

PMG EXECUTIVE COMMITTEE MEETING

6TH APRIL 2017

MINUTES

Present: Susan Gold (SG), Diane Hargrove (DH) - *chair*, Pam Harper (PH) - *treasurer*, Linda Marks (LM), David Punt (DP); **Via Skype:** Rasheed Ahamed (RA)

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

Apologies: Helen Critten-Rourke (HCR), Richard Earl (RE), Henry Lumley (HL)

1. Notification of any other business (AOB): British Standards Institute

2. Minutes of 11th January 2017 meeting and matters arising

- i) **Item 4i-c) - NHS Data collection:** LM noted that the data collection questionnaire was not the main problem, rather the people who are filling them in.
Item 8 – CEC: LM raised concerns about the AGM being at the end of the conference this year. Discussion as to whether a “Last Man Standing” prize should be re-introduced, but agreed that promoting the AGM as a highlight of the year for PMG members would be a more positive approach. Time limit of 1 hour to be put on the meeting - FL to notify the finish time in an ebulletin, to help delegates plan their homeward travel. DH to mention the AGM in opening conference speech also. DP commented that most groups struggle to attract their members to general meetings.
Action OE/FL/DH
- Item v) - Free places:** OE actioned to invite Sarah Smith from NHS England to attend 2017 conference.
Action OE
- ii) **Minutes approved;** OE to add DH electronic signature and post on website.
Action OE

3. Chair's report

i) NHS England (NHSE) teleconference, 1st March 2017

DH reported on the teleconference with Sarah Smith, Hassan Ismail (IT specialist) and Sara Brunt of NHSE to discuss the issues surrounding data collection. HL and LM participated also, along with Krys Jarvis (KJ), chair of National Wheelchair Managers' Forum (NWMF). An understanding and acceptance at NHSE that the data collection had serious issues in terms of quality and submission levels – they had been working to improve matters, and have simplified the process, also posting instructions on their website. Submission rates have improved to 93% in latest set, and CCGs are more engaged with the work, possibly because it ties in with the transformation plans etc.

NHSE listened to the PMG/NWMF concerns regarding “who” was completing the data, but are unable to change the way they communicate requests for data; instead they encouraged both groups to attempt to galvanise members to become involved within their own CCGs. KJ offered to review and sense check answers through NWMF. Follow up teleconference agreed for 7th June, after quarter 3 (2016/17) data has been analysed. **Action DH/HL**

NB: LM has now withdrawn from this team, to concentrate her NHSE efforts on PWBs and Wheelchair Service spec.

ii) Constitution

Agreed that the amendments to PMG's CIO constitution, recently endorsed by the trustees via email, will serve the group's efficient functioning. AGM quorum is now 1 % of

membership, or 25 people, whichever is the greater. This allows PMG to accommodate the foreseeable increases in membership numbers.

iii) Healthcare and Assistive Technology Society (HATS)

Since last PMG executive committee meeting, Clare Canale (CC) has had to withdraw as PMG rep on the HATS Advisory Board. RE was put forward as her replacement, but neither CC nor RE had yet heard back from HATS secretary, Philip Woodward (PW). As a council member of HATS, DH has tried contacting PW by phone also. OE to follow up with email.

Action OE

iv) British Healthcare Trades Association (BHTA) collaboration

DH reported that she had left an open invitation for Ray Hodgkinson (RH) to discuss further ways that PMG and BHTA might collaborate; FL continues to work with BHTA staff on reciprocal marketing.

4. Personal Wheelchair Budgets (PWBs)

- i) LM reported on the meeting of the PWB National Steering Group (PWBNSG) on 12th January 2017, where discussions took place on the numbers of vouchers being issued and related data collection which seemed to suggest low figures. Data to go to Millar Bowness when complete. Jean Waters advised that the current PWB scheme should be a pilot only.
- ii) Presentations from two of the PWB pilot sites (Herts and Glos). Slow progress, as much of the current process is a culture change of working with commissioners. Very little detail on the actual PWB process.
- iii) The Personalised Wheelchair Support Plan document was discussed, with a follow up teleconference on 22/02/17 facilitated by Jo Harvey. Agreed that the form could be split into 3 parts; a pre-appointment form, no more than 2 pages long; a 'prompt' form for the assessor to use at the assessment; a form at the end capturing the desired outcomes, justifying them, and recording how to check they were achieved. The second section (the prompts) was roundly criticised by wheelchair therapists as being condescending, and KJ suggested it should be removed.
- iv) Comments were sought on a 6-page pamphlet to be used at the NHSE PWB workshops for commissioners in March 2017. Vouchers, PWBs and Personal Health Budgets appeared to be muddled together throughout. LM not seen the final printed version.
- v) *PWB workshops*: Simon Fielden had reported back from the Birmingham workshop, finding it to have been a useful networking forum; Kirsty-Ann Cutler attended the Bristol workshop, and was unimpressed.

5. Wheelchair Service Specification

The long-awaited wheelchair service spec has now been re-issued, for comment by 15th April 2017. LM feels it's much improved, reflecting a lot of what was raised at the 12th January meeting, and incorporating much more of the Alliance's charter outcomes. SG to email LM the Scottish version.

Action SG

6. Data collection

LM agreed with DH that the teleconference of 1st March 2017 with the NHSE data collection team had been positive. NWMF to do a retrospective audit of the last quarter's data. LM feels the right questions are being asked, but that the people filling out the forms probably don't understand the questions or the service.

7. Treasurer's report

i) Annual salary review

OE and FL withdrew for this item. A 2.5% increase approved for Ffion Lane with

effect from April 2017. In addition, a policy for discretionary bonuses put in place for the future - £500 to be awarded when deemed appropriate.

ii) **Accounts update**

Summary balance sheet tabled, which showed an extra £10,000.00 had been transferred as agreed to the Aldermore savings account. This pays the highest return of the 3 PMG savings accounts, with the interest from it being paid directly every month into the HSBC current account. PH plans to keep the Aldermore account as the main reserve, and use the Clydesdale and Santander savings accounts as sources of funds to ease cashflow in the current account if/as required.

iii) **Workplace pensions/payroll**

PH reported that she has enrolled PMG in the government's National Employment Savings Trust (NEST) workplace pension scheme. OE and FL will be formally enrolled in the scheme once the payroll is fully operational by PMG, now independent of BES. BES, particularly Barend ter Haar (BtH), to be thanked for running the PMG payroll for several years. OE reported that, in recognition of this support, BtH has been given a free place at the conference every year.

iv) **HSBC complaint**

OE reported that she had heard nothing more from HSBC, but did not wish to pursue the complaint further; she expressed relief that the account had not been closed as had been threatened.

v) **Unpaid debt update**

PH reported that the parent company of the exhibitors who failed to pay for their 2016 stand has gone into liquidation. There is little prospect of any money being paid to ordinary creditors, and PH indicated it was not worth pursuing further. Agreement made to write off the debt. DH recommended checking on Riskdisk whenever a new company makes enquiries about taking a stand. **Action FL**

vi) **RESNA 2017**

OE confirmed that both RE and SG are keen to attend RESNA in June as PMG's representatives. All agreed that the trip was a good idea, with much to be gained by the group as well as by RE and SG themselves. Coincidentally, SG will have completed the piloting of the WHO basic Wheelchair Service Training Package (WSTP) at WestMARC before going to RESNA to assess the Hybrid training run by the International Society for Wheelchair Professionals (ISWP). [See 10ii) below].

8. **Conference registration**

- i) FL tabled a schedule of companies who had bid to provide the automated registration system for the 2017 conference in Cardiff, explaining why she was recommending that CircData win the contract.
- ii) Recommendation accepted, but FL actioned to go back to CircData to ask for the scanner prices for exhibitors to come down. If they agree, then FL to offer them the contract on behalf of PMG. **Action FL**

9. **Best Practice Guidelines (BPGs)**

- i) Background papers had been distributed prior to the meeting, and OE gave a brief update of the situation regarding the reviewing of the 2010 BPGs.
- ii) After much discussion, it was concluded that PMG does not have the resources to support the regular reviewing of the guidelines in a meaningful way (i.e. similar to RESNA's processes) and that a different strategy therefore needs putting in place.
- iii) Recommendation below to be presented to the CEC team currently overseeing the BPGs (Paul Dryer, Dave Long and Carolyn Nichols):

- Instead of reviewing the 2010 BPGs, PMG should devote its limited resources to a review of RESNA position papers in the context of the UK – i.e. highlighting any areas which are inappropriate for the UK;
- The PMG website should, in the meantime, signpost members to the RESNA position papers, and inform readers/members of the above plan;
- The 2010 BPGs to be kept online, because they will continue to be an extremely valuable resource; an explanation of their history and currency to be added.

N.B. BPG1 on Transportation to be treated as a special case.

- iv) OE will attempt to contact relevant people at RESNA for RE and SG to meet in June to discuss the position papers. **Actions OE**

10. Future training provision

FL reported that CEC had recently turned down an invitation for PMG to attend the OT Show in the autumn, because their offer was not deemed sufficient to fulfil an autumn training slot for PMG members and others. However, after taking this back to the OT Show, they have returned with an enhanced offer. CEC have requested guidance from the executive about this, see i) below.

i) The OT Show

FL reported that the OT Show is offering PMG a 30-seater theatre within their exhibition, proposing a programme of training sessions to be shared equally between PMG and exhibiting companies, with sessions alternating. All agreed that there was a risk of apparent endorsement of companies by PMG within this format. FL actioned to go back to the OT Show to explain this concern, adding that PMG would be willing to participate as long as the title of the theatre does not include PMG's name or logo; also that the programme should be split into morning and afternoon sessions, one for PMG, the other for the companies, to help differentiate and separate the two types of presentation. **Action FL**

ii) Wheelchair Service Training Package (WSTP) pilot

SG reported that her pilot of the WSTPs at WestMARC has started, and going well. The training will be finished in time for SG to include a presentation about it at the PMG conference in July, as part of the Competencies parallel session.

11. Research committee report

- i) DP reported that Susan Hillman has accepted the nomination to be chair of the PMG research committee, and this will take effect at the AGM on 19th July 2017, with Susan chairing her first meeting in October 2017.
- ii) Only one out of the 4 applications submitted at the March 22nd Research committee meeting was offered funding - *Beginning power mobility phase 2: exploring power mobility use in early childhood*. Project lead is Roslyn Livingstone from Sunny Hill in Vancouver, and she has been offered the full £7,500 requested. LM concerned about PMG offering funding to overseas projects. DP agreed, explaining that had there been competition for funds, it would definitely have been a consideration. OE reported that the therapists on the Research committee felt that the findings from the study could prove invaluable to them when trying to justify prescribing early mobility equipment, therefore the UK end user may benefit from the outcomes of the study.

Agreed that “preference will be given to UK based applications” should be added to the relevant section of the PMG website. **Action OE**

- iii) DP reported on another application - *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.* No funding had been offered; however the Research committee felt that the problems identified in the application need to be addressed, and DP was actioned to raise the issue with PMG exec to discuss the potential for commissioning a differently designed study in this area. The idea would be to interrogate commissioners about cross boundary funding, rather than therapists working in the wheelchair services, who are fully aware of the problems. LM to seek the views of the PWBNSG on 19th April, and report back. **Action LM**
- iv) DP will be running a parallel session, *Show me the money!*, at PMG conference 2017.
- v) DP reported on the Research committee’s discussions on how the fund could perhaps work better for prospective researchers, in particular those where time is the biggest problem, with backfilling of posts becoming increasingly difficult. Several ideas were put forward but no conclusions had been reached, other than reiterating that any funding must be linked to a research project.
- vi) OE reported on concerns expressed by the Research committee that an annual cull of the 3 longest serving members would be de-stabilising. Since the meeting, OE had established that the constitution allows the trustees to create terms of reference for any of the group’s sub-committees. Agreed that OE drafts more appropriate terms of service for the sub-committees where necessary. **Action OE**

12. Conference, Education and Communications (CEC) committee

- i) In HCR’s absence, SG reported on the CEC meeting of 12th February 2017, which was mainly convened to judge the abstracts submitted for free papers, posters and parallel sessions. Other programme additions and changes also reported, and latest provisional programme tabled.
- ii) The 2017 conference sponsors are Consolor, Ottobock, RMS, SOS, Sunrise Medical and Southwest Seating.
- iii) The “new-for-2017” Exhibitor Panel ready to launch on the PMG website for companies to manage their own stand logistics.
- iv) Monica Young in charge of a 25th Anniversary display to exhibit the history of PMG and the field generally. The Blackwell’s bookstand in the foyer this year, so that they can carry on selling during exhibition break down.
- v) PMG to spend £1,188 for NCP parking near Motorpoint, to ensure all companies are guaranteed one parking space throughout the event.
- vi) **Catering and entertainment**
 - Welcome Event and drinks reception menus confirmed
 - Gala dinner menu and after dinner speaker slot TBC
- vii) **2018 Conference:** Halls of residence accommodation booked for Manchester 2018 – 250 rooms at £42 pp per night (B&B)

- viii) **14th Congress of European Forum for Research in Rehabilitation:** SG to attend this on behalf of CEC, as it's in Glasgow this year. SG to hopefully get ideas for 2018 PMG conference programme.
- ix) **Journal:** the current plan for uploading articles weekly has run into difficulties, because of a shortage of articles. Agreed that all committees need to support the effort to acquire articles. **Action OE**
- x) **Website:** all 2016 webcasts are now available to view by PMG members. Website stats generally looking good, showing lots of traffic generated by social media. Further report after one full year of reports will be available in Autumn 2017.
- xi) **Marketing**
 - o FL has sent letters to all wheelchair service managers across UK about conference; also to heads of departments at universities which teach occupational therapy, physiotherapy or relevant engineering courses, to encourage membership from academics and students (the latter following Executive committee's suggestion that more academics should be involved with PMG).
 - o Reciprocal marketing with BHTA going well; now have similar but smaller arrangement with Society of Research in Rehabilitation (SRR), Community Therapists Network and Made2Aid, plus contra partnership with 2A Publishing (publishers of The OT Magazine).
 - o FL reported that Joanne McConnell was keen for PMG to attend the *Kidz to Adultz* exhibitions, and CEC committee has requested guidance from the executive on this. Agreed that it was not something for PMG to consider at this time. FL to inform CEC.

Action FL

13. British Standards Institute (BSI)

- i) OE reported that Paul Harrington (PHa) is continuing to represent PMG on the BSI wheelchair committee despite having left the field. He also chairs the committee. PHa's report on the BSI committee's February 2017 meeting had been distributed in advance for executive committee to read;
- ii) PHa has provided a set of documents that BSI wish PMG members to comment on, although most have now gone past the commenting deadline. OE to discuss further with PHa.

Action OE

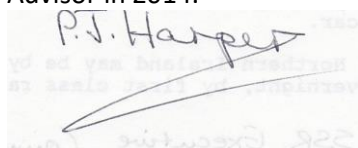
14. Final plenary (PL4) at PMG Conference 2017

LM will see Jean Waters again at the next PWBNSG meeting, and will ask her about participating in PL4.

Action LM

15. Next meeting

- i) Agreed to arrange the meeting of the new executive for first part of October 2017; the location to be confirmed. **Action OE**
- ii) Noted that this would be LM's final PMG committee meeting, although she will be attending the conference and AGM in July 2017. DH thanked LM for her contribution to the group, particularly for returning again after retiring as Trustee Advisor in 2014.



Dr Pamela Harper
Honorary Treasurer
3rd October 2017