

POSTURE & MOBILITY GROUP EXECUTIVE COMMITTEE MEETING NO: 02/2012
JULY 5TH 2012
James Leckey Design Ltd, Lisburn, Northern Ireland, BT28 2SA

<u>PRESENT</u>			
Helen Critten-Rourke*	(HCR)	Alison Johnston	(AJ)
Kirsty-Ann Cutler	(KAC)	Alex Kamadu*	(AK)
Paul Dryer	(PD)	Linda Marks	(LM)
Richard Earl	(RE)	Catherine Mathieson	(CM)
Craig Egglestone	(CE)	David Porter*	(DP)
James Foy	(JF)	Gail Russell	(GR)
Helen Hislop*	(HH)	Clare Wright	(CW) <i>Chair</i>
James Hollington*	(JH)	Monica Young	(MY)
* <i>joined via Skype</i>			

Minutes: Olwen Ellis (OE)

<p><u>1. Apologies:</u> Rakesh Shukla (RS)</p> <p><u>2. Chair's remarks:</u> CW welcomed everyone to Belfast, as guests of James Leckey in the new Leckey building.</p> <p>i) With some key issues to make decisions on, CW requested brevity from all contributors.</p> <p>ii) Despite the 5 week gap between finance sub-cttee meeting and this meeting having created a slight disconnect in the decision making timeline, it had been beneficial to have the time to follow through on work from finance meeting on 31st May 2012. CW thanked everyone for their forbearance.</p> <p><u>3. NTE 2013 Admin contract/Bookings manager</u></p> <p>i) KAC and CW gave further background to the negotiations with Simon Hukku (SH) which broke down shortly after NTE 2012, leading to the loss of the online events bookings manager. Both SH and PMG had sought legal advice over the intellectual property rights of the system.</p> <p>ii) JF had managed to retrieve datafiles; after studying these, OE believes that the information required for completing the invoice chases and accounting has been retrieved, if not in a user-friendly condition. JF to discuss with Iain McConnell (IM) who is now employed as technical support for PMG.</p> <p>iii) Agreed that PMG should not negotiate with SH over the re-instatement of the bookings manager. CW to draft a final letter to this effect, and will distribute for approval.</p> <p>iv) LM requested that the incident should be recorded in writing, as a <i>key lessons learned</i> document. CW to draft this.</p> <p>iv) agreed to get a quote from Alienation Digital (AD) for building a new bookings manager, which would have the advantage of being tied to the membership database. Note that previous quote from AD was £6k.</p> <p>v) other quotes to be sought also</p> <p>vi) OE to write the spec in conjunction with JH, JF and Paul Hewett (PH).</p> <p><u>4. NTE 2013, general update:</u></p> <p>i) <i>NTE sub-cttee Chair elect:</i> KAC reported that she would be working closely with chair elect, Joanne McConnell (JM), on NTE2013 to ensure smooth handover for 2014.</p> <p>ii) <i>Date/venue:</i> KAC reported on the change of venue and date for NTE 2013. It had become apparent that Warwick Conferences could not house the exhibition in one space at an affordable price to PMG. The new venue, at University of West of England in Bristol, is a far more flexible space, and NTE sub-cttee have provisionally booked it. However, April dates are not possible at this venue, therefore a decision required on whether a move to July dates is acceptable. NTE sub-cttee had already checked that it was possible within PMG's constitution to have the AGM date moved if required. The change of date had the added advantage of giving more time to develop the new bookings manager system. There were concerns expressed about the new dates being during the major July holiday in Northern Ireland; despite this the meeting voted in favour of the move and change of date. AJ feels this is unfair on Northern Ireland members. Hopefully there will be more choice of dates in 2014.</p> <p>iii) <i>Committee involvement.</i> Agreed that all executive committee members and co-opted NTE sub-cttee members to be given specific roles at NTE to help justify free places.</p> <p><u>5. PMG's decision making processes</u></p> <p>i) JH had requested this item to be added to the agenda, as he feels there need to be guidelines drawn up for how decisions are arrived at by PMG trustees etc.</p> <p>ii) RE recommended that JH drafted guidelines for distribution and discussion via email. Agreed.</p>		<p>JF</p> <p>CW</p> <p>CW</p> <p>JF</p> <p>OE/JF/JH/PH</p> <p>KAC/OE/JM</p> <p>JH</p>
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<p><u>6. AQP (Any Qualified Provider)</u></p> <p>i) AK reported that Peter Rowell, chair of PMG Strategy & Policy sub-cttee, had received some information via a West Midlands trust about changes in AQP deadlines. This information to be posted on PMG website asap, with an ebuletin to members.</p> <p>ii) Some commissioners are pushing ahead with setting tariffs.</p> <p>iii) MY reported that her service, Dorset, had been explicitly forbidden by management from speaking to commissioners. KAC reported the contrary was happening in West Midlands, where the service is actively involved with the commissioners.</p> <p>iv) LM reported that she had received an email from Annabelle Walker at Dept of Health on 2nd July, stating that the development of tariffs was holding things up, and that deadline dates were having to be moved. DH trying to fast track tariffs now.</p> <p>v) AK asked that if anyone had done work on tariffs to please share. KAC to ask her manager at West Mids.</p>	<p>OE/JF/AK</p> <p>KAC</p>
<p><u>7. Specialist Commissioning</u></p> <p>i) LM provided an update on the Clinical Reference Groups (CRG) which the DH set up in February 2012 to look at the 40 or so services currently under Specialist Commissioning that were not clearly/exclusively "specialist".</p> <p>ii) Prof Rajiv Hanspal was appointed to head the CRG dealing with Wheelchairs & Special Seating, as well as 4 other services.</p> <p>iii) A limited "scope" was submitted at end of March 2012 by LM assisted by Krys Jarvis, chair of NWMF. This was redrafted many times and resubmitted by a larger cohort at end April 2012. It was returned for clarification of some aspects, and submitted formally for 2nd time in first week of May 2012.</p> <p>iv) Thus far there has been no formal response, but LM is hearing informally that Special Seating is "in the Bill" but as an <i>interim</i> scope. i.e. there is general agreement that an element of the work is truly specialised, but there is a lack of consensus/clarity about the definition of specialist. This will need to be refined as services specs are developed.</p> <p>v) The work on this is now being led by Margaret Hannan (Rehab Engineer at Kings) and Carolyn Young (Specialist Commissioner, Associate Director, Midlands and East Specialised Commissioning Group)</p> <p>vi) Next meeting of CRG to be on 24th July 2012 in Birmingham.</p> <p>vii) AQP and CRG: CW feels it is time to bring all the detail together in one report to send out to PMG members. AK agreed to draft an update; LM to send the information on CRG to AK. *</p>	<p>AK/LM</p>
<p><u>8. Finance recommendations to be approved by Executive</u></p> <p>i) That PMG hosts 3 one-day courses by Mary Massery in 2013. See E&T item 10 below.</p> <p>ii) That a line be drawn under accounting negotiations with Meeting Makers re the 2010 International Conference. OE to email relevant stakeholders.</p> <p>iii) That the recent auditor's bill from Streets be paid. The company had emailed CW at the meeting setting out the additional work done on 2011 accounts.</p> <p>iv) That students are given free PMG membership on a one-year only basis, and monitored.</p> <p>v) That the book token given to members attending NTE be reduced to £10.</p> <p>ALL ABOVE RECOMMENDATIONS APPROVED</p>	<p>OE</p> <p>OE/RS</p> <p>OE/JF KAC/OE</p>
<p><u>9. SPMN Update</u></p> <p>i) CM had been unaware of the issues with SH and PMG over the PMG Bookings Manager. She reported that SH did website work for SPMN, and holds the passwords. SH had not replied to her recent emails regarding transfer of content to PMG website. During the meeting JF found the SPMN website domain details and will forward to CM. CM to contact Luke, the previous website manager, who now lives in Australia. Plan to keep SPMN website running for a year with a link to PMG website.</p> <p>ii) Transfer of £16k has now been made from SPMN account to PMG, with £2K being held back for marketing of PMG in Scotland.</p> <p>iii) PMG Scottish Promotional Group (SPG): CM will chair this group with support from JH. The aim is to bring the 5 Scottish wheelchair services into the fold and attract others into the group. CM will draft a letter for CW to write to the wheelchair services inviting them to an introductory welcome meeting.</p> <p>iv) JH reported plans for a PMG roadshow in Scotland after the initial welcome meeting of the SPG. OE to co-ordinate this initial meeting with PMG finance and exec meetings in Edinburgh in October 2012.</p> <p>v) PMG sub-cttees: 3 previous SPMN members have now joined PMG sub-cttees – CM is on NTE, Pam Harper has agreed to become PMG Treasurer from 2013, and Jenny Hooper-Roe has joined PaM.</p> <p>vi) CM to write to DP regarding research projects in Scotland.</p>	<p>JF/CM</p> <p>CM/CW</p> <p>OE</p> <p>CM</p>
<p><u>10. Education and Training sub-cttee</u></p> <p>i) OE, GR and MY reported that the plans for the Mary Massery (MM) mini-tour in 2013 are underway.</p> <p>ii) Exec recommended end of 2013 rather than early in the year for this project, given the current issues with BM. OE to confirm dates with MM asap, and draw up a tour budget.</p> <p>iii) Aim is to target audiences outside the normal P&M field as well as PMG membership.</p>	<p>OE</p>

<p><u>11. Research:</u></p> <p>i) DP reported that there are 2 new applications coming through for adjudication in October 2012.</p> <p>ii) There should be at least two studies within the current tranche completed/completing, to present papers at NTE 2013.</p> <p>iii) Concerns that applications have fallen off in past couple of years. OE reported that the advertising has continued the same – journal, ebuletins, PMG and related websites.</p> <p>iv) DP asked that everyone encourages colleagues and others to submit outline proposals for their research ideas.</p>	ALL
<p><u>11. Budgets 2012/2013</u></p> <p>i) OE tabled a skeleton budget for current year, based on first 6 months actual spend and estimate for final 6 months. Will forward with amendments to RS.</p> <p>ii) Reminder that all sub-ctees must put in their 2013 bids ahead of finance sub-cttee meeting in October. OE to monitor with RS.</p>	OE ALL
<p><u>12. AOB</u></p> <p>i) CW welcomed PD and AK to the new PMG executive committee, and welcomed HH back from her maternity sabbatical. PD to join PaM.</p> <p>ii) Admin contract: agreed that OE's contracted hours be extended from 3.5 to 4 days a week.</p> <p>iii) Editor of PMG journal: JF reported that Carolyn Nichols (CN) feels she should retire as editor of PMG journal in the next 18 months. AK proposed by CW as a possible successor. AK subsequently reported that because of poor Skype reception, he was not clear what had been proposed. He will liaise with CN to assess the role and see if he has the requisite skills etc. OE to put AK in touch with CN.</p> <p>iv) External Advisor: LM enquired about the JD for the External Advisor. She also reminded the meeting that her 2? year term is coming to an end. A possible extension to be negotiated.</p>	PD/JF CW AK OE LM/CW
<p><u>13. Date of next meeting</u></p> <p>As agreed in 9iv) the next meeting to be attached to October PMG finance sub-cttee meeting in Edinburgh, plus the launch of the SPG. OE to arrange.</p>	OE
<p>Post script</p> <p><i>*the circular to members about AQP was superseded by DH publishing their response, which has been published on the PMG website, along with region-specific information to reflect local variations.</i></p>	