

POSTURE & MOBILITY GROUP (PMG) EXECUTIVE COMMITTEE MEETING

11TH MAY 2015

EXETER COMMUNITY CENTRE

MINUTES

Present: Clare Canale (CC) - chair, Helen Critten-Rourke (HCR), Richard Earl (RE), Susan Gold (SG), Ros Ham (RH), Pam Harper (PH), Lisa Ledger (LL), Joanne McConnell (JMcC)

Via Skype: Rasheed Ahamed (RA), Paul Dryer (PD), Diane Hargrove (DH)

In attendance: Olwen Ellis (OE); Ffion Lane (FL)

Apologies: Kirsty-Ann Cutler, Paul Harrington, Alison Johnston, Henry Lumley, David Punt (DPu), Gail Russell (GR)

1. **Minutes:** minutes of 19th January 2015 meeting were agreed.

2. Chair's report

- i) **Feedback from meeting with EPUAP in Belfast, 13th April 2015:** CC reported on the visit to Belfast by a PMG exploratory team (CC, OE, PH, FL, Dave Long and JMcC) to discuss potential collaboration with EPUAP for the 2017 conference; EPUAP are already committed to holding their event in Belfast that year. Although there was enthusiasm for the general idea of such a collaboration, after subsequent discussions, it had been agreed to shelve the idea at this time.
- ii) **Wheelchair Alliance update:** CC reported that GR had wished to stand down from her role as PMG rep on the Alliance, but was persuaded by Tanni Grey-Thompson to remain involved, albeit with a changed role. FL is now heading up the Wheelchair Summit Training for Staff workstream, giving PMG a place on the National Wheelchair Steering Group (NWSG) which co-ordinates the workstreams and feeds into the Alliance.
- iii) **CECOPS:** following recent emails about permitting the use of the PMG logo/link on the CECOPS website to show support in principle for the new code of practice, it was agreed that the document needs to be reviewed before a decision on this can be made. PD, HCR, DH and RH to review it, and will share their thoughts via email by end of June 2015.
Action CC, PD, DH, RH and HCR
- iv) **Charitable Incorporated Organisation (CIO):** CC confirmed that PMG is now officially a CIO. This means that individual trustees are no longer personally liable if the group's finances collapse. PH pointed out that annual returns are still submitted to the Charity Commission as before.
- v) **Chair of PMG:** CC reminded the meeting that her second term as chair of PMG ends at the AGM in 2016. DH is willing to take over the role, which would require shadowing CC for a year up to the handover. Agreed that all members of exec should consider if they wish to stand, and to let CC and OE know by end of May. **Action OE**

3. Treasurer's report

- i) **Santander:** PH confirmed that the new online savings account with Santander is finally up and running, and working well. Current cash in banks:
HSBC current account: £91,064.63
HSBC BMM: £25,527.87
Santander savings account: £140,196.33
TOTAL: £256,788.83

ii) **VAT:** PH reported that VAT payments are up to date.

iii) **Office of the Scottish Charity Regulator (OSCR):** PH had recently circulated documentation from OSCR requesting a link to the financial information of their member charities. PH to progress this, and will co-ordinate with Iain McConnell (IM). **Action PH**

iv) **Budget:** PMG is putting in place a new format for the annual budget, to better forecast and monitor the group's spending over 12 months. Thanks to Leckey's accountant for help with this exercise. All committees will be asked to consider their annual forecast spend, based on what PMG as a whole wishes to achieve each year. **Action PH/OE**

4. Conference committee

A. 2015

- i) JMcC reported that Early Bird (EB) bookings had recently closed, indicating that delegate numbers for Leeds should be high, as EBs are a lot higher than at same time last year, and almost the same as for Bristol in 2013
- ii) **Exhibition** sold out. There are 2 companies on the waiting list hoping for cancellations; this demonstrates the need to move to larger venues which can accommodate the growing exhibition.
- iii) **NHS England** will have a small space for Drop-In sessions during the breaks.
- iv) **Sponsorship** – for the first time, all offered items are being sponsored, meaning a record of 7 sponsoring companies this year: the offers from Blatchford, Leckey, Quantum and Soft Options were reported at last meeting. Since then, SOS offered to sponsor the Gala dinner again, and Sumed the conference book again. New this year is sponsorship for the plenary sessions, from Ottobock.
- v) **Bursaries:** dismay expressed that only 21 applications submitted for the 20 bursaries offered. Perhaps need to rethink the title of “bursar”.

B. 2016

- i) JMcC confirmed that the venue for 2016 has been changed to the International Convention Centre (ICC) in Birmingham, with the contract due to be signed.
- ii) The venue has the same good points as Cardiff Motorpoint – close to cheap accommodation in particular – but with much better national and international transport links. Announcement re 2016 to be made once contracts exchanged with ICC. Some presenters already confirmed.
- iii) PD wondered if there is any possibility of linking up with RAATE for 2016, as HDTI is no longer in existence (they hosted RAATE in recent years). He will discuss with Donna Cowan and report back. **Action PD**
- iv) RH suggests linking up with academia. OE to ask DPu for ideas. **Action OE**
- v) JMcC reported on a complaint having been made about the constant change of venue since leaving Warwick in 2013. JMcC feels that ICC could become a regular venue if it works well in 2016.
- vi) Also there is apparently a perception that the best sponsorship opportunities are given to PMG committee members' companies, even though this is absolutely not the case. Agreed that the concerns need to be addressed. FL's recent suggestion that companies who sponsor delegates should also be acknowledged in the conference literature was agreed. **Action FL**

5. Education & Training Committee

A. Accredited Training

i) FL provided update:

E&T haven't met since last exec meeting, and the NHS IQ meeting in March 2015 was cancelled because both GR and Krys Jarvis (KJ) are on the Alliance, thus potentially duplicating discussions.

E&T feel strongly that PMG can put itself at the forefront of training UK wheelchair services and company/charity/community staff by setting up accredited training, linked to the NWMF and RESMaG competencies. E&T no longer wish to host occasional short courses, but prefer putting on a regular programme throughout each year for professionals at different stages of their career; starting first with a basic training for those entering the sector. Should such courses be free/subsidised training, or would PMG see them as another income stream? PMG's status with NHS England and NHS IQ has improved recently, and so they might well endorse the courses, although unlikely to help with funding them.

ii) Executive response

Concern that if the courses are not mandatory the take up cannot be guaranteed; also that CPD can be completed without the need for accreditation. FL to take this view back to E&T meeting on 22nd May 2015. **Action FL**

B. Wheelchair Summit - Training of Staff Workstream

- i)** FL reported that she has been asked to lead this workstream on behalf of PMG and, as part of that role, will be required to attend the NWSG to report on the workstream's progress.
- ii)** Nobody knows who was on the original workstream, so the NWSG have asked FL to attempt to find out, and also to invite others to join the workstream. FL to discuss with E&T on 22nd May 2015, and hopes to convene a workstream from members of the committee (KJ was one of the original members) along with Paula Moulton, a wheelchair user who is already on the NWSG, as she leads another workstream.
- iii)** The NWSG were very cautious about conflicts of interest and, although happy for PMG to lead the workstream, they weren't keen on including E&T's accredited training plans, as they want everything signed off by September 2015 when the Alliance ceases. FL believes they simply want the workstream to produce documents similar to the one GR produced for PMG, which provides comprehensive info on all the training available for staff (therapists, engineers, commissioners, receptionists, assistants etc). This would be used to signpost people to the training but also highlight any gaps, which is hopefully where PMG comes in.
- iv)** All agreed that compulsory training is something to aim for ultimately.

6. Publications & Marketing

A. Website development update

- i)** FL reported that after receiving proposals from 4 companies, only one had come within budget. They are an Exeter based company called Toucan which has good references from two charities who have used them to create their websites, and are current customers. There have been two exploratory meetings with Toucan – the first purely to see what they are like as people, the second for James Foy (JF) to establish that they could provide what is required technically. There is to be one more working meeting to arrive at a more realistic quote. Toucan

anticipated it could go up to around £18k-£20k plus VAT, which is still within our budget of £30K + VAT. IM to be invited to meet Toucan asap also. **Action OE**

- ii) DH reported that the other tendering companies had submitted poor proposals, as well as being over our budget, whereas Toucan showed a good understanding of PMG's spec and of the charitable sector generally.

B. Other updates

- i) DH reported on the general approval expressed for the new PMG logo, created by Sumed's external designers. Logo to be launched with the new website.
- ii) FL reported that very few people have added the PMG strap to their email signatures as requested. She will ask again. **Action FL**
- iii) The designs created by Claire Little (CL) at Blatchford for the new PMG promotional postcard were studied, and amendments to the favourite version suggested. FL to take the new ideas back to CL. **Action FL**

C. NAIDEX

- i) FL reported that Matthew Tingey (MT) from NAIDEX had recently been in touch to see if there was any potential for a PMG presence at the event. JMCC met MT on behalf of PMG at the recent NAIDEX to discuss ideas.
- ii) All agreed that this was a good marketing opportunity for PMG, and that FL should go back to MT confirming that the group is keen to take this forward.
Action FL
- iii) FL to inform E&T that they will be expected to provide content for presentations for users, carers and professionals starting next year. **Action FL**

7. Research

- i) No grants were offered at the March 2015 Research committee meeting, but 2 new outline proposals were accepted, one being the *Supported Lying* project already pump-primed by exec to the tune of £500. The other is *Understanding propulsive shoulder forces – can we seat wheelchair users better?*
- ii) The PMG Research Fund is 10 this year and, to celebrate this milestone, David Porter will be presented with a gift at the Leeds conference to acknowledge his contribution in driving the project forward up to its launch in 2005, and then chairing the committee until 2014.

8. AOB

HATS – RE asked if anyone else knew about the Healthcare Assistive Technology Society (HATS) which is part of BHTA. CC reported that she has been invited to sit on the advisory board in her role as chair of PMG. She will check with them what happens when she stands down in 2016. The aim of HATS is to provide standards, via a Code of Practice, for those working in AT. **Action CC**

9. Next meeting: AGM 15th July 2015, University of Leeds