

MINUTES OF POSTURE & MOBILITY GROUP EXECUTIVE COMMITTEE MEETING

10TH JANUARY, 2018

Present: Susan Gold (SG) - chairing, Pam Harper (PH), Susan Hillman (SH), Nathan Robson (NR), Lorna Tasker (LT); **In attendance:** **Olwen Ellis (OE), Ffion Lane (FL)**

1. **Introductions:** SG welcomed NR and LT, and relevant introductions were made
2. **Minutes of previous meeting** were approved
3. **Matters arising**
Item 11: OE reported that she had invited Thanos Tsirikos, the spinal surgeon from Edinburgh, to PMG 2018, but he was unable to accept due to clinical commitments
4. **Chair's report**
 - i) **International Society of Wheelchair Professionals (ISWP) - grandfathering**
SG reported that ISWP have confirmed that Richard Earl (RE) is now qualified to run their Hybrid Basic training. SG's own grandfathering application is still in the pipeline
 - ii) **Executive committee roles**
SG reminded everyone of her current interim role as chair of the group until the 2018 AGM, with NR and LT currently interim vice-chair and countries' representative respectively (*see also item 10 below*)
5. **Treasurer's report**
 - i) **End of year 2017**
PH reported on a much-improved financial situation, with end of year figures showing a deficit of £3,368.51. Without the one-off investment of the very worthwhile and under budget RESNA trip (£3,827.78) there would even have been a slight positive balance on 31st December 2017
 - ii) **Savings accounts**
At 31st December 2017 money in the 3 PMG savings accounts totalled £146,179.00:
Aldermore - £85,000.00
Clydesdale - £41,091.06
Santander - £20,088.64
£23,989.50 is currently ring fenced for research fund commitments already in place.
 - iii) **Workplace pensions**
The workplace pension scheme is running smoothly, with both employer and employee contributions at 1% since it was set up.
Agreed that these will be increased in April 2018 to the new statutory minimum payments for 2018/19: 2% for employer and 3% for employees
6. **Historical standing orders**
 - i) OE reported that 16 of the 32 people so far contacted about their continuing payments to PMG have now cancelled their standing orders. This brings the number of £10 standing orders at the start of the year down from 51 to 35. There are odd payments made throughout the rest of the year, but the bulk are in January. PMG needs to refund from when membership changed to online subs of £25pa in 2007; i.e. 11 years from 2007 to 2017 = £110 each: £1,760.00 **Action OE**
 - ii) PH reported that she had experienced a similar problem in the past with another charity; it was resolved when the bank account was changed. Agreed that changing banks would cause much bigger problems for PMG

- iii) PH advised that, from her experience, the bank would not be able to help resolve the problem. OE to seek further advice from the PMG accountant **Action OE**
- iv) NR proposed that the sum required to cover any future standing order refunds be ring-fenced. OE to calculate and notify PH **Action OE**

7. Data protection report

- i) The report produced for PMG by Iain McConnell (IM) following his recent day's training course on General Data Protection Regulation (GDPR) had been distributed ahead of the meeting
- ii) Several issues and questions were raised by the trustees in relation to what the new regulation means for PMG; OE to follow up with IM **Action OE**
- iii) NR agreed to be nominated PMG Data Protection Officer should one be legally required
- iv) OE to contact potential holders of historical PMG data, and put in place a process for them to declare that the data has been deleted or destroyed **Action OE**
- v) Agreed that the trustees will work on a risk assessment tool to establish that PMG is low risk in terms of potential data protection issues **Action PMG trustees**
- vi) NR suggested adding a tick box to the stand booking form giving PMG permission for company details to be published **Action FL**
- vii) SG noted that the 5 phases listed will be useful as a guide for PMG actions when undertaking the GDPR work **Action OE/FL**

8. Report from Conference, Education and Communications (CEC) committee

SG reported on the key developments from the CEC meeting of 12th December 2017:

- i) OE was advised to cease chasing new CEC committee member Jonathan Mamo (JM) for his bursar report. However, OE reported that JM had emailed her out of the blue the previous day (9th Jan) apologising for lack of communication, and providing a bursar report. Agreed that no further actions required
- ii) **2020 venue:** still waiting to hear from SEC in Glasgow regarding availability; Telford have been asked to quote for 2020; the quote received from Liverpool needs further scrutiny **Action FL**
- iii) Old paper journals are being reviewed to source potential articles to re-publish as archive content. Carolyn Nichols (CN) has now listed her selection from 2007 to 2014; request for someone to go through the earlier volumes, but no volunteers yet
- iv) **BPGs:** as per instructions from last executive committee meeting, a deadline of 31st December 2017 was placed on the reviewing of BPG1 (*Transportation*); BPG5 and BPG7 have now been posted in the document review section of the PMG website also. OE reported that 110 comments were submitted for BPG1 by a total of 10 people, mostly clinical scientists and REs (plus a transport consultant). LT reported that her staff members in Swansea found the reviewing a very positive team exercise

Next phase as advised by Paul Dryer:

- Circulate the BPG1 review comments to the original revision group, asking them to approve the comments or not
- Decide how best to incorporate approved comments
- Once approved comments are agreed, incorporate them as a draft for circulation to the editorial group for comment – if OK, sign off
- PD will report to CEC meeting on February 20th on the likelihood of the revised document being published in time for 2018 conference
- CN has kindly volunteered to copy edit the final draft

Once the BPG1 project is completed, focus on BPG7 next - *Clinical practice considerations for the use and introduction of powered mobility with children*

- v) **Marketing**
- Collaboration with OT show was very successful again in 2017
 - Collaboration with Naidex 2018 under way: banner on PMG website and dates set for the Naidex marketing ebulletins
 - Collaboration with OT Magazine – contract signed. One free PMG Conference 2018 place offered through a competition in return for a half page advert in the magazine, plus a conference listing on the 2018 OT magazine wall planner and online calendar
 - PMG LinkedIn group has now been closed, and replaced by a PMG Facebook group which can be used like a forum – this is proving popular
- vi) **ISWP Hybrid Training day, July 2018**
- Plans are being developed for this pilot to take place in parallel with the main conference on Wednesday 25th July. RE and SG to be facilitators, providing the training for up to 20 participants
 - OE mentioned that members of Motivation's clinical staff are currently undergoing the ISWP recognised trainer process, and could provide additional facilitators should we need them. For example, Patience Mutiti, who also has experience of working in an NHS wheelchair service
 - NR advised that there should be a clear "warning" that anyone who books for this training must attend **Action FL**
- vii) **OT show 2017:** the NWMF/PMG educational programme at the show was very successful. Also, the PWB session could easily have been longer – lots of questions from the floor
- viii) **OT show 2018:** show organisers wish PMG to provide something similar for this year, and hope to provide a larger space. CEC have agreed in principle
- ix) **BHTA training packages:** Joanne McConnell reported on the recent publication of various flyers by BHTA; she will keep PMG informed of any potential collaboration
- x) **2017 financial update:** surplus of £106,461.40 realised on the 2017 conference. OE added that the PayPal charges for online transactions always create a slight discrepancy between recorded income and actual income. OE and FL to investigate PayPal options again **Action FL and OE**
- xi) **2018 conference updates**
- Welcome Event is likely to go off-site
 - Bookstall and BHTA stand to be located in the foyer between the exhibition hall and plenary theatre
 - Lunch bags agreed for both days to keep costs down, despite negative response to these in 2016
 - **7-minute clinical focus session** – new for 2018 – companies invited to submit abstracts to present short presentations on the plenary platform, discussing the clinical application of a product
 - **Speed networking sessions confirmed:**
Crash testing - Paul Dryer
Pressure management - Lorna Tasker
Supported lying - Dave Long
Training - Nathan Robson
 - Poster presenters to be given the opportunity to 'market' their poster in a 1-minute presentation on the plenary stage on Tuesday morning
 - Parallel Sessions being renamed Breakout Sessions

- Aldersea Lecture to be dropped and replaced with the Aldersea Award for special contribution to the field – first one to be in 2019
- **2018 prices** - CEC happy with the increases approved by exec, but sponsorship package has been amended to include a choice of free delegate packages

xii) **2019 conference** – contract now signed with Telford and deposit paid

9. Report from PMG Research Committee

i) **New committee member**

As reported at last exec meeting, Simon Cook resigned from the Research committee shortly after the Cardiff conference, leaving a gap in carer representation. Tim Adlam (TA) from Designability was approached and has agreed to join. TA already been useful by helping find a peer reviewer for one of the current applications for funding: *Postural support and attention tasks in children with cerebral palsy*. £12,710.00 requested (cap is £7,500.00)

ii) **Applications for 2018**

The two applications submitted are now out for peer review: the above, plus *Evaluation of postural core trunk activation through graded use of a reverse seat wedge for clients with complex postural needs, within their existing mobility device*. £7,126.00 requested.

iii) **PMG 2018**

Three of the currently funded projects are being presented at the 2018 conference:

Free Papers

- *Systematic review of dynamic seating for children with dystonia*. TA
- *Posture and pressure management: social psychological explanations for compliance with use of clinically prescribed seating functions*. Dan Bowers & South Wales team

Parallel Sessions

Postural support in lying: practice considerations. Ginny Humphreys and team

iv) **Meetings by email**

SH reported that the October 2017 meeting of the Research committee was cancelled as there was insufficient business to justify the expense of convening. Outline proposals were assessed by email instead. SH, LT and OE agreed that it had worked well, and the same model could be utilised if similar circumstances arise in future

10. Conflicts of Interest (Col)

- SH reported that the rules around Col and participation at research committee meetings have varied over the years. At present, where a committee member submits an application, then they will not participate in the discussions of any of the applications in that round; if they have an interest in an application (e.g. applicant is a work colleague) then they can assess the other applications in the round and participate in their adjudication
- OE reported that Col poses problems for CEC too, mainly because the adjudication of abstracts is split into Free Papers and Parallel Sessions, with Col usually only applying to one of these categories. This means that committee members with a Col sit out of one adjudication session, but can then join in the other, and influence the programme decisions already made
- Agreed that the above rule (i) for Research committee Col is sufficient when there is money available to fund all applications in a round. However, if there is competition for a limited pot of money, then the committee member with a Col should not participate in the round at all

11. Selection process for PMG committees

OE tabled a paper containing relevant items from the PMG constitution:

A. *Appointment of charity trustees* (Clause 13)

B. *Delegation by charity trustees* (Clause 18)

A. Executive committee membership

- i) According to the constitution, NR and LT are required to stand down at the next AGM, but can be re-appointed if they wish to remain on the executive committee. If approved by the 2018 AGM, they will then be trustees for the normal period(s) of service. Both NR and LT declared their willingness to serve on the new executive committee
Action OE

- ii) SG has continued as CEC representative (rep) since taking over the role of PMG interim chair in October 2017, meaning that the number of trustees is currently 5 instead of the optimal 6. Confirmed that the role of CEC rep will be filled at AGM 2018
Action OE

- iii) **Countries brief:** LT requested clarification of her brief as Countries rep. SG, as previous incumbent, explained that it was a reporting brief, with LT to keep in touch with SG regarding matters in Scotland, as well covering Wales, bringing anything of interest to PMG to executive committee meetings. Lynda McCullough (LM) has agreed to be the PMG contact for Northern Ireland - OE to introduce LT to LM via email, and SG to hopefully introduce them to each other in person at the 2018 European Seating Symposium in June. LT to consider ways of developing the role
Action OE/SG/LT

iv) PMG Chair 2018-21

The chair of PMG will be elected from the sitting executive committee. OE to contact all current trustees to request nominations/volunteers for the role

Action OE

B. Terms of reference (ToR) for PMG CEC and Research committees

OE pointed out that the constitution allows the trustees to determine the terms relating to the appointment of members to sub-committees, and may amend them at any time if deemed to be in the interest of PMG. OE to produce proposals for discussion.
Action OE

12. Email from Kate Buffery (KB) of NHS England (NHSE)

- i) KB has requested support from PMG and National Wheelchair Managers' Forum to inform wheelchair service clinicians and managers in England about the implementation of Personal Wheelchair Budgets (PWBs)
- ii) Agreed that PMG does not have the resources to help in the ways proposed by KB, but willing to provide relevant signposting to NHSE PWB information. OE to notify KB (*after the meeting it was agreed that NHSE should consider taking a stand at the 2018 conference for a PWB drop-in; KB likes the idea*)

Action OE

13. PMG website: regional sections

Following items 11iii) and 12ii), proposal put forward to add a countries sub-section to the PMG website Resources section, where information about all 4 UK countries could be posted. The final PWB information could then be included in the England section.

14. Date and location of next meeting

- i) OE concerned about the Scottish members having to travel to London again. Agreed that costings for a meeting in Scotland should be investigated and, if no huge disparity with costs of London meeting, then the next location should be in Scotland
- ii) OE and FL to check May availability, and confirm date and location asap