

# PMG EXECUTIVE COMMITTEE MEETING

11<sup>TH</sup> JANUARY 2017

CROWNE PLAZA, MANCHESTER AIRPORT

## MINUTES

### Present:

Rasheed Ahamed (RA), Richard Earl (RE), Helen Critten-Rourke (HCR), Susan Gold (SG), Diane Hargrove (DH) - *chair*, Pam Harper (PH) - *treasurer*, Linda Marks (LM), David Punt (DP)

**In attendance:** Olwen Ellis (OE); Ffion Lane (FL) via Skype

**Apologies:** Henry Lumley (HL)

### 1. Notification of any other business (AOB):

- Best Practice Guidelines
- Company promotions

### 2. Minutes of 11<sup>th</sup> October 2016 meeting:

LM asked if item 5ii) had been amended to show that £150 (not £500) compensation had been paid by HSBC. OE to correct, and use DH's electronic signature to sign off the approved minutes, then upload onto the website.

**Action OE**

### 3. Matters arising:

**Item 12ii)** OE confirmed that Paul Hewett gave thumbs up to PMG becoming an affiliate of the AT Hub, and Brian Donnelly has been informed.

### 4. Chair's report

#### i) NHS England (NHSE) letter

- a) DH reported that an email had arrived the previous day from Sarah Smith (SS), Direct Commissioning Change Projects Lead at NHSE, in response to PMG's offer to help with the gathering of data. SS would welcome a discussion about this, and DH is now awaiting potential dates for a teleconference, which will also include Krys Jarvis (KJ), chair of National Wheelchair Managers' Forum (NWMF). LM happy to participate in the teleconference if possible. **Action OE/DH/LM**
- b) Agreed that NHSE should consider involving wheelchair service managers in data collection as most finance departments will have extremely limited understanding of what the questions relate to. If not possible, PMG to request those on the NWMF mailing list to contact their finance departments. **Action OE**
- c) LM keen to know if the format of the questionnaire will be changed – may be able to find out at her Personal Wheelchair Budget Steering Group (PWBSG) meetings with NHSE the following day.

#### ii) AGM quorum

- a) OE highlighted potential problems that may arise with the new Charitable Incorporated Organisation (CIO) constitution, in terms of numbers of attendees required for the AGM to be declared quorate. A great deal of consideration was given to when during conference the AGM should be held, and what exact criteria are relevant for the meeting be quorate, given PMG's large and diverse membership.
- b) OE is seeking advice from a contact at the Charity Commission (CC) – this was provided by Jon Millbank who registered PMG as a CIO in 2015. **Action OE**

iii) **Committee Elections**

- a) CC advice to be sought in relation to the rules for committee renewals as well; these are in place to protect charities and to help ensure a balance is maintained as much as possible between continued expertise on committee and fresh blood. **Action OE**
- b) Agreed that a “skills” list should be drawn up for all committees, to help attract applications from a mix of professions/areas/interests. **Action OE**
- c) DH and committee agreed the importance of transparency for the PMG executive and both sub-committees; all keen to increase breadth of involvement and highlight entry routes, in order to dispel any myths of “elitism” which exist amongst some members. DH to encourage member involvement in her opening speech at 2017 conference. As a rule, members from industry don’t find it a problem to get time to attend PMG meetings, because most companies see the value. Agreed that it’s becoming much more difficult for NHS staff. **Action DH**
- d) RE lamented the loss of skills in the Rehabilitation Engineering (RE) profession in England, with so many retiring and few trained people coming through the system nowadays. He reported that the British Healthcare Trades Association (BHTA) is training unregistered technicians. SG confirmed that Scotland and Wales don’t use REs, with clinical scientists covering a similar role there.
- e) SG to ask her work colleague Owen about any relevant competencies utilised by the Institute of Physics and Engineering in Medicine (IPEM) **Action SG**

- iv) **Conflicts of Interest:** the draft *Conflicts of Interest* policy was accepted, along with the declaration form, which many present completed. OE to distribute to the remainder and to the sub-committee members. **Action OE**

v) **Free place for NWMF chair**

Agreed that the chair of NWMF should be given a free place at PMG conferences as a standard arrangement. **Action OE**

5. **Treasurer’s report**

- i) PH confirmed the situation as reported at the last meeting re the Office of the Scottish Charity Regulator (OSCR), i.e. that PMG needs to have its office in Scotland to be registered as a CIO with OSCR. As the Charity Commission of England & Wales allows PMG to operate in Scotland, agreed that relations with OSCR may now cease.
- ii) PH reported that the amount the government’s Financial Services Compensation Scheme (FSCS) protects for deposits will increase by £10,000.00 on 30 January 2017. The scheme will protect deposits up to £85,000.00 from that date and PH will transfer £10,000.00 to top up one of the PMG savings accounts to £85,000.00 to coincide with this increase. **Action PH**
- iii) **Workplace pensions & Payroll:** OE and PH recommend that PMG holds off from running its own payroll until the workplace pensions for OE and FL are in place. PH to register PMG with NEST, the government’s workplace pension scheme imminently, and will report back. **Action PH**
- iv) **HSBC:** OE reported on recent difficulties with HSBC following their Safeguarding exercise at the end of 2016. They threatened to close the PMG account as of 25<sup>th</sup> January, 2017. It was an administrative error that had triggered the letter, and OE has put in a formal complaint, but heard nothing yet. OE confirmed that the bank accounts will not be closed.

v) **Accounts**

- a) PH reported that expenditure in 2016 was higher than in 2015, but had included the deposit for the 2018 conference as well as the cost of the new website. There won't be large sums to pay again ahead of exhibition/delegate income starting to come in March and April, so there are no cashflow issues.
- b) Query about donations – OE explained that several £10 standing orders were still being paid for membership and that these were now considered as donations. A huge amount of resources was put into informing members that they should cancel their standing orders when this method ceased in 2006. Eventually, after two or three years, the PMG treasurer at the time informed the membership that non-cancelled standing orders would henceforth need to be accepted as donations.
- c) **Outstanding invoice:** FL reported that one of the companies who exhibited at the 2016 conference hadn't yet paid for their stand, despite repeated reminders. Agreed that a formal letter signed by PH and threatening legal action should now be sent to the company via registered mail. **Action OE/PH/FL**
- d) Agreed that 10 bursaries should be offered for the 2017 conference, but could go up to a max of 20 if the applications are deemed worthy. **Action OE**

6. **Future training provision**

- i) SG and HCR reported favourably on their work of matching the NWMF foundation competencies for wheelchair therapists against the basic World Health Organisation's Wheelchair Service Training Package (WSTP). Agreed that SG will pilot the basic WSTP with a new member of staff at WestMARC, following up with them taking the online test provided on the website of the International Society of Wheelchair Professionals (ISWP). If successful, and if NWMF approve, this format for in-house training to be recommended to wheelchair services UK-wide, and made available to download from the PMG website. SG to report back, and will consider running a similar pilot with the Intermediate WSTP. DH to discuss with Kryss Jarvis, chair of NWMF. **Action SG/OE/DH**
- ii) OE reported that there has been a delay with the final pilot of the ISWP Hybrid training, which is now to take place in January 2017, with report due in March 2017.
- iii) **Integration of training into undergraduate courses in the UK**  
Agreed that this is not something PMG is best placed to help ISWP with. Suggest that they try using the reps of the international bodies to influence the national bodies (COT and CSP). DP not optimistic about this approach, as the curricula are not national, with university departments deciding on their own course contents.

**Action OE**

7. **Research committee report**

- i) DP reported that, at the last meeting of the PMG Research committee on 19<sup>th</sup> October 2016, one full application had been submitted and was offered £6,744.00. The study is *Posture and pressure management: social psychological explanations for compliance with use of clinically prescribed seating function*.
- ii) Of 10 outline proposals submitted, the four below have been invited to submit full applications:

- *A Multi-Centre study to explore the service provision pathways and Therapists views on the current processes for the assessment, prescription, funding and provision of wheelchairs for adults with a Prolonged Disorder of Consciousness (PDOC) in sub-acute and long term settings.*

- *Beginning Power Mobility Phase 2: Exploring power mobility use in early childhood.*
- *Development of a quantitative method for tracking hippotherapy-induced changes in mobility in children with cerebral palsy*
- *Perception of impact of secondary upper limb injuries sustained by manual wheelchair spinal cord injury (SCI) users*

These were currently out for peer review, to be assessed for funding at the next Research committee meeting in March. The overall total request is **£29,498.94** and there is **£22,044.80** available to spend; however, DP feels it's unlikely that all four will be offered funding.

- iii) **Presentations at PMG 2017 conference** are expected on the following currently funded studies:
  - *A prospective case series to investigate current practice in the physical management of people in low awareness states (LAS) and its impact on the pattern of limb and spinal deformities.* Rasheed Ahamed
  - *Outputs and recommendations from seating for dystonia review.* Tim Adlam
  - *Postural support in lying: practice considerations.* Ginny Humphreys

## **8. Conference, Education and Communications (CEC) committee report**

- i) **HCR** reported on the key points from first Conference, Education and Communications (CEC) meeting in September 2016:
  - **The Smoke Haus** has now been selected as the Welcome Event venue for 2017, which is a Southern American style restaurant about 1 minutes' walk from Motorpoint. OE & FL to visit prior to signing contract/paying deposit.
  - **Liberty Living student accommodation** contract for 200 rooms per night has now been signed, and first instalment paid. 4 accessible rooms have also been booked at the Park Inn hotel.
  - **Dimension 8** have been confirmed again as the exhibitor builders, after discussing concerns with them and ruling out GES on price.
  - **Floor plan was approved** (now also been published on the website with additional information for potential delegates and exhibitors).
  - **Overall stand space increased**, despite smaller exhibition hall, due to interest from new/returning exhibitors.
  - **Test track in exhibition** will be included if Motorpoint Arena approve. This is to stop companies using exhibition aisles to test products and provide a dedicated area.
  - **Exhibitors' Panel** now on the back-end of the website, ready to use once exhibitors have booked. This will allow exhibitors to easily complete the information needed prior to the event by the dates required, and receive automatic reminders.
  - **Manchester Central** has been confirmed for 2018 - contract signed and deposit paid.
  - **Weston Hall student accommodation** has been reserved for 2018 - 250 rooms with option of Full English Breakfast (approx. 15-20 minutes' walk from venue).
  - **2017 Conference Programme**
    - Confirmed sessions:**
      - *Playing the cards you're dealt*, Steve Wilkinson, WheelchairSteve Ltd
      - *Surgical aspects of treating Myelomeningocele*, Mr Paul Leach, University Hospital of Wales

- *Mobile app technologies in pressure ulcer prevention in the community* (title TBC), Lorna Tasker, Morriston Hospital
  - *Deformation is a cell killer: protecting tissues by minimizing exposure to sustained deformations*, Amit Gefen, European Pressure Ulcer Advisory Panel
  - *User-centred design of smart wheelchairs*, Chinemelu Ezech, University College London
  - *Advanced Matrix Seating: what can be achieved using Matrix*, Hans Candeborn, Aktiv Ortopedteknik
  - *Early powered mobility*, (title TBC) Jo Jex, Active Design
  - *Aldersea Lecture* (title TBC), Lone Rose, National Spinal Injuries Centre
  - *Competencies session* (title TBC), speakers TBC, National Wheelchair Managers Forum (NWMF) & Rehabilitation Engineering Services Management Group (RESMaG) with Scottish perspective from Susan Gold
- Some concern expressed over inviting speakers from commercial companies which resulted in the decision to provide guidelines on presenting evidence-based work, and presentations to be checked prior to event for all speakers. Conflict of interests also to be declared.
  - **AGM to be moved** to the end of the day on Wednesday. Prize Giving held after PL4 and before AGM.
  - **PL4 likely to be a 'Question Time' style panel debate** re Personal Wheelchair Budgets. LM advises having a warm up presentation from NHSE, and she will ask about speakers at the PWBSG meeting on 12<sup>th</sup> Jan.
  - **25<sup>th</sup> anniversary display** to be included in the exhibition/foyer to show the history of PMG and posture and mobility more generally. Monica Young to be in charge of this.
  - **Important 2017 dates confirmed:**
    - Exhibition bookings open – Wednesday 1<sup>st</sup> March 2017
    - Attendee bookings and bursary applications open – Wednesday 8<sup>th</sup> March 2017
    - Bursary applications close – Friday 7<sup>th</sup> April 2017
    - Early Bird deadline – Friday 5<sup>th</sup> May 2017
    - Attendee bookings close – Friday 30<sup>th</sup> June 2017
  - Attendee, exhibition and sponsorship **prices all fixed at 2016 prices.**
  - Discussion about the new badging system idea recommended by CEC. Agreed in principle but would like to see costings, including the savings made from not using the current system, plus labour savings.
- Action FL/OE**
- **The OT Show** went really well, with PMG training sessions oversubscribed. They would like PMG to return next year, possibly to hold sessions in the exhibition. Looking at potential collaboration with the **Community Therapists Network** in addition to NWMF.
  - Nathan Robson (NR) attended the CEC meeting to discuss webcasting. Paul Hewett (PH) had looked into Panapoto which would cost around £20K. NR recommended sticking with the current arrangements, with some upgrading to the hardware all that's required to improve efficiency. NR happy to do the editing himself. Agreed that PH could test out using mobile phones in a couple of parallel sessions.
  - Clare Canale now officially PMG journal editor. Carolyn Nichols has agreed to help with the forthcoming work on Best Practice Guidelines (BPGs).
  - Paul Hewett working on a new PMG flyer design, hopefully ready once Call for Papers deadline passed.
  - New companies keen to exhibit at PMG 2017, so looks as if the demand for stands will be higher than usual.

## **9. NHS England**

- i) LM had attended the first meeting of the PWBSG in October 2016 on behalf of PMG, and would attend the next one the following day (12<sup>th</sup> January 2017) when hopefully there will be some answers - e.g. on the uptake of vouchers nationally and is there evidence that they work?
- ii) The final version of the Wheelchair Service Spec is overdue, and there are still grave concerns about the data collection exercise.
- iii) There should be presentations from both the PWB pilot sites at the 12<sup>th</sup> January meeting.
- iv) DH feels PMG is as engaged as we can be and thanked LM for her continuing commitment.

**10. BPG video:** following extensive email discussions prior to the meeting all agreed that, due to subject complexity and potential issues, PMG should not produce or fund a generic video on tie downs and occupant restraints. Instead the executive committee would advise that the transportation BPG recommends professionals should emphasise to their clients the importance of adhering to manufacturers' instructions on tie downs and occupant restraints. OE to inform Paul Dyer, who had requested funding to produce a generic instructional video.

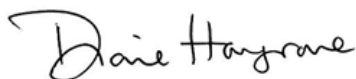
**11. Company promotions:** following recent requests from companies for PMG to post various promotional material on the group's website, and subsequent email discussions, all agreed that this would not be appropriate. In future, FL to direct all such requests to BHTA for publication in THIS magazine, or the BHTA newsletter as appropriate.

## **12. Next meeting**

**Date:** 6<sup>th</sup> April 2017

**Venue:** TBC

**Location:** Birmingham



**Diane Hargrove**

**PMG Chair, 6<sup>th</sup> April 2017**