

**DRAFT MINUTES OF PMG EXECUTIVE COMMITTEE MEETING  
OCTOBER 1<sup>ST</sup> 2013  
Friends House, London NW1**

**Present:**

Helen Critten-Rourke (HCR)	Joanne McConnell (JMcC) - <i>teleconference</i>
Kirsty-Ann Cutler (KAC) - <i>teleconference</i>	Linda Marks (LM) - <i>teleconference</i>
Richard Earl (RE)	David Porter (DP) - <i>teleconference</i>
Olwen Ellis (OE) - <i>minutes</i>	Gail Russell (GR)
James Foy (JF) - <i>teleconference</i>	Clare Wright (CW) - <i>chair</i>
Pam Harper (PH)	Monica Young (MY)
James Hollington (JH)	

**Apologies:** Jane Chantry (JC), Paul Dryer (PD), Craig Egglestone (CE), Alison Johnston (AJ)

**1. CONTINUATION OF PMG STRATEGY DISCUSSIONS FROM 9<sup>TH</sup> JULY 2013**

**A) Resources**

- i) PMG Finance had recently approved PaM recommendation that PMG should employ a full time member of staff as an Events & Marketing officer
- ii) However, the recent crisis with NTE having lost UWE as a venue for 2014 meant that NTE team have asked for a rethink on this proposal.
- iii) With PMG finances being in such a healthy state, it could be feasible to employ someone plus have an Events Management company, or use the conference management services of the venue, if that was on offer.
- iv) Agreed that CW would draw up a job description, that the new post should be advertised asap, and that OE will look into possible office space for rent in Exeter; new employee may however be able to work from home in the first instance at least.

*Action CW, OE*

**B) Venue for NTE 2014**

- i) Discussion around PMG considering venues with no on-site accommodation, given how difficult it is every year to find somewhere to house the exhibition alongside suitable conference facilities. Agreed, as long as the accommodation is within walking distance of the venue, and affordable to delegates. OE reported that several delegates had needed off site accommodation at UWE in 2013, and none had experienced problems with claiming back from their trusts. However, agree that it will be an issue for some delegates, but not as major as has always been thought.
- ii) OE to draw up a spread sheet of the potential venues asap, providing as much detail as possible of the relevant stats to be considered for an NTE. PMG executive to be consulted as well as NTE sub-cttee, with JMcC making the final decision if no clear front runner.

*Action JMcC, OE*

**2. PRESENTATION by JON MILLBANKS (JM) OF CHARITY REGISTRATION SOLUTIONS (CRS)**

- i) CW welcomed JM who gave the group a presentation about the benefits to PMG of becoming a Charitable Incorporated Organisation (CIO) instead of continuing as a registered charity.
- ii) After Q&A and much discussion, it was agreed that PMG should apply to change to a CIO.
- iii) CRS is one of a few companies that offer a complete service to do the work of applying to the Charities Commission (CC) for this change of status, at a charge of £495 + VAT all in. JM to send list of referees to PMG, including CC.
- iv) PMG to look into the constitutional requirements regarding consultation with the membership.

### 3. CONTINUATION OF PMG STRATEGY DISCUSSIONS

#### C) Best Practice Guidelines (BPGs)

- i) JH reported that there is great interest in doing the Literature Review for Supported Lying, now that the BPG has had to be abandoned.
- ii) JF reported that there had been some difficulties with Alienation Digital (AD) providing what was required for the BPG online comments facility on PMG website, but PaM feels that the system is fit for purpose now. The Transport BPG has been on there for a while.
- iii) Barend ter Haar(BtH) had reported to PaM meeting on 14<sup>th</sup> August 2013 that all the other BPGs are virtually ready to be posted, just require a few hours' work to finalise. JF to email BtH for update. OE to provide JF with the list of BPGs. **Action JF, OE**

#### D) Research

- i) DP in agreement with the proposal for PMG to commission someone to do specific research. The concern from the Research committee had been that money would be poached from the small research funding scheme, rather than new monies being made available.
- ii) Agreed that PMG should look at commissioning research about how to encourage user involvement in the policy making of the group and if indeed this is what is required. DP feels that users should be paid for attending PMG committees. LM added that many wheelchair users find it onerous to attend meetings in person; she recommended that communication technology should be utilised far more to facilitate user involvement.
- iii) LM to draft spec for commissioned research work, for approval by PMG Research and Strategy & Policy sub-committees, who would be actioned to oversee the project. DP to consult a contact of his at Portsmouth University for advice on protocol. **Action LM, DP**
- iv) Agreed that PMG could fund such an additional piece of work, subject to executive approval and within limits. OE to check the current state of affairs with PMG research fund also. **Action OE**

#### E) Accreditation

- i) LM reported that she has now received the requested background information from Nigel Shapcott (NS) and John Tiernan (JT) on their unsuccessful bid for EU funding to create a virtual academy for AT training. LM will make this available to OE to distribute to the Education & Training sub-cttee (E&T) in time for their meeting on 23<sup>rd</sup> October 2013.
- ii) JH reported on his recent correspondence with Jo Jex (JJ) about accreditation. JJ feels that PMG should use the webcasts as a formal training resource.
- iii) GR has been in discussions recently with KAC, who will be attending the E&T sub-committee meeting because of her work with HDTI on their training programme.
- iv) OE reported that the recent finance cttee recommended that E&T compiles a database of available training which PMG is willing to endorse informally.
- v) The question of whether PMG should also provide training to be discussed as well: PMG could rely on its reputation and not worry about accreditation at this stage?

### 4. MINUTES OF APRIL 3<sup>RD</sup> 2013 EXECUTIVE COMMITTEE MEETING AND MATTERS ARISING

Minutes approved with the following matters arising:

#### 3ii) International Conference (IC) 2010 accounts

CW gave update on her recent efforts to resolve this longstanding issue. She now has all the information required from PMG and Meeting Makers for a forensic examination of the IC 2010 accounts to take place should this be deemed necessary. CW has a meeting on 18<sup>th</sup> October 2013 with the Leckey finance director, who will advise on how to proceed.

#### 5C) External Adviser

OE has contacted Ros Ham (RH) about possibly succeeding LM as PMG External Adviser, and will hopefully hear back in due course.

## **5. UPDATE ON DEPT OF HEALTH**

LM spoke to her updated report. See also attached. LM is due to attend the next meeting of the Wheelchair Services Strategic Procurement review Task & Finish Steering Group at the Department of Health on 9<sup>th</sup> October 2013 (*subsequently postponed for 2 weeks*).

## **6. SUB-COMMITTEE REPORTS**

### **A. Finance**

- i) PH reported that the PMG finances are in a healthy state, with over £200K in total held in the 3 bank accounts.
- ii) OE added that no major outgoings until the deposit required for the next NTE venue; membership subs will start to come in soon. Mary Massery outgoings and income will hopefully at least balance out, depending on numbers attending.

### **B. NTE**

- i) HCR raised the issue of membership subs which had been discussed at the recent NTE meeting because it complicates the booking system. Would it be better to have free life time membership, with people registering once only?
- ii) Agreed to revisit this issue at the earliest opportunity.

### **C. Education & Training**

- i) GR reported on requests from recent training courses she has presented for a Postural Assessment template. Is this something PMG could/should provide?
- ii) CW asked that E&T discuss this and other matters raised today at their meeting on 23<sup>rd</sup> October 2013, and then bring concrete recommendations to the executive, with a plan of action on how to achieve these. *Action GR*

### **D. Strategy & Policy (SaP)**

- i) LM would like a mechanism in place for chairs of all sub-committees to be co-opted onto the Executive, if they are not already members of the committee.
- ii) This has been highlighted since Henry Lumley (HL) took over as chair of SaP. LM feels he has his finger on the DH pulse as he attends more of their meetings than she does, and it would be very useful to have his input into the executive meetings.
- iii) CW agreed: there are many anomalies with the structure and membership of the sub-committees, whose rules are not governed by the constitution. LM to discuss with HL, and SaP tasked with tightening up of sub-committee Terms of Reference. *Action LM*

## **7. AOB**

PH enquired about how GR's recent PMG presentation at Naidex Scotland had been received. GR and OE reported that it had been a great success – standing room only! GR had also handed out Massery leaflets to the audience at the event.

## **8. DATE AND VENUE OF NEXT MEETING**

OE to attempt to get dates for end Jan/early Feb 2014, and will look into the meetings facilities at Manchester Airport.



**Clare Wright, PMG Chair**  
**08 October 2013**