

**MINUTES OF PMG EXECUTIVE COMMITTEE MEETING**  
**APRIL 3<sup>RD</sup> 2013**  
**Hamilton House, London WC1H 9BD**

**Present:**

Helen Critten-Rourke (HCT)	James Hollington (JH)
Paul Dryer (PD)	Alison Johnston (AJ)
Richard Earl (RE) - <i>chairing</i>	Alexander Kamadu (AK)
Craig Egglestone (CE)	Linda Marks (LM)
Olwen Ellis (OE) - <i>minutes</i>	David Porter (DP)
James Foy (JF)	Gail Russell (GR)
Pam Harper (PH)	Monica Young (MY)

**Apologies:** Kirsty-Ann Cutler (KAC) & Rakesh Shukla (RS)

**Absent:** Helen Hislop (HH) & Clare Wright (CW) had intended to teleconference during the meeting, but were unable to.

1. **Minutes of previous meeting:** the minutes were approved, with correction of item 5Fi) from PH re the strong boxes being referred to as belonging to SPMN; they are in fact PH's own strong boxes. Also some numbering errors.
2. **Matters arising: 6d)** LM requested that a reporting structure be implemented for Margaret Hannan (MH), in particular to provide her with dates of PMG executive meetings, so that she can provide reports in good time. **Action OE**
3. **Chair report** (in CW's absence, RE chaired the meeting)
  - i) RE had been directed by CW to thank OE and her new assistant, Ffion Lane, for the success of NTE exhibition bookings so far.
  - ii) *International Conference (IC) 2010 accounts:* RE reported that there was still no resolution to this, and that the following decisions had been taken at the PMG Finance Meeting of 5<sup>th</sup> March 2013, in an attempt to move things forward:
    - CW to contact David Donovan at Meeting Makers to request financial statements pertaining to the IC. **Action CW**
    - Request that Barend ter Haar (BtH) send all financial documents held by him from 2010 conference to CW. **Action CW**
    - Arrange for an external audit to establish if any VAT is due. **Action CW**
  - iii) LM enquired if any plans brewing for another IC. OE reported on the recent consensus that PMG won't do another IC, with ESS having established itself in this part of the Globe. PMG to devote its limited resources instead to the upkeep of Best Practice Guidelines (BPGs). LM feels it would be a shame to lose the IC, whilst agreeing it is a massive undertaking; DP suggested keeping it open as a future option if anyone is ever prepared to lead on it.
  - iv) *Treasurer matters:* RE explained the dilemma around this year's nominations to PMG executive committee, with only one vacancy coming up due to HH resigning early to return to Australia. This trustee space needs to be given to new treasurer PH, but if a ballot is run then no guarantee that PH would be elected. LM proposed that, as this is an extraordinary circumstance, an announcement should be made at AGM and the membership asked to agree that PH be elected unopposed as trustee/exec member. Agreed, and ebulletin to be sent to members to explain in advance. **Action RE/OE**

**4. Finance Update**

- i) New treasurer PH reported on the 3 PMG bank accounts as follows:

**Barclays: £63,201.88**  
**HSBC current: £44,249.02**  
**HSBC Business Money Manage: £8,037.44**

- ii) PH reported that OE had provided her with the Cashbook for 1<sup>st</sup> quarter 2013. PH will be doing her first VAT return imminently, with support from RS if required.
- iii) PH reported that the SPMN bank account is now closed, with remaining balance paid to PMG. Total transfer of funds from SPMN to PMG was £18,521.83. Approx £2K is being ring fenced to fund outstanding SPMN activities and other Scottish specific projects. PH will distribute final account report to all in due course. **Action PH**
- iv) OE reported that the PMG 2011 and 2012 End of Year accounts are in the pipeline.

## 5. PMG Constitutional matters

### A. Guidance for Research sub-committee

- i) DP and OE reported on recent applications to PMG Research Fund from projects studying gait and fallers. The applications were turned down on the basis that they do not fit within PMG's stated aims & objectives. The applicant has complained because the PMG aims and objectives on the website state that **The Posture and Mobility Group aims to advance professional expertise and practice relating to the posture and mobility needs of people with physical disabilities.**
- ii) The Research information page states **The Posture & Mobility Group is keen to support research which will help the group to achieve its aims i.e. to promote best practice, provide training, collate information and advise stakeholders in relation to posture and wheeled mobility services.**
- iii) DP and new chair David Punt decided therefore to seek clarification and guidance from the PMG Executive. Unfortunately, the PMG constitution doesn't specify "wheeled" mobility either. Agreed that this needs changing, but that it will require approval from the Charity Commission of England & Wales. PH noted that the Office of the Scottish Charity Regulator (OSCR) will need consulting also.
- iv) In the meantime, PMG's executive advice is that Research applicants should be made aware that the research fund is for projects relating to posture and *wheeled* mobility.
- v) RE to work with OE to present recommended changes to the constitution to members one month ahead of AGM. RE will request help from other executive committee members as required. JH to provide RE with the work he did on constitutional changes but which could not be discussed at 2012 AGM because of procedural issues. **Action RE/OE**

### B. Sub-committee Rules

- i) RE referred to CWs' recent email regarding membership of PMG committees, re those members not really contributing enough to the group to justify the financial drain they incur.
- ii) Agreed that it is the role of committee chairs to monitor this, and that all sub-cttees require JDs for the chairs, as is the case for Finance and NTE. OE to send examples of chair JDs to all chairs that don't yet have one. **Action: OE**
- iii) Agreed that time limits need to be set on sub-committee service years also.
- iv) LM suggested that everyone joining committees should be required to sign a contract of some kind. DP feels that it is sufficient for the chairs to explain verbally to new committee members what is expected of them. JH reported that he had confronted a member of his website sub-cttee about their lack of involvement, feeling they were using membership of the team purely for the purpose of enhancing their personal CV. MY feels that chairs could delegate

more than they do, and RE reiterated that the chairs are best placed to monitor and manage, as all sub-cttees have different needs and operate differently.

v) AK wondered if PMG should put in place a mentoring regime, to help with succession planning; or perhaps just invite those who have expressed an interest in joining exec to attend meetings.

vi) RE noted that the constitution needs updating in terms of the 6 month non-attendance rule. This item to be added to general work on Constitution. AJ suggests x successive meetings not attended as for BSI committees.

vi) JF and PD described the advantages of using WebEx for remote participation in meetings; OE actioned to ask KAC re piggybacking off HDTI's WebEx.

**Action OE**

### **C. External Advisor**

i) LM announced that she wishes to complete the work she has started on the changes being implemented by Dept of Health, and therefore is willing to continue for a 2<sup>nd</sup> term as PMG's External Advisor.

ii) However, LM advised that PMG should be thinking now about a potential successor, in particular as she may not stay for the full 6 years. LM reassured RE that she will give plenty of notice of when/if she wishes to stand down early. RE thanked her on behalf of PMG.

## **6. Sub-committee updates**

### **A. Publications and Marketing**

- i) JF announced that he is about to become a father again, warning that he may not have as much time to devote to his PMG website work thereafter; however Iain McConnell (IM) is due to be trained on website updating and membership database ahead of next PaM meeting on April 11<sup>th</sup>.
- ii) JF explained that the Bookings Manager issue for NTE is still on-going, with this year's event a bit ad hoc.
- iii) SmartDebit/Direct Debit for membership renewals: IM is consulting a colleague who had previously informed him that the £5K quoted by Alienation Digital (AD) to integrate SmartDebit with the PMG membership database is far too much money for what is entailed. IM reporting back to JF.
- iv) BPGs: these are to be hosted on PMG website, but there is nothing to upload at present.
- v) JF wished to record thanks to Paul Hewett (PH) for transferring the NTE webcasts to Vimeo, thus saving PMG a lot of money. [AD's quote on continued hosting also very high.]

### **B. Research**

- i) DP and OE provided updates on current and new funded studies, and those in the pipeline (see attached report)
- ii) DP reported that he has stood down as chair of the sub-cttee having been in post for 7 years since it was set up. Dr David Punt, Reader at Leeds Met University, is the new chair.

### **C. Education & Training (E&T)**

- i) GR, RE and OE reported on differences of opinion on the sub-cttee regarding the Mary Massery tour, with Jo Jex expressing her reservations about many aspects of the project.
- ii) Executive agreed the higher attendance charges as recommended by Finance sub-cttee: £100 + VAT for members, £135 + VAT for non-members. **Action OE**
- iii) RE reported that Finance sub-cttee requested that E&T sub-cttee be given a clear remit by the Executive regarding PMG's role in creating training opportunities.
- iv) After much debate, agreed that:

- MY will put together a list of relevant accredited training already available, and forward to JF for posting on PMG website. **Action MY/JF**
- AK and LM to use their links with the Dept of Health to try to establish what commissioners want in terms of competencies. **Action AK/LM**
- Joining forces with BHTA on training should be explored.
- LM will contact Nigel Shapcott re the work previously done on accreditation. **Action LM**

**D. NTE**

- i) OE reported that KAC had invited an events company to make a presentation to exec, to be considered as a potential solution for the management of NTE going forward. Unfortunately, Joanne McConnell was not free to attend and, as chair elect of NTE sub-cttee, needed to be present.
- ii) OE feels that an in-house solution is better, with a new post of Events & Marketing to be created, but exec need to hear both sides of the debate. **KIV**

**E. Strategy & Policy** (see attached report from LM)

**7. AOB**

**A. Free Paper presenting at NTE**

- i) DP reported that one of the PMG researchers, Gillian Taylor (GT), who is presenting her findings at NTE, is currently out of a job. Exec approved that NTE sub-cttee could allow GT to attend NTE on Friday morning, 12<sup>th</sup> July free of charge. **Action OE**
- ii) As an aside, AK wondered about intellectual property in relation to the PMG research studies.

**B. Scotland**

- i) JH asked if it is possible to know how many of the SPMN members who were added to PMG membership in August 2012 have renewed their membership this year.
- ii) JH reported that the BPG on Supported Lying (one of the on-going SPMN projects) is to be presented at NTE 2013.
- iii) LM enquired about the SCOTI people being invited to present on Outcome Measures in PL3 at NTE 2013. In general, LM made the point that PMG should be developing its own Outcome Measures.
- iv) OE passed around a recent letter to CW from OSCR explaining the processes required for being registered as a charity in Scotland.

- 8. Date of next meeting:** agreed there is no time to fit in another executive committee meeting before the PMG Strategy Meeting in Bristol on 9<sup>th</sup> July 2013.



R Earl