

# POSTURE & MOBILITY GROUP EXECUTIVE COMMITTEE MEETING

6<sup>TH</sup> OCTOBER 2014, BELFAST

## MINUTES

### Present:

Rasheed Ahamed (RA) – *via Skype*, Clare Canale (CC) – *chair*, Kirsty-Ann Cutler (KAC), Paul Dryer (PD), Richard Earl (RE), Susan Gold (SG), Diane Hargrove (DH), Pam Harper (PH), Lisa Ledger (LL), Henry Lumley (HL), Joanne McConnell (JMcC), David Punt (DP)

**In attendance:** Olwen Ellis (OE) – minutes

**Apologies:** Helen Critten-Rourke, Ros Ham, Paul Harrington, Alison Johnston, Gail Russell

**1. Welcome & intros:** CC welcomed new members Susan Gold from WestMARC in Glasgow, who is now on PMG conference sub-committee; Lisa Ledger, Head of Occupational Therapy for the University of Derby who is on Education & Training; and, *via Skype*, Rasheed Ahamed, from Holy Cross Hospital who will be joining Research sub-committee at end Oct.

**2. Minutes of May meeting** approved.

**3. Matters arising – 3iii)** CC reported that the Charity Commission for Northern Ireland has to register over forty thousand charities based in NI before looking at applications from charities based elsewhere in the UK.

### 4. Chair's report

#### A. NHS England developments

i) CC reminded the meeting about the anonymous letter sent to Secretary of State for Health Jeremy Hunt in August 2014, which accused NHS England (NHSE) of operating unethically, even illegally, in the current commissioning of wheelchair service contracts. After initial reticence to react to the letter, CC for PMG, along with Ray Hodgkinson of BHTA and Krys Jarvis of National Wheelchair Managers' Forum, wrote to Rosamond Roughton (RR), Director of Commissioning Operations at NHS England (NHSE) to request a meeting.

ii) RR was clearly alarmed by the level of mistrust expressed in this joint letter, and a meeting was arranged for 1<sup>st</sup> October 2014. RR was joined by Claire Aldiss (CA) of NHSE and Alex Kamadu of NHS Improving Quality (NHSIQ). At a working party on 29<sup>th</sup> September to formulate a joint approach prior to this meeting, it had been agreed that a positive line should be taken, rather than complaining and raking over the past too much – expressing instead a commitment to work with NHSE to create the best service possible for wheelchair users.

iii) The main action from 1<sup>st</sup> October meeting was for CA to draft a joint statement from RR, NHSIQ, BHTA, NWMF RESMaG and PMG, but also bringing NHSCC and possibly Whizz-Kidz on board.

iv) HL reported that the first Wheelchair Summit had been dominated by the 3<sup>rd</sup> sector and NHSE; CC reported that RR realised they had made a big error, and hopefully the joint statement will help put things right and encourage PMG members and others to engage with the current process.

v) SG reported that Scotland has national standards for WCs, and exec agreed that there should be a concerted push for national standards in England also. CC was encouraged that RR has committed to being in post for the next 4 years; however there is no stated timeframe for the actual work to be completed.

vi) Discussions around getting feel-good stories from wheelchair services to post on PMG website, in the way WK post on theirs. OE to inform James Foy (JF) and Iain McConnell (IM) who are currently working on the spec to develop the PMG website. **Action OE**

vii) CC will report back on developments with NHSE, and a decision on how best to re-engage the PMG membership can be made once the joint statement has been agreed. **Action CC**

#### B. International Conference

i) CC gave a brief resume of the recent history of PMG collaborations on international conferences, stating that it is unlikely that BSRM will wish to work in the same way again.

ii) However, CC has been approached by a member of the European Pressure Ulcer Advisory Panel (EPUAP), whose 2017 conference will be in Belfast. They have put forward the idea of PMG and EPUAP joining forces for this event. All agreed that CC should follow up. **Action CC**

**C. CIO update** – OE reported that she is in touch with Jon Millbanks who is applying for CIO status on behalf of PMG. He requires Trustee declarations, and other details, to progress the application. **Action OE**

**D. Auto enrolment** – KIV

**E. OE succession planning** – Agreed that a 3 month notice period would be required for the post. KIV

## **5. Treasurer's report**

i) OE confirmed that as of the previous day, there was a total of approx £222,000 in the PMG HSBC bank accounts. NTE 2014 had realised a surplus of circa £100K. PH confirmed that she had therefore been able to take the breaks off for the website development to go ahead. She also reported on contributions from friends towards the recent external critique exercise of the current website to help with developing the spec.

ii) **Santander application** – PH reported that things were progressing slowly and that once all the trustee forms have been submitted, things should start moving. PH has updated all trustee details on both charity commission websites (England & Wales and Scotland).

iii) **Procurement guidelines** – PH confirmed that these have now been adopted. All agreed that transparency is the most important element for all financial decisions.

iv) **Targeted regulation (OSCR)** – PH confirmed that she is content with the request from OSCR.

v) PH has decided against purchasing the Charity Commission's Public Benefit Guidance, as it is only the same information as provided on the website and already understood.

## **6. Education & Training report**

i) **February 2015 training days:** OE and JMcC reported that Sharon Pratt will be providing 2 training days for PMG on 10<sup>th</sup> and 12<sup>th</sup> Feb 2015 – one in London, the other in Leeds. Ottobock are involved as academic partners and sharing of costs. Agreed that lunch should be provided, even though the cost of £40 per head won't then cover overall expenditure. **Action OE**

ii) **Competencies and Training:** KAC reported that work on this project stalled shortly after the E&T meeting with NWMF chair Krys Jarvis in May 2014, as there were differences within the group. Hope to restart at meeting on 20<sup>th</sup> October 2014. DH recommended linking up with BHTA.

iii) CC reported that both Gail (Russell) chair of E&T and Monica (Young), a member of E&T, are involved with some working streams for the next Wheelchair Summit.

iv) KAC reported that the Health Design & Technology Institute (HDTI) at Coventry University is closing. However, KAC is looking at opportunities within the University of Birmingham for potential training partners.

v) Concerns expressed about lack of training for REs, and the consequent difficulties in recruiting.

## **7. NTE progress report**

i) JMcC reported on the conference committee's recent site visit to Leeds University – taking the event back to the more familiar Warwick style format.

ii) Agreed to return to Cardiff for 2016 with option to do Tuesday to Thursday, or Monday to Weds.

iii) Recommendation to offer the book token to every delegate - all will potentially be a PMG member in 2015 - with cover value of £15. This represents an additional cost to PMG of £7,500.00 which will need to be added to the attendance fee. Various ideas on how to manage the book token.

iv) Exec agrees with the team's recommendation to revert to the name PMG Conference, and to drop the term National Training Event with immediate effect. **Action OE**

vii) Drinks reception will return to the exhibition for 2015, but can still be a sponsored event.

viii) Bursaries for 2015 agreed as follows:

10 for February Training Days; 10 for 2015 conference delegates, with an additional 10 offered to final year students attending PMG conference. **Action OE**

## **8. Publications & Marketing update**

i) Journal survey about to close, with only 28 members having voted.

ii) RE requested that there is the option to download the online version in pdf monochrome. OE to inform JF and IM. **Action OE**

iii) Final paper version should be an attractive option for companies to advertise. Sumed have already asked for back page slot.


## 9. Research update

- i) PMG Research committee hasn't met since April, so not much to report since last exec meeting in May. DPu mentioned that the current application form is being reviewed – it hasn't been amended in the 10 years since the fund was set up. It needs to be less biased towards quantitative research in the way it is currently.
- ii) The committee has failed in its efforts to find a wheelchair user to join the team – Steve Rolfe now lives in France and hasn't attended a meeting for several years. KAC will follow up a couple of leads in Birmingham. **Action KAC**
- iii) Despite the maximum grant on offer having increased to £7,500.00, the fund money still isn't being spent every year as it always was in the past. CC wonders if it should revert to a fund for development projects as well. OE to add to agenda for 30<sup>th</sup> October Research committee meeting. DH suggested that the fund needs marketing better. **Action OE/PaM**
- iv) Agreed that PMG should consider commissioning more research, although this would again be additional money.
- v) Jo Goodship (JG) is going to the next APLLG meeting in Parliament on 29<sup>th</sup> October to speak to her PMG commissioned paper which Sam Gallop is promoting heavily. OE to attend with JG on behalf of PMG. **Action OE**

## 10. AOB

PH returned to the issue of archiving PMG, and all agreed this should be an electronic archive. OE to inform JF and IM. HL mentioned that Soft Options do document scanning – he will talk to them about archiving. **Action OE and HL**

**11. Date of next meeting:** 19<sup>th</sup> January 2015



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Clare Canale

Chairperson

13 October 2014