

POSTURE & MOBILITY GROUP EXECUTIVE COMMITTEE MEETING

29TH MAY 2014 MANCHESTER

MINUTES

Present: Clare Canale (CC) - chair, Helen Critten-Rourke (HCR), Kirsty-Ann Cutler (KAC) & James Foy (JF) – via teleconference, Diane Hargrove (DH), Pam Harper (PH), Paul Harrington (PHarr), James Hollington (JH), Alison Johnston (AJ), Joanne McConnell (JMcC), Linda Marks (LM), David Punt (DP), Gail Russell (GR), Monica Young (MY)

In attendance: Olwen Ellis (OE) – minutes, Nick Hunt (NH)

Apologies: Jane Chantry, Paul Dryer, Richard Earl, Craig Egglestone, David Porter

1. Welcome & intros: CC welcomed new members, explaining the replacement of sub-committee chairs in the case of DH (Publications & Marketing) and DP (Research). Everyone introduced themselves to the group.

2. Minutes of February meeting approved.

3. Chair's report

i) Accounts of 2010 International Conference: CC reported that as a result of a forensic examination of the accounts and background by Tax advisers Harbison Mullholland, PMG made a voluntary non-payment disclosure re VAT to HMRC. The outcome is that PMG will probably be billed for approx £4k (as opposed to the £24K anticipated). CC cautioned that there may still be a late payment penalty and/or a VAT inspection. With so much time having elapsed, no request would be made to partners BSRM for a share of the VAT bill. Not yet been invoiced by Harbison Mullholland.

ii) Charitable Incorporated Organisation (CIO): CC reminded the meeting that a ballot is underway regarding the change of status of PMG from a Registered Charity to a CIO. OE to continue to remind PMG members to vote, and the result will be taken to AGM. **Action OE**

iii) CC asked if PMG wish to be registered as a charity in Northern Ireland in the same way as now registered in Scotland. Agreed. **Action CC**

4. Treasurer's report

i) PH started by commending CC's work on the protracted issues surrounding the 2010 International Conference, and asked that the group's formal thanks to CC be recorded.

ii) PH reported on the current healthy financial situation, with approx £270K in the 2 accounts that morning. There will be continuous outgoings, as well as further NTE income; therefore there is no "open cheque book".

iii) PH reported that the Barclays account has now been closed. She formally proposed that PMG opens the Santander Internet based savings account at 0.75% interest. All agreed, and the signed minutes to be forwarded to PH ASAP to put this in place. **Action CC, OE/ PH**

iv) PH reported that PMG is now paying PAYE direct to HMRC, not as part of BES, although BES continues to manage the payroll for the group.

v) PH reported that there had been a repayment of VAT from 2013; end of year accounts for 2013 are currently being drafted ready for AGM approval. **Action OE/ PH**

vi) PH brought to the table a recommendation from both Publication & Marketing (PaM) and PMG Finance that the PMG membership fee be scrapped from 2015 onwards. Questions were raised re any constitutional issues, membership discounts and other financial benefits (e.g. Research grants), annual re-registration, monitoring of members. LM suggested that a "terms & conditions" type tick box should be added to the membership registration form along the lines of "I agree to abide by the constitution of PMG". DH suggested creating a PMG "Code of Conduct". NH and OE to take these ideas to the Website Development team. All agreed that free membership would encourage a wider range of members e.g. end users and some professionals who have other annual membership fees to pay. GR asked if a membership flyer could be produced as this will help enormously with recruitment and marketing. NH to raise at August meeting of PaM **Action OE/ NH**

v) No decision to be made on how much to spend on developing a new website until after NTE, as there is no telling if the different format will have a detrimental impact on attendance/surplus. Work on spec to continue, with spending approved for Iain McConnell to visit JF in Brighton on July 23rd. JH requested that the new online journal be downloadable onto Kindle. **Action JF/IM**

The following were formally approved by the meeting:

- A. PMG membership to be free of charge
- B. An online savings account with Santander to be opened

vi) Contracting Out: discussions around Finance committee's recommendations that, where appropriate, PMG may contract out pieces of important work which are unrealistic for most volunteers to undertake, given the nature of their work and other commitments. CC to draft guidelines for commissioning of work, for comment and approval via email ahead of AGM. CC can mention in Annual Chair Report that PMG is exploring the possibilities of contracting out. DPu suggested that Research committee could look at guidelines for producing guidelines. **Action CC/OE/DPu**

5. Report from Publications & Marketing

i) In addition to the items re website and membership, JF reported that the March PaM meeting had agreed to focus on NH's Marketing role after NTE, and that DH would be his main guide in this aspect of his work. **Action DH/NH**

ii) **Journal:** PaM members had also backed the Executive decision to change the format of the journal. DPu offered that Research committee could explore links with peer reviewed journals. **Action DPu/OE**

6. British Standards Institute (BSI) report from PHarr, attending his first PMG exec meeting as co-opted executive committee member, in his new role as PMG representative on BSI working group CH/173. This group is responsible for the UK input into ISO/TC173/SC1 and CEN/TC 293 for standards relating to wheelchairs. *See end of minutes for explanation of acronyms.* Main issues of interest for PMG were:

1) Wheelchair transport: Work has started on including a rear impact test in ISO 7176:19

Child seats will come under a new Reg 219 which will eventually replace Reg 44, which the UK Department for Transport will write into seat belt legislation.

2) Seating: Working Group 11 of the ISO Committee is working on new draft international standards relating to testing wheelchair seating.

7. Report from NTE planning committee

i) JMcC reported on the encouraging response from exhibiting companies to her letter to them about networking and the general ethos of PMG and NTE. Only Invacare are continuing in the practice of taking their sponsored delegates away from the Welcome event. JMcC would have liked to do a similar letter to service managers. KIV

ii) The initiative to give main sponsors advance opportunity to book their stands proved to be successful.

iii) JMcC, OE and NH are having final meeting with Motorpoint Ops on June 11th, and will also visit Techniquet again to check on BBQ arrangements. **Action JMcC/OE/NH**

iv) The contract with Leeds University for 13th to 15th 2015 has just been signed and posted to them. First meeting of the committee after NTE 2014 will take place in Leeds in the autumn.

8. Report from E&T

i) GR reported on the recent meeting between PMG and NWMF, at which Krys Jarvis, chair of NWMF, was temporarily co-opted onto the E&T committee. Lisa Ledger, Lecturer in Occupational Therapy at Derby University, has also joined the team.

ii) GR and MY explained the work recently undertaken by E&T and directed everyone to the PMG website Resource page where the first stage is now uploaded. It will be a large piece of work to complete, and will hopefully be continuously updatable as new courses come on stream. DH feels that the new PMG website can help make it more accessible and visible. **Action JF/IM**

iii) All agreed that the work done already is invaluable and at the core of what PMG should be doing.

iv) The debate about endorsement and accreditation was revisited; agreed that PMG cannot be responsible for accrediting. LM suggested doing a Competencies workshop at NTE 2015. **Action JMcC**

v) GR reported on the new Code of Practice for Wheelchair Services that CECOPS are proposing. She is attending the CECOPS for Wheelchair Services on 11th July and has agreed to represent PMG in the absence of Henry Lumley (HL).

vii) Ideas were discussed about putting on winter training, and agreed that they need to have a geographical spread, despite recommendation approved post Massery that they should be in London. **Action GR/NH/OE**

9. Report from PMG External Adviser LM

A – Department of Health update

i) HL has reported back to PMG via email from the Wheelchair Summit at NHS England in Leeds, 25th February 2014. Those attending were representatives of CCG clinicians and senior managers; providers and 3rd sector providers; Social Care, Education, Dept of Health and NHS England.

ii) 6 themes emerged to be progressed on the day:

- Assessments
- Informed and empowered service users
- Commissioning and innovation
- Integration of health and social care
- Training for staff
- Innovation (HL joined this group)

iii) Rosamond Roughton, National Director for Commissioning Development, has been appointed as Wheelchair Champion within NHS England. She is to ensure the work is progressed and help facilitate a series of workshops to develop the 6 themes.

iv) Next Wheelchair Summit in October to review progress – no end date!

B – The Future

i) LM confirmed that she will be standing down as PMG External Adviser at the 2014 AGM. She feels a new phase has started in terms of DH consultation, and that it is an opportune time to leave. CC thanked LM for her enormous contribution in the 4 years in post, helping keep PMG on track. She has been instrumental in ensuring PMG is a key player in the DH consultation process on Wheelchair Services.

ii) LM has been disappointed that not more has been done in terms of Outcome Measures, and advises that NTE 2015 should focus on it. DP recommended discussions with Derek Wade, and LM offered to write to him if this would be useful.

iii) CC announced that Ros Ham has accepted the invitation to be the new PMG External Adviser.

10. PMG Commissioned Scoping Exercise of User Views

OE reported that Jo Goodship had found setting up the focus groups of service users extremely challenging, with support from the wheelchair services disappointing, especially in the first instance, which held things up by several weeks. However she is on track to present her findings at NTE 2014.

11. Scotland

i) JH announced that the input from Scotland at NTE continues to be strong again in 2014, with a plenary and parallel presentation, free paper and several posters.

ii) JH reported on the biennial Scottish Wheelchair Services gathering, which will be in Edinburgh on 6th and 7th November 2014. Paul Hewett is hoping to be able to help with the webcasting if free, with NH already confirmed to support the webcasting. 2 prizes to attend NTE 2015 are being offered also. CC wondered about bursaries for members from the other home countries to attend. JH to check. **Action JH/NH**

12. Archiving

PH has turned her thoughts to archiving PMG material, and would like consideration to be given to a “rolling archive” and storage.

13. Next meetings

OE to email to arrange the 2 next meetings of the new executive ASAP. **Action OE**

Clare Carroll

BSI Acronyms and Abbreviations

CH 173 Technical Committee 173 "Assistive Products for persons with disability"

SC1 Sub-Committee 1 "Wheelchairs"

CEN European Committee for Standardization (Comité Européen de Normalisation)

ISO 71769 Wheelchair standards