, with a membership drive at Glasgow, offering free journal to new members signing up in June. The remainder to be on sale for £3 each? Take to finance sub-committee.

HL/OE/NS

OE/JC

12. Government Relations

- i) HH reported that getting involved at a political level is continuing to be a challenge, and will be even more so when Mark Oaten (MO) stands down at the General Election.
- iii) DL requested a review of PMG's political involvement– was the £2Kpa paid to MO value for money? He also asked if this sub-committee is one thing too many for PMG when everyone is struggling so much with work pressures already. NS thinks the political element is essential, and needs further discussion. Perhaps there will be time in Glasgow for this debate?

NS/HH

13. Website Development sub-committee.

- i) In JH's absence OE presented figures on webcasting.
- ii) No current SIG's numbers because all postings from September 09 to Feb 2010 were deleted with the website.
- ii) JH has put the new website spec out to tender and awaiting responses.

JH

14. BHTA

CE reported on the current Dept for Transport consultation on mobility scooters. CE has posted details on the Transport SIG, and ebuletins will contain the information up to the closing date at end of May. PMG will do a response on behalf of members.

OE
CE

15. NWMF

i) *Meeting held in London 5/3/0.* Morning given over to Donna Carr & Nicola Bell who are project leads on the National Wheelchair Services Advisory Group. Good opportunity for 38 service managers from across England to question the leads on the proposed model. General consensus that proposed model is not applicable in many areas but positive attitude towards renewed DoH focus on wheelchair services.

ii) *National Standards* for Wheelchair Services have been updated and have been approved by EmPower. Whizz Kidz have written their version which will be incorporated into the current document. It is hoped this work will be completed by end of March 2010.

iii) *NWMF website* needs updating and improving. There are 2 options being investigated but cost is the main restrictor.

16. Webcasting

i) NS reported on latest webcasting ideas for Glasgow. Approx outlay on equipment and training of Paul Hewett totals £1,000. HH expressed concern that the viewing figures for webcasts may not justify spending this money.

NS

ii) General agreement that webcasting is potentially a great CPD resource, and the whole project needs proper packaging and marketing. CN reported that videos are already part of CPD for OT's.

17. SIGs

i) CW suggests that a relaunch of SIGs might be appropriate at this time following the loss of so much history when the PMG website was recently deleted.

ii) Announcement of the linking up of Posture Management SIG to Posture 24 (P24) could be made at the same time. DL to ask Calvin about what is happening re P24 link. CW to discuss with JH in terms of new website.

DL
CW/JH

18. AOB

i) **Wheelchair Services Review:** KAC reported that she and HL have been attending meetings of the latest DoH Wheelchair Services Review on behalf of PMG, and referred to recent Press Release about the pilot to be run in 2 English regions. No exact details on where, when and how these pilots will take place. The emerging model is for a national call centre, with feedback on this idea due end of March/early April. KAC to report as things unfold.

KAC

ii) **PMG membership:** OE reported on the difficulty of marketing PMG membership at the moment.

- Agreed that the request from PaM to revisit the issue of book token at Glasgow conference could be presented to finance sub-committee;
- DL to find out about a stand for PMG at Glasgow International Conference, so that new members could be signed up there.

OE

DL

iii) **Meeting venues:** NS hopeful that through his contacts with UKRC, there may be a chance of a free meeting room in London for PMG exec in future.

NS

19. Next meeting

Agreed to meet asap after AGM in Glasgow, either on Monday evening or during Tuesday of conference. This meeting will be for current and new executive committee members.

OE