

PMG EXECUTIVE COMMITTEE MEETING

3RD OCTOBER 2017

MINUTES

Present: Susan Gold (SG) *via teleconference*, Pam Harper (PH) – *treasurer*; Susan Hillman

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

Following the resignation of PMG chair, Diane Hargrove (DH), due to a change in her professional circumstances, PH had agreed in advance to chair the meeting.

1. Minutes of April 2017 meeting and matters arising

Item 4 – Personal Wheelchair Budgets National Steering Group (PWBNSG).

- i) OE had previously distributed a joint report by Linda Marks (LM) and Kirsty-Ann Cutler (KAC), former and current PMG reps on the PWBNSG. Agreed that Kryss Jarvis (KJ) of the National Wheelchair Managers' Forum (NWMF) might be the best placed to report to PMG, given her national perspective and greater involvement with NHS England (NHSE), in particular with their data collection issues. SH emphasised that data collection and delivery of PWBs are inextricably linked.
- ii) SH to continue as PMG representative in data collection discussions with NHSE. NHSE are aware of the need to allow, and provide consistent guidance on, the circumstance under which wheelchair services can “stop the clock”*. Without this capability, data cannot represent a true picture of overall service performance.
- iii) It was noted that feedback from the current NHSE training events, *Care and support planning for personal wheelchair budgets*, continues to be unfavourable.
- iv) Minutes approved. OE to add PH's electronic signature and post the approved minutes on PMG website asap. **Action OE**

** data collection for NHSE requires information about referral to prescription decision times, and prescription decision time to provision. Sometimes these times can be very long and it isn't the fault of the wheelchair service. Reasons for “stopping the clock” might be that the patient has gone into hospital or on holiday for example. More controversial reasons might be that there are no wheelchairs available for issue, because the boat from China has been delayed (this happened recently!). SH*

2. Treasurer's report

- i) PH reported that PMG accounts are in good order, see iii) below.
- ii) **Payroll & workplace pensions:** At OE's request, the PMG accountants are running the staff payroll plus the NEST pensions contributions admin. It costs less per year than previously, because PMG had provided Barend ter Haar with a free conference place in recent years, to thank him for his support in running the payroll through the BES system.
- iii) **PMG savings accounts as at 26.09.2017:**
 - Aldermore - £85,000.00
 - Clydesdale - £26,077.44
 - Santander - £20,082.19PH will transfer cash from the HSBC current account shortly, as there will be surplus to short term requirements available for a while; all 3 savings accounts are Instant Access.
- iv) The surplus realised for 2017 conference is a substantial improvement on 2016, meaning the end of year projection is for a greatly reduced deficit overall.

3. Conference management proposal

- i) SG and FL spoke to the tabled proposal regarding the outsourcing of the exhibition management for PMG conference 2018.
- ii) The proposal has the backing of the Conference, Education and Communications (CEC) committee, following their concerns about FL's workload in particular.
- iii) CEC has already approved in principle small increases for stand, sponsorship and delegate prices for 2018, which will help cover the additional costs.
- iv) Agreed that FL and OE should progress discussions with the two lowest quoting companies as shown in the proposal, and report back to CEC asap. **Action FL/OE**
- v) General agreement that this kind of outsourcing will help future-proof the management of the conference, and further professionalise PMG.

4. BPG co-ordinator role: proposal from Dave Long (DL) and Paul Dryer (PD)

- i) Following the decisions regarding the 2010 BPGs made at the previous executive committee meeting in April 2017, DL and PD had submitted a proposal that PMG commissions a co-ordinator to support the reviewing of the BPGs, with a draft spec for the role as follows:
 - lead in the identification of BPG reviewers/writers/contributors
 - track progress and chase where necessary
 - act as proof reader/checker for submitted revisions/new BPGs
 - keep an eye on developments in the field

An estimated £3,000.00 for an initial 6 months at half a day a week was suggested.

- ii) Agreed that the overall views expressed at the April executive committee meeting should be upheld, but that some support could be offered.
- iii) Agreement that the reviewing of the Transportation BPG (BPG1) should be supported, given that transportation is not appropriate for signposting to a RESNA position paper. OE to find out from PD what support would be most useful in progressing the stalled BPG1 review process.
- iv) FL to discuss with PD what particular areas of BPG1 need commenting on, and then highlight these in an ebulletin to members. SH feels this approach is more likely to elicit contributions.
- v) FL to work with CEC (e.g. Paul Hewett) on the creation of a rolling banner for the PMG website, to draw attention to the reviewing of BPG1 in the first instance.
- vi) SH feels that a deadline needs to be given for comments, to encourage participation. Agreed provisionally the end of the year for commenting on BPG1, with the others to be looked at in the New Year.
- vii) OE to upload other BPGs to the commenting facility on the PMG website; this will hopefully ascertain the level of interest in them.
- viii) Once the above processes have run their course, the idea of commissioning an administrator for the BPGs may be re-visited, depending on the results.
- ix) Recommend running a Transportation workshop again at PMG 2018. OE to discuss with DL and PD. **Actions OE/SG/FL**

5. Pilot Hybrid Basic Training at PMG 2018

- i) A briefing paper had been distributed in advance of the meeting, covering the work of the International Society of Wheelchair Professionals (ISWP) and PMG's recent investigations into the potential for using the ISWP Hybrid Basic training course in the UK. SG provided further background to bring SH up to speed.

- ii) SH encouraged by the idea of an international accreditation for PMG training courses.
- iii) SG feels the Hybrid has the potential to be rolled out and become an additional income stream for PMG. FL noted that ISWP will shortly be providing an Intermediate Hybrid also.
- iv) Agreed that the requested \$2,000.00 should be paid to ISWP, as recommended by CEC, in order for the proposed Hybrid pilot to run at PMG 2018. The money is for access to the ISWP Wheelchair International Network (WIN) for 2 years.
- v) Pilot to be facilitated by SG and Richard Earl (RE); they will be able to modify the ISWP basic Hybrid via WIN to suit UK training requirements. RE and SG will also need to be “grandfathered” as ISWP trainers – this process is free of charge.

Action SG/RE/OE

6. Bursaries 2018

Agreed that 15 PMG bursaries can be offered for attendance at PMG conference 2018.

Action OE

7. IT Support

- i) OE reported that the 2018 conference venue in Manchester provides a comprehensive AV and stage management package, which means that additional PMG IT support at the event may not be required.
Once the situation is clarified, OE to inform Iain McConnell (IM). **Action OE**
- ii) FL reported that IM has recently been asked to look at data protection issues on behalf of PMG. Other tasks may also come up during the course of the year; for example, support at the OT Show, depending on what the venue provides for 2017.

8. Conference, Education and Communications (CEC) committee

- i) SG reported that CEC held its first 2018 planning meeting at Manchester Central on 21st September 2017, with a site visit beforehand. The venue has more appropriate conference facilities than Motorpoint, in particular a purpose-built theatre with tiered seating – lack of tiered seating in the plenary theatre had been the subject of many complaints at the 2017 event.
- ii) **Other feedback from 2017**
 - Attendee and exhibitors’ feedback generally positive, although negative comments about venue and Gala Dinner
 - Some minor changes to be made following feedback, such as non-alcoholic drink option on tables at Gala Dinner, and poseur tables to be provided in exhibition
 - 5-minute interlude to be added for people to walk from the plenary theatre to break-out rooms. Rules for chairs to be stricter to ensure event stays to time
 - Successful additions in 2017 were the programme on lanyards, and the new onsite registration system
 - PMG staff struggled with workload, and found Motorpoint team very difficult to work with onsite

Decision made not to return to Motorpoint, and to only select venues with tiered seating in future

- iii) **Update on 2018 accommodation**
The university halls of residence have cancelled our booking with them; FL has now booked 200 rooms in 2 Travelodge hotels within 15 minutes’ walk of Manchester Central.
- iv) **The OT Show 2017**

PMG and NWMF are hosting a *Posture & Wheelchair Essentials* programme over the 2 days of the show:

- *Basic wheelchair assessments* - Amanda Jackson and Judith Ruddle, North Tees and Hartlepool Foundation Trust
- *Powered mobility: the basics* - Fiona Eldridge, Sussex Community Foundation Trust
- *Paediatric seating solutions* - Joanne McConnell, Etac R82
- *Pressure care for wheelchair seated clients* - Mark Bowtell and Dale Ryan, Pressure Ulcer Prevention and Intervention Service (PUPIS), Swansea
- *Postural assessments and critical measures for wheelchair seating* - Alison Johnston (AJ), Independent
- *Implementation of Personal Wheelchair Budgets (PWBs)* - Frances Beavis (FB), Gloucestershire Care Services NHS Trust and Dawn Stobbs (DS), NHS England
- *24-hour posture management basics* - DL, Oxford Centre for Enablement
- *'Ask a wheelchair professional' panel* - Tristan Hill, Gloucestershire Care Services NHS Trust; AJ, Independent; DL, Oxford Centre for Enablement

NB: The PWB session was originally being presented by FB only but, following a PMG e-bulletin promoting the event, Kate Buffery from NHSE had asked whether DS could present for 5-minutes at the beginning of that session, and FB has agreed to this.

v) **Naidex 2018**

CEC decided against PMG holding a training event at Naidex 2018; FL has already set-up a promotional agreement with the Naidex organisers to market each other's events

vi) **PMG Conference 2018 programme/schedule**

- Opening plenary speaker has been confirmed as Mark Wilson OBE, a wheelchair user who will be presenting about being 'differently disabled'
- Rory O'Connor, a Professor/Consultant in Rehabilitation Medicine from Leeds, confirmed to present about his research on limblessness (to follow Mark Wilson); also a parallel session about outcome measures, possibly regarding people lacking capacity
- Potentially holding sessions about crowd-funding, national guidelines for postural care, the Reagiro wheelchair, and spinal surgery, but nothing confirmed
- Introducing a new '1-minute madness' as seen at RESNA by SG: poster presenters given a quick slot to explain their poster presentations to everyone, in the hope of encouraging interest. SG found it had worked for her at RESNA
- Barend ter Haar to be invited to provide a global view of ideas and developments in the posture & mobility field
- Speed networking from 3.30pm to 5pm, Monday 23rd July 2018. Topics to include training, facilitated by Nathan Robson (NR); transport, facilitated by PD; supported lying, facilitated by DL, and capacity (Deprivation of Liberty Safeguards - DoLS) which KJ has been invited to facilitate - tbc
- Welcome Event will take place onsite and will have a Mancunian theme
- Stand booking terms and conditions to include a statement that no competing educational events may take place during the conference proceedings

vii) **2018 planning and marketing**

- Agreed to continue with Dimension 8 for stand building, EEP Safety for health and safety, and CircData for onsite registration/badging, unless it proves more cost effective to include some of these within the outsourced exhibition management. FL to express PMG's concerns to Jon from Dimension 8 as regards

him becoming his father's carer. What are his contingencies in the event of this new responsibility clashing with his duty to PMG?

- Sponsorship price to remain the same, but cost to PMG reduced by not providing free delegate places as previously. FL and OE have been wondering about having a 2-tier sponsorship, whereby companies pay to have a 5 to 7 minute presentation in a proposed new plenary session. SG likes the 2-tier idea as an income generator, but would still want the companies to submit abstracts – see ix) below
- Bookstall to stay outside the exhibition and remain open until the end of the event
- BHTA logo to be included in exhibition catalogue for its member companies - but BHTA will not be provided with a free stand in 2018

viii) **2019 venue**

Options looked at were: Birmingham ICC, Glasgow SEC, London Olympia and Telford International Centre, with Telford winning on the grounds of cost. Event to take place from 15th to 17th July 2019. [FL now seeking quotes from Glasgow SEC and Liverpool ACC for 2020].

ix) **Website**

- Toucan currently conducting minor tweaks and updates on website
- NR has edited all 2017 webcasts – now published on the website
- Following discussion about webcasts, arising from complaints about product placement in 2017 conference sessions, it was decided to introduce a series of 5 to 7 minute product slots with a clinical focus for 2018 – companies will present these within one session on the plenary stage early in the proceedings. Companies to submit abstracts and be judged by CEC as for free papers etc
- The archive article by SH and ex-colleague Lesley Purves, recently published via the online journal, has proved very popular; Carolyn Nichols to look for further articles from the old journals to publish online under the “From the Archives” banner
- James Foy (new PMG rep on British Standards Institute wheelchair committee) and Paul Harrington are working together to sort the Standards page on PMG website

x) **Marketing update**

- PMG continuing to collaborate with The OT Magazine, The OT Show, Naidex, Society for Research in Rehabilitation (SRR), European Pressure Ulcer Advisory Panel (EPUAP), Association for the Advancement of Assistive Technology in Europe (AAATE), and Technology for Independence (T4I)
- Facebook (FB) closed group to be set-up, and current LinkedIn group to be closed due to lack of interest. Far more PMG members use FB, so hopefully this new group will be used

xi) **Membership of CEC**

- OE reported that newly elected CEC member, Jonathan Mamo (JM), had ceased communication with her. He had attended the 2017 conference as a bursar and, as such, should be submitting a report. He has made no contact about this, nor about attending CEC meetings
- At CEC meeting, it was agreed to give JM a deadline for making contact; if no response, then invite the next down the list from those who had applied to join CEC. OE has since given this some thought, mainly because the CEC group is extremely large (15 in total) because of the merger in 2016 of 3 PMG sub-committees
- Agreed that OE should not therefore invite a replacement for JM, and that a period of natural wastage should also follow until the CEC committee becomes more

manageable in size and less costly to run. [Cf Research committee which has max of 10 members]

- SG expressed regret about someone like DL having to stand down from CEC because of length of service rules, and wonders if there is a place for non-attending consultants to be involved in future

9. Research committee

- i) SH confirmed that she had been elected as chair of the PMG research committee, officially taking over at the 2017 AGM from previous chair David Punt (DP).
- ii) SH reported that DP had run a workshop at the 2017 conference in Cardiff, which was called *Show me the money*. Its intention was to encourage members to consider doing research, and give them an insight into the PMG funding application process. The workshop was sadly not very well attended. Agreed that it is a particularly difficult field to do research within, and there is rarely a research culture in wheelchair services.
- iii) SH went on to explain that the fund is geared towards the back-filling of a post, allowing the researcher to study during work time. In the current climate, this scenario has become almost impossible for NHS departments to support, and more and more applications to the fund are coming from academia, where there are different pressures at play – i.e. to acquire money for departments from any source.
- iv) The challenge more and more for the PMG research committee is to find other ways to encourage applications, and perhaps other ways of funding research.
- v) SG mentioned a work colleague of hers who had been given an NHS bursary to pay for his Master's degree course, which he then did in his own time.
- vi) SG referred to her recent PMG funded trip to RESNA, and wondered if bursaries to attend courses and events could also be considered. OE reported that several years ago, the Education & Training committee had an amount of money to spend on bursaries for external courses, but few had ever been offered. Agreed that this could perhaps be re-visited, but should be separate from the Research fund, unless a strong research element involved.
- vii) SH mentioned other potential ways of pump-priming research and development, by funding the purchase of equipment for example. This and other ideas to be discussed at the next meeting of the Research cttee in early 2018. **Action SH/OE**
- viii) SH reported that Simon Cook had recently resigned from the Research committee, which meant there was now a vacancy for a member with carer responsibilities. [One of the Terms & Conditions (ToR) of the PMG research committee when it was first established was that there should be at least one wheelchair user and one carer among its membership]. OE to send SH a copy of the ToRs. **Action OE**
- ix) OE reported that PD has regrettably asked for the Kings PMG supported project, *Investigating the potential benefits of load limiters within the occupant restraint system for people travelling in wheelchairs*, to be withdrawn due to staff shortages. If it is possible to revive the investigation in future, PD agrees that a fresh application for funding should be submitted.
- x) SH provided some background to the current commissioning by the National Institute for Health Research of the following study: *Cost-effectiveness of earlier provision of powered wheelchair interventions for children with mobility limitations*. Newcastle and Bangor universities have put in a joint bid for the commission, and SH will be invited to join the advisory board if their bid is successful.

10. PMG executive committee

- i) Following the recent resignation of DH as chair of PMG, PH announced that she had been happy to fill the gap by chairing today's meeting, but would not wish to take on the additional responsibility of chair going forward, on top of her Treasurer duties.
- ii) Agreed that DH's resignation had highlighted the need for a vice-chair for the group, and that the role of Trustee Advisor (TA) may no longer be an imperative for the group. Agreed that the TA role should be dropped, and that the vice-chair post be re-instated.
- iii) SG reported that she will be office-based at work for several months, well into 2018, meaning that taking on the role of interim PMG chair would be manageable for her. SG duly elected as interim chair until the 2018 AGM. Given that the situation is temporary, SG happy to continue to represent CEC at the executive committee meetings for the remainder of the year.
- iv) OE reported that the Countries role is still to be filled, with Lorna Tasker (LT) having been reticent about taking it on, as it would compromise her capacity to continue on the PMG Research committee. OE to follow up with LT one more time. **Action OE**
- v) **Vice-chair:** OE reported that the appointment of PMG vice chair has historically been in the gift of the chair. OE to provide lists of the CEC and Research cttee members for SG to consider. **Action OE**
- vi) OE to check with DH that she is happy for the changes to be announced imminently. **Action OE**
- vii) Process for appointment of trustees at AGM 2018 to be considered at next meeting of the executive.

11. Any other business

SG asked SH if she could remember the name of the spinal surgeon who had presented at TeachRT event in Edinburgh in 2014, as there was the possibility of him being invited to present at PMG 2018. Subsequent search of the PMG website brought to light that the TeachRT videos are not available to view. OE to check with Paul Hewett. **Action OE**

12. Date and location of next meeting

10th January 2018, Newcastle (changed to London because of travel logistics)



Susan Gold
Interim Chair