

MINUTES OF POSTURE & MOBILITY GROUP EXECUTIVE COMMITTEE MEETING

24TH JANUARY, 2019

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. No apologies; notification of any other business as follows:
 - Donations
 - RESMaG
 - Bursaries
 - CECOPS
2. **Special announcement:** SH announced that she will be retiring early from the NHS at the end of June 2018. All agreed that she should continue on the PMG executive committee until at least the end of her first three-year term (AGM 2020). See also Item 5iv) below.
3. **Minutes of previous meetings:** there were no matters arising from the May 2018 executive committee meeting minutes, nor from the August 2018 strategy meeting minutes. Both sets of minutes approved. OE to add SG's signature electronically and post the executive committee minutes on the PMG website. **Action OE**
4. **Treasurer's report**
 - i) **Bank balances:** PH reported that this is always the lowest point of the year in terms of cash balance, prior to conference sponsorship payments coming in.
 - ii) **Historical standing orders:** OE reported that there were only four £10 annual standing orders received during the first week of January this year, which is when the bulk have historically been received. None were from recognisable individuals. In addition, Peacocks made contact about £10 having been paid to PMG by them; however there is no credit showing in the PMG account from Peacocks. OE wonders if their standing order was being paid into the old PMG bank account which was closed in 2007. Peacocks were advised to contact their bank and cancel the order.
 - iii) **Workplace pensions:** PH reported that the NEST employer and employee contributions will be increased in April, at the minimum statutory requirement rate.
 - iv) **Savings accounts:** PH actioned to close the empty Clydesdale bank account. She will also research a potential 3rd savings account for the brief window when PMG savings need to be spread over three accounts to keep within the Financial Services Compensation Scheme limits. **Action PH**
5. **Research committee report**

SH provided an update on the PMG Research Fund review authorised at the May 2018 executive committee meeting.

 - i) Following further discussions at the Strategy meeting of August 2018, SG had sought the views of PMG's Research sub-committee regarding the trustees' ideas on how the group funds external projects and activities to ensure it meets its core strategic aims. Only one response was received, and it was largely supportive of the ideas.
 - ii) SH pointed to the contradiction inherent in the current funding scheme which has the objective of nurturing new researchers whilst at the same time expecting rigorous academic standards. The scheme is also unwieldy to administer within the resources available to PMG.

- iii) Furthermore, with PMG having dipped into the reserves for three consecutive years to support its aims and objectives, the current research funding model would no longer be affordable in the short to medium term.
- iv) After much debate, the trustees agreed that the Research sub-committee should be dissolved with immediate effect, and stewardship of any associated fund transferred to the PMG executive committee. SH to continue to hold the Research portfolio.
Action SH/SG/OE
- v) Agreed that current members of the PMG research sub-committee wishing to attend the 2019 conference can be given a free place, if they participated in the consultation and/or the adjudication of recent applications for funding. *Action OE*
- vi) Agreed that consultation of the wider membership could help decide on future funding priorities and models, perhaps initially through a questionnaire at the 2019 conference. NR also recommended consulting wheelchair service managers directly.
- vii) LT concerned that the evidence-base built up over many years is at risk of being lost or undermined, because of the pressures on services, and hopes that research papers will continue to be presented at the annual conference.
- viii) Based on the interim progress report from Bob Appleyard (BA), all agreed that PMG's financial support of his review of the BPG on transportation was fully justified. BA to be congratulated on his work to date. *Action OE*

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

NR reported on the key developments from the CEC meetings of 4th October and 5th December 2018, with the below requesting feedback or advice from today's meeting:

- i) **Website**
 - The CEC committee proposal to make the conference videos publicly accessible was endorsed. *Action FL/NR*
- ii) **PMG 2019 programme – draft programme tabled**
 - **Speed Networking 2019**
Alison Johnston will be facilitating the speed networking session on MND, and SH the session on RE training. SG offered to do the bariatric seating session if nobody else forthcoming; LT offered her staff member Mark Bowtell for the cushions session. OE thanked them, and will advise CEC committee on 12th February. *Action OE*
 - **Early powered mobility** – SH wondered if it's worth involving the Bangor University research team being funded by the National Institute for Health Research to assess the cost-effectiveness of the NHS providing powered mobility to under 5s. *Action OE*
 - **MHRA/Medical Devices Regulations** – LT reported that she is currently working with Justin McCarthy and asked if she could help in some way as a link to PMG. Agreed that LT chairing the MHRA sessions could be a way of doing this. *Action OE/LT*
 - **Aldersea Prize** – although supportive of the proposal to call for nominations, the executive feel the process needs a bit more thought. Agreed to take back to CEC before announcing anything. *Action OE/FL/NR*

7. ISWP Hybrid Training

i) **Monday, 15th July 2019 at Telford**

Agreed that timings should be modified so that delegates can travel on the day. If nothing available to purchase at the venue, catering to be provided, with extra costs incorporated into the attendance fee to cover additional expenditure. **Action FL**

ii) **Train the trainer**

FL wondered about inviting someone over from ISWP in Pittsburgh to train managers on how to use the ISWP website to create their training packages. SG feels PMG could handle this however; SG to evaluate the ISWP website information and select the relevant sections to forward to FL. **Action SG**

iii) **Future training provision**

FL reported that CEC recommend running two separate ISWP hybrid training days at the NEC alongside, but not as part of, the OT Show in November 2019. SG agreed regarding the basic training package, but not the intermediate package which would require more than one day. Provisionally agreed to run the "Train the Trainer" there instead of the intermediate package. **Action FL/SG**

iv) **SG to consult Richard Earl (RE) about managing the online elements for the delegates booking for 15th July, which will help lessen FL's workload. RE was tasked with this for the 2018 training day before he had to drop out, therefore is familiar with the system already.**

Action SG

8. Conference management – outsourcing

i) **During the meeting FL received a quote from Conference Collective (CC) for the registration management. It seemed high, but she would need to examine it back in the office**

ii) **Agreed that the two options to be considered from the 4 tabled should be:**

Option 2

- CC (for exhibition management before and during event*) = **£8,965.00**
- CircData (onsite registration only) = **£7,186.25**
- **TOTAL = £16,151.25** (decrease of £422.50 from 2018)

Option 4

With the aim of reducing the number of contractors used and increasing the involvement of CC to help future-proof PMG, and the conference in particular, we asked CC to quote for the onsite registration in addition to the exhibition management.

- Exhibition management (before and during event*) = **£8,965.00**
- Onsite registration = **£6,760.00** (excluding scanners**)
- **TOTAL = £15,725.00** (decrease of £848.75 from 2018)

9. Future conferences: timing

i) **Background/reminder:** because of the additional burden of ESS on some exhibiting companies every other year - meaning they invest less in PMG in that year - it has been agreed to move future PMG conferences from July to either February or December.

ii) **FL reported that she had consulted the regular exhibiting companies about their preferred new timing, but the results were inconclusive.**

iii) **CEC have since opted for early February, but OE and FL are concerned that, based on recent patterns, cancellation because of bad weather is more likely at that time of year than in December. OE reported however that the insurance premium for cancelling during either period is currently being quoted at the same price.**

- iv) Agreed that the decision is very difficult; LT suggested that a Pros and Cons list be drawn up for May meeting. Inform CEC of the concerns at 12th February meeting.

Action FL/OE/NR

10. Committee membership

- i) Agreed to revert to the normal committee election process for CEC this year, with the two longest-serving members required to stand down at the 2019 AGM. This would bring the number on the committee down to 9.
- ii) OE to do a call for applications to join CEC, with only one new member to be elected to bring numbers up to the agreed optimum of 10. **Action OE**
- iii) Agreed that the current executive committee has sufficient representation from CEC through NR, FL and OE. OE to check the Executive Committee terms of reference (ToRs) about minimum membership numbers for executive committee. **Action OE**
There is nothing in the ToRs about numbers on committees; however, the Constitution states that a CIO must have a minimum of 3 trustees.

11. Donations

FL reported that her proposal for adding a facility to the website for visitors to make a charitable donation to PMG had been well-received by CEC. Agreed that this should be progressed.

Action FL

12. RESMaG

LT reported back from the RESMaG meeting the previous week:

- Paul Hewett (PH) has added a forum to the RESMaG website, which seems to be operating well
- LT is heading a sub-group to produce guidance for rehabilitation engineering in relation to the new medical devices regulations
- Monica Young (MY) attends the PWB National Steering Group and feeds back to it from RESMaG and vice versa
- RESMaG considering applying for charitable status, with PH and MY working on this
- Training of REs was the major agenda item. PH to create an infographic showing the three main pathways to becoming an RE

Overall, LT reported that she had felt encouraged by the meeting.

13. **Conference bursaries** – agreed that PMG should offer 15 bursaries for attendance at the 2019 conference.

Action OE

14. **CECOPS** – SG enquired about CECOPS's credentials to train professionals on how to run a wheelchair service and to accredit wheelchair services. OE to follow up with Dave Long who has recently worked on CECOPS accreditation for his service. **Action OE**

15. Next meeting

Date: 15th May 2019

Location: Bristol airport

Signed by Susan Gold, PMG Chair, 15th May 2019

