

**POSTURE AND MOBILITY GROUP EXECUTIVE COMMITTEE,  
MEETING 01/11  
21<sup>st</sup> January 2011, BHTA, London**

**Present**

Kirsty-Ann Cutler	(KAC) <i>teleconference am only</i>
Craig Egglestone	(CE) <i>teleconference am only</i>
James Hollington	<b>Chairing</b> (JH) <i>acting vice-chair</i>
Jo Jex	(JJ)
Alison Johnston	(AJ)
Linda Marks	(LM) <i>external adviser</i>
Carolyn Nichols	(CN)
Nigel Shapcott	(NS) <i>teleconference</i>

**Minutes:** Olwen Ellis (OE)

**Apologies** received from: Jane Chantry (JC), Donna Cowan (DC), James Foy (JF), Dave Long (DL), Henry Lumley (HL), Rakesh Shukla (RS), Clare Wright (CW)

**1. Welcome and introductions:** in CW's absence due to illness, JH chaired the meeting, welcoming LM back to the committee in her new role as External Adviser to PMG. (See also item 8ii below). All present introduced themselves. Agreed there needs to be a job description for the new special adviser role. JH described it briefly as someone to keep the executive to account, and ensure that the aims of PMG are adhered to. LM also brings a wealth of experience to the role and JH thanked her on behalf of the group for accepting. LM felt she could possibly act as devil's advocate at times, when difficult decisions need to be made by the executive

**2. Minutes of previous meeting, 16<sup>th</sup> September 2010** signed off as correct.

**3. NTE Sub-committee report** - KAC highlighted some of the key issues:

**i) Conference secretariat:** OE and Simon Hukku are running the event again.

**ii) Pre-conference training day:** : as decided by previous exec meeting, this extra day will not be running in 2011, with E&T sub-cttee actioned to organise a training day later in the year at a different location.

**iii) Bookings:** KAC reported that 79 stands booked in the exhibition halls for the event. Delegate bookings slow to start, but OE reported that this is quite normal, with a flurry of delegates booking just before early bird deadline. This is 28<sup>th</sup> Feb 2011. AJ fears that many regulars will not get funding this year, with the pct shake-up happening on 31<sup>st</sup> March 2011.

**iv) Free Papers:** KAC reported that submissions for free papers were down in number this year, although the quality of those selected is high. She expressed the sub-cttee's concern that nothing had been forthcoming this time from the PMG funded research studies. Committee recommend to R&D sub-cttee that they stipulate in the offer of a grant that presenting either a free paper or poster at NTE is a requirement. AJ to amend the current standard grant offer letter. **Action AJ**

**v) Posters:** with very few poster presentations this time, and a high number of applications for the Wake-up sessions, the NTE sub-cttee has offered a poster presentation to the unsuccessful Wake-up applicants.

**vi) Sponsorship:** call has just gone out, with an attempt to give a wide range of price options and to be as flexible as possible if ideas come forward from the companies themselves.

**vii) Book token:** £25 token was approved by finance sub-cttee on December 14<sup>th</sup> 2010. CE reported that he has negotiated a 15% cut of all sales at the Warwick University bookshop through the scheme for PMG. He asked if a call for book requests could go in an ebuletin asap, and he will then ask the bookshop staff to order them in for delegates to purchase during NTE. **Action OE and CE**

**4.. Education and Training sub-cttee**

**i)** Agreed that the PMG Education & Training sub-cttee would aim to provide further training opportunities for end Sept/early October 2011. OE to pass on details of the Motivation training course to JJ. **Action JJ and OE**

**ii)** JJ to contact Chris Turner to see if she would be willing to run an Impetus style course again. **JJ**

**iii)** Contact FAST to see about joint-working, and have a clear link from PMG website to their Map of courses.

**iv) Virtual Academy:** NS reported on his work with John Tiernan of Enable Ireland in seeking funding from the EU to set up an accreditation system in a Virtual Academy of Assistive Technology Training. This would be joint funding shared between Ireland and Wales. NS requested involvement from PMG, for example using the webcast presentations as a source of learning. NS hopes to have something to report to NTE in April 2011.

**5. Research & Development sub-cttee**

**i)** AJ reported that the January meeting of the sub-cttee had been cancelled, with decisions on two outline proposals being made through email correspondence instead.

*ii)* Executive Committee requested that no further calls for outline proposals be made until the financial situation for PMG in 2011 was known and a budget set.

*iii)* Approval given for the word Development to be dropped from the sub-cttee title as development grants are never made. It will now be known as PMG Research Committee.

*iv)* The Executive also agreed that co-opted members of a sub-committee can be the chair as long as there is representation on the PMG Executive Committee by another member of the sub-committee. OE to inform Research Committee of both decisions (iii and iv). **Action OE**

## **6. Publications and Marketing sub-cttee**

*i)* CN and OE reported on the production of a PMG promotional postcard which is mainly aimed at attracting community therapists to become members. Approx 12K distributed.

*ii)* Executive Committee concurred that PMG needs a Direct Debit option for membership subs as a matter of urgency. **Action finance sub-cttee**

*iii)* CN reported that Barend ter Haar has requested regular reports to be written by the sub-cttee chairs to keep the membership informed of their activities. Agreed that minutes of meetings could be posted on the website instead with "not yet approved" as a disclaimer until the minutes have been approved at the next sub-cttee meeting. Ebuletins to highlight these. **Action all**

*iv)* **Marketing NTE:** PaM has suggested running targeted adverts in professional journals to inform people of NTE rather than joining PMG. CN to check the Physio and OT journal prices, and will report back to next executive cttee. OE to contact SPMN and P24. The lack of doctor members is particularly concerning. OE to discuss with Sandy Weatherhead and Laura Graham of BSRM. **Actions CN and OE**

*v)* **Journal:** CN reported that the next journal plans to highlight active users. LM pointed out that this could link in with the ageing population and changing demographic. AJ to approach one of her clients who may agree to write on this topic. Other suggestions were – Star College, Dame Hannah school, Hereward College, Spinal Injuries Association, Disability Sports Scotland, Help for Heroes. OE to call for articles in next available February ebuletin. NS to think about a contribution from Wales. Agreed that the Spring 2012 edition should be a Paralympics special issue. **Actions AJ, PaM, OE, NS**

## **7. Finance**

*i)* OE reported that an interim £70K surplus from International Conference has been split in agreed ratios between the host organisations, BSRM, PMG and SPMN.

*ii)* Because there was sufficient surplus guaranteed for PMG, JH reported that the finance sub-cttee were in a position to authorise the £15K approved for website development. Additionally, it was agreed that 5 bursaries could be offered for attendance at NTE at £400 each, totalling £2,000.

*iii)* With final accounts from 2010 conference still not signed off, the executive agreed that no financial decisions could be made at this meeting; for example on the finance sub-cttee's recommendation for £5K to be notionally allocated to the research fund in 2011.

## **8. Afternoon session and quorum**

*i)* With KAC and CE not participating via teleconference and until NS rejoined, the meeting became inquorate.

*ii)* JH raised the issue of voting rights for the External Adviser, which needs to be clarified. LM pointed out that with it being a non-elected post then probably voting rights are not bestowed. Email to go out to exec to gather a consensus view on this. JH will draft a summary of the role of the External Adviser which can be reviewed in a year's time. At this particular meeting, until NS rejoined, it was felt best to deem no quorum.

**Actions OE and JH**

## **9. Website update**

*i)* JH reported that the Glasgow-based website development company Alienation Digital (AD) has been hired to create PMG's new website. He, Paul Hewett (PH), Fiona Walker (FW) - as members of the PMG website sub-cttee – and OE went to Glasgow on 7<sup>th</sup> January to meet the AD team working on the project.

*ii)* JH is hopeful of getting more for the budgeted amount of £15k as this is inclusive of VAT.

*iii)* JH reported that CN and PH will be co-ordinating the link with the P24 forum now that SIGs has been dropped. CN will contact PH to arrange meeting with P24. **Action CN**

*iv)* JH will do a presentation at NTE to introduce the new website. **Action JH**

## **10. Nominations for executive committee**

*i)* It was agreed that a member of PMG who has already served 2 terms of 3 years on the executive committee may, after a break of 1 year, be nominated to stand again. The 6 year process would start again if their nomination succeeds, but a total maximum needs to be set. **KIV**

ii) The committee approved that KAC should be retrospectively co-opted onto the Executive Committee. Her term had ended in June 2010, and the intention had been to ask AGM to approve for NTE sub-cttee chair to be given officer status, so that they have automatic extension as other officers do. A one year handover to the new chair should also be incorporated. JH to ask DL to help re-write rule G5 of the constitution and take to AGM. **Action OE, JH and DL**

NS RE-JOINED VIA TELECONFERENCE, SO MEETING BECAME QUORATE AGAIN

### **11. Video conferencing**

i) NS explained the logistics of video conferencing, and it was agreed that he and JH would do a test run and report back to the next meeting. **Action NS and JH**

ii) NS suggested using the BES meeting room for exec meetings wishing to use video conferencing.

### **12. Finance – continuation**

i) NS asked to revisit the Finance item, as he was concerned that there was no schedule of accounts available.

ii) The meeting therefore actioned that a request for a cut-off date be set by the International Conference chair and treasurer to reach a resolution with Meeting Makers as a matter of urgency. Should it become apparent that no resolution is possible, then the executive will support the finance sub-cttee should they deem it circumspect to “write-off” the accounts. **Action OE/RS**

### **13. A.O.B**

A. **Sam Gallop/empower/ALLGP** – LM feels that linking up with such a pro-active high profile activist as Sam Gallop (SG) is a good thing for PMG.

a) OE reported that SG has already turned down an invitation to attend NTE as he feels it would be too exhausting for him at his advanced age. OE actioned to request NTE sub-cttee to incorporate the Associate Parliamentary Limb Loss Group (APLLG) into this year's event. Maybe invite another member of the group. **Action OE**

b) *Wheelchair Charter* – AJ volunteered to collate email responses to this (OE subsequently said she would do it, as it doesn't require any clinical know-how).

c) *Special Seating tenders* – SG has also requested PMG's advice regarding commissioning for special seating. It was agreed that NS and HL are the two best placed on PMG exec in terms of involvement with commissioning and tenders.

B. **Virtual Academy** - NS requested support from PMG for the Virtual Academy for AT Accreditation. See 4iv) above. Agreed.

C. **Whizz-Kidz Frontier report** – AJ informed the meeting about the recent report from Frontier Economics: *Impact of Whizz-Kidz support to Primary Care Trusts* with its generalised attack on wheelchair services. Agreed that AJ should distribute the report to the executive committee, but that no formal response could come from PMG. JJ advised AJ to write to NHS London with an audit of Bromley pct's work in the field. **Action AJ**

D. **Transferring free place at NTE** - AJ is unable to attend NTE this year, and asked if PMG could consider transferring her free place to a colleague in the same service. As this has financial implications, agreed that the whole committee should be consulted via email. **Action OE**

E. **50% discount for co-opted sub committee members** - FW, who is co-opted onto the website sub-cttee and also represents it on PaM sub-cttee, has enquired whether the 50% discount on NTE attendance fee for co-opted sub-cttee has to be approved every year. Agreed that this discount should be a permanent ruling. **Action OE**

F. **Trustee indemnity** - to be discussed at a future meeting. **KIV**

G. **Webcasting** - there will be 2 cameras operating at NTE, so that the 2 most popular parallel sessions will be recorded for the webcast library. Agreed that a free place be offered to a volunteer to help PH with the work at the event. PH also needs 2 additional helpers to move the equipment in between sessions. **Action OE**

H. **Permission and anonymity**: OE reported that invitation letters to conference speakers for 2011 spell out that the presentations may be recorded for webcasting, and speakers are requested to inform PMG if they don't want their presentation to be recorded. Agreed that a follow up letter should also point out that if there are any images of people in presentations, then permission has to be sought for these images to be recorded. CN reported that she is drafting a permissions document for images in the PMG journal. LM pointed out that there could be implications in the future when the webcasts may be used for formal training purposes.

**Action OE**

### **14. Date of next meeting**

Agreed that the March 17<sup>th</sup> executive committee meeting should be postponed to April 13<sup>th</sup> 2011 at NTE in Warwick. Time and exact location tbc.