

PMG EXECUTIVE COMMITTEE MEETING

10TH MAY 2018

MINUTES

Present: Susan Gold (SG) *via teleconference*, Pam Harper (PH), Susan Hillman (SH), Nathan Robson (NR), Lorna Tasker (LT)

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

With interim chair SG attending via teleconference, interim vice-chair NR chaired the meeting.

1. **Minutes** of 10th January 2018 meeting were approved. OE to post on PMG website asap.

Action OE

2. **Chair report** – SG confirmed that she had put herself forward to be chair of the group for three years from the next AGM on 25th July 2018. No other trustee had applied for the role, and the meeting approved SG's appointment as PMG chair 2018/21. AGM to be notified. Congratulations and thanks extended to SG.

3. **Treasurer's report**

- i) **PMG savings accounts as at 30th April 2018:**

Aldermore:	£85,000.00
Clydesdale:	£41,091.06
Santander:	£35,106.73
Total in savings:	£146,179.70

- ii) **Research fund:** £28,980.80 is currently ringfenced, with a potential of 3 applications to be funded in 2018
- iii) **Workplace pensions** continue to run smoothly and were increased in April 2018 in line with the minimum required by law.
- iv) **Historical standing orders** – general discussion about possibly ring-fencing funds to cover the repayments. Agreed that a policy on refunding the standing orders should be added to the website, which is the advice now given by the PMG accountant.

Action OE/PH

4. **General Data Protection Regulation (GDPR)**

- i) OE and FL provided an update on the GDPR situation:
 - PMG is not legally required to employ a data protection officer
 - Except for one, all previous holders of PMG personal data had now signed the declaration stating that the data had been deleted. Still two weeks before the deadline for receipt of declarations
 - FL compiling a data mapping schedule
 - PMG accountant advised that all emails should now be encrypted
 - Documents with personal data are being securely shredded
 - All personal bank details have been deleted from the online banking system
OE has subsequently been advised that this was not required, because of the password protection for the online bank account.
- ii) With the 2018 conference just over 2 months away, OE requested that PMG buy in legal advice and support to get the GDPR work done in time for the 25th May deadline. A local law firm had been recommended who, having discussed requirements with OE, quoted £1500.00 to do the job. SG felt this was a reasonable cost, and it would serve PMG best to outsource the GDPR task. All agreed. OE to arrange. **Action OE**

5. **Personal Wheelchair Budgets National Steering Group (PWBNSG)**

OE read out an email that arrived during the meeting from Kirsty-Ann Cutler (KAC) reporting on the 8th May meeting of the PWBNSG (*see appendix A attached*)

Actions/Comments

- i) OE to distribute the WATCH presentation to all **Action OE**
- ii) Agreed that there should be a plenary session on PWBs at PMG conference, not just the NHS England (NHSE) stand **Action OE**
- iii) Recommendation that a letter be sent to NHSE setting out concerns regarding the still unanswered questions about the implementation of PWBs (later, over lunch, the idea was mooted that this could be an “Open” letter through the national press). NR to draft list of questions, and delegates to be asked for theirs at the PWB plenary session, if general agreement to the letter idea. SH to draft letter. OE to discuss with KAC. **Action OE, SH, NR**

6. **Research committee**

- i) SH reported that 3 new members were elected to the Research committee at the 2017 AGM - Tim Adlam, Mary Hannon-Fletcher (MH-F) and Shelley Crawford - and the first time they all met was at the 19th March 2018 meeting in Belfast (October 2017 meeting was cancelled with decisions made via email instead). A week after the March meeting MH-F resigned from the committee.
- ii) The research committee had actioned SH to investigate the feasibility of creating a system of “partnership funding” for the research scheme. Following her deliberations, the below email was sent to the executive committee ahead of today’s meeting:

At the PMG Research committee last month, Susan H was actioned to look into the feasibility of creating a system of “partnership funding” for the research scheme whereby NHS services are matched up with university researchers to work together on appropriate studies.

Background

There have been concerns over recent years that the research fund isn’t doing what it was set up to do, i.e. support new researchers working in the field. Since its inception in 2005, approximately one-third of the grants has been paid direct to university researchers. This equates to £40,000.00 over the lifetime of the scheme, and the trend is likely to continue in that direction - two of the applications being considered in the current round are from universities (if both are successful, another £15,000.00 would be paid direct to academia).

Broader questions have arisen, and we would like the executive committee to consider these:

- a) *Has the research fund delivered value for money?*
 - b) *Is the funding of original research a priority for PMG in the current landscape?*
 - c) *Does PMG have the expertise and staff resources for a research funding scheme?*
 - d) *Are there alternative ways we can promote research, and the evidence base for our practice, which would be of greater value to PMG members? e.g. travel grants for authentic members; commissioning research studies.*
 - e) *Would the money be better spent on other areas? e.g. supporting more training; best practice guidelines.*
- iii) All agreed that it was timely for the PMG research fund to be reviewed, and that no further calls for outline proposals should be made until further notice. OE to post notification of this on the relevant website page. **Action OE**

7. Conference, Education & Communications (CEC) committee

- i) SG read out FL's notes from CEC committee meeting of 20th February with latest updates. *(See Appendix B).*
- ii) Following discussions about the options for 2020 venues, SG feels it may be timely to review the way PMG delivers training, given the heavy workload undertaken annually to put on the conference. FL noted that it may be worth considering changing the time of year of the conference in order to save money/avoid clash with ESS. CEC to be consulted at first meeting after 2018 conference. OE to approach Simon Hall of the European Seating Symposium (ESS) to discuss the issue of dates, which is potentially detrimental to both organisations in the year that ESS takes place. **Action OE/FL**
- iii) FL proposed that PMG puts on an ISWP taster at the OT Show in November 2018. To be decided after the Manchester conference. **Action FL**
- iv) OE reported that Paul Dryer (PD) and Bob Appleyard were proposing that the British Standards Institute (BSI) should take ownership of the Transportation BPG. NR feels this is a bad idea because it needs to be a publicly available document – BSI charge a lot of money for their standards documents. Agreed that the request from PD and Dave Long for PMG to fund administrative support for the Transportation BPG should be reconsidered. OE to resend their initial request to all. **Action OE**

8. Committee membership

Agreed that there should be no call for new members for CEC and Research committees this year:

- CEC had been deemed too large by the committee members themselves, with the optimum size agreed as 10 members. OE to ask for volunteers to step down, and then a process of natural wastage to operate for another year, with a call for new members for 2019/20. **Action OE**
- With the research fund now under review, it was also felt inappropriate to call for new members for the committee at this time.

9. Next meeting

- i) LT asked for an electronic meeting request for future PMG committee meetings. **Action OE**
- ii) In the days following the meeting, it was agreed that a PMG strategy meeting would be beneficial, given how many key issues are currently under scrutiny.
- iii) Strategy meeting subsequently arranged for 30th August 2018 at Friends Meeting House in London.

Signed by Susan Gold, PMG Interim Chair

