

POSTURE & MOBILITY GROUP (PMG)

EXECUTIVE COMMITTEE MEETING

16TH SEPTEMBER 2015

HILTON HOTEL, EDINBURGH AIRPORT

MINUTES

Present: Rasheed Ahamed (RA), Clare Canale (CC) - *chair*, Kirsty-Ann Cutler (KAC), Susan Gold (SG), Diane Hargrove (DH), Pam Harper (PH), David Punt (DP)

Via Teleconference: Lisa Ledger (LL), Joanne McConnell (JMcC)

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

Apologies: Helen Critten-Rourke, Paul Dryer (PD), Richard Earl, Paul Harrington (PH), Alison Johnston, Henry Lumley (HL), Gail Russell

NB: With the morning Finance meeting having been cancelled because of flight delays, some matters may carry over to next meeting or email discussion.

1. **Minutes:** minutes of May 11th 2015 meeting were agreed.
2. **Matters arising**
 - 3iii) **Office of the Scottish Charity Regulator (OSCR):** PH has progressed request from OSCR re link to financial information; PMG 2014 accounts will be posted on the OSCR website shortly.
3. **Chair's report**
 - i) CC reported that the 2015 conference was a great success with highest ever numbers for a national PMG event. All feedback will be discussed by the Conference committee and acted upon where required
 - ii) CC reported that she has attended one meeting of the Healthcare Assistive Technology Society (HATS). They know that her term as PMG Chair ends in July 2016, to be succeeded by DH. DH is on the HATS Steering Committee, so this may prove problematic. Agreed to leave things open, and see what transpires. It may be useful in terms of continuity for CC to carry on as PMG rep. Next HATS meeting is in November 2015.
 - iii) **All Party Parliamentary Limb Loss Forum (APPLLF):** CC reported that she has been invited by Sam Gallop to attend the inaugural meeting of the APPLLF, which is more or less the same group as its precursor, the All Party Parliamentary Limb Loss Group (APPLLG), APPLLGs having been disbanded earlier this year. Agreed that CC should accept the invitation for networking and strategy/policy purposes. OE to request copy of the APPLLF constitution. **Action OE**
4. **Treasurer's report**
 - i) PH reported on the delay in finalising the 2014 Accounts following the query at AGM about staff costs not being included in the draft accounts. This has now been sorted, and the final accounts to be signed by CC at the end of the meeting, returned to Streets, then, once completed, posted on OSCR, Charities Commission and PMG websites. **Action PH/OE**
 - ii) PH confirmed that PMG quarterly VAT payments are up to date.

- iii) PH reported a total of £219, 990.09 cash assets in the PMG bank accounts that morning, as follows:
HSBC: £119,509.84
Santander: £100,480.25
 Following heads up from another accountancy firm (see below), PH is trying to maintain similar amounts in both accounts, whilst at the same time seeking a third savings account. The reason being that the Financial Services Compensation Scheme (FSCS) will only cover the first £85K per bank account, and this is going down to £75K in January 2016. OE was alerted about this during a meeting in Exeter with local accountants, Wortham Jacques, when considering moving away from Streets who have been PMG's accountant for many years, but are based in Cambridge. PMG Finance committee had agreed by email to recommend the change of accountant to the executive committee, and even more so now, realising that Streets had failed to mention the potential risk with regard to the FSCS situation. The Finance committee recommendation was accepted, and OE and PH will start the process of PMG employing the new accountant. **Action OE/PH**
- iv) Wortham Jacques recommended using the software XERO, because it is simpler and cheaper than SAGE and more suitable for PMG's requirements. It also has a Payroll and Budget programme.
- v) Finance have also discussed PMG running its own payroll and wish to recommend doing this as soon as possible. Agreed. PH has recently attended HMRC webinars about NI, PAYE and other payroll matters and feels it is do-able. PH and OE to inform and thank BtH when things have progressed further. **Action PH/OE**
- vi) PH reported that she will be attending an OSCR information and consultation event on the 29th September in North Berwick.
- vii) CC reminded all sub-committee chairs of the requirement to set a budget for 2016. OE to create templates based on the recently developed budget format. **Action OE**
- viii) Discussion ensued about the Research fund because of the dearth of applications in recent years. Agreed that it may be time to think differently, perhaps reverting to being the R&D committee, and offering a substantial one-off development grant? DP loath to do this as PMG can't ever compete with "the big boys".
- ix) Agreed that it may also be time to re-think the current sub-committees, which have become rather siloed over the years.

5. Education & Training

- i) **Accredited Training**
 KAC reported on her draft presentation, prepared on behalf of E&T, to justify the case for accredited PMG training courses. CC and DH had asked for it to be reworked by E&T to include a costed business plan and then be brought back to the whole executive in the New Year. At the request of those present, OE to forward KAC's draft presentation to all. CC commended KAC on the work put in so far. **Action OE**
- ii) **National Wheelchair Training Workstream**
 FL reported on her futile attempts to get this workstream up and running. Agreed that nothing more could be done; CC feels that the Alliance and other stakeholders have realised how big an issue training is, which is why it was probably abandoned early on in the process. SG confirmed that it's a similar situation in Scotland.
- iii) OE reported that the Wheelchair Alliance may well be continuing, but nothing known about terms of reference at the moment.

6. Conference committee

A. 2015

- i) JMcC reported on the success of the Leeds conference; this despite many difficulties, most of which could not have been foreseen. There are always unknowns when starting afresh with a new venue, especially when PMG conference has such specific requirements which new organisers can find challenging. The staff at Leeds were extremely helpful and supportive however.
- ii) General feedback has been very positive and, where there were criticisms, these will be considered and assessed by the conference planning team on 1st October 2015.

B. 2016

- i) JMcC confirmed that this will be her final year as chair of the Conference committee. Process to be put in place to appoint her successor. **Action OE**
- ii) JMcC reported that Matthew Eveleigh from Sunrise Medical will be joining the conference team for 2016. SG raised the issue of the disproportionate number of members from industry on PMG committees. OE to provide a breakdown of all trustees and co-opted members to assess if there is an imbalance in the make-up of the PMG teams. **Action OE**
- iii) All agreed that thinking of different ways of offering sponsorship is a good move.
Action JMcC/FL

- C. 2017 – JMcC reminded everyone that 2017 is PMG's 25th Anniversary, and perhaps special thought will be required regarding venue/location and programme.

7. Publications & Marketing (P&M)

i) Website development update

Quote from Toucan arrived via email during the meeting. DH recommended that it should be accepted, as it's well within the agreed budget of £30K. All agreed, with the caveat that it meets with approval from James Foy (JF). OE to consult JF.

Action OE

ii) Bursar reports

OE reported that a couple of the early bursar reports have been of a low standard. CC suggested that bursars should be asked to pay £50 when booking for PMG conference, which they would be reimbursed only if their report is worthy of publication.

KIV

- iii) RA to provide examples of good journal articles to share, to help with improving standards.

Action RA

iv) Journal editor

DH reported that CC has agreed to replace Carolyn Nichols (CN) as PMG editor now that her tenure as PMG chair is drawing to a close. CN has long wished to stand down from the role, but no replacement has been forthcoming. CC to shadow CN in the intervening period. Anne Harris (AH) is happy to continue as part of the editorial support team.

v) Posture Passport

DH explained that PD will be leading a new working party to create a posture "passport", similar to other healthcare passports. Three members from P&M – AH, Gina Joslin and CN – have volunteered to join the team, with Dave Long also expressing an interest in supporting the work.

vi) Chair elect and membership changes

DH reported that PH is the P&M chair elect and will shadow her until taking over as chair during 2016. Not yet decided exactly when DH will stand down. Helen Nelson,

a rehab engineer at Kings, has now joined P&M, replacing James Nasrat who has left the field.

vii) Promotional postcard

FL passed around a few of the new PMG membership postcards. The design will be updated with new logo and a few tweaks of the text at next print run. **Action FL**

viii) The recent article in the OT Magazine was shown by FL. Copies of the magazine will be included in the OT Show delegate bags.

ix) FL reported that articles will also be published in the next issue of Education for Everybody magazine, in their Postural Management special edition. Caroline Havard has written the keynote article, with FL providing copy about PMG.

8. Research

i) DP and OE reported on the difficulty in finding a wheelchair user to join the Research committee since Steve Rolfe went to live in France several years ago. Simon Cook (SC) from Quantum Rehab has now been approached and DP delighted to report that SC has accepted and will be attending the 20th October meeting in Oxford.

ii) NIHR Fellowship

DP reported that there had been no responses to the recent call for interest, from Simon Fielden (SF), in the NIHR fellowship; however it had been an extremely tight deadline. DP agrees with a recommendation from SF that PMG approaches likely potential applicants for the next round – deadline September 2016. Agreed. DP and KAC meeting shortly to discuss if she might apply.

iii) Further to earlier discussions about lack of applications to the PMG Research fund, the following were put forward as potential ideas for diversification/creating interest:

- Travel grants
- Contribution towards open access publication
- Match funding with industry
- Scholarships
- Call for proposals on a specific hot topic
- One big commission

NB Following the meeting, 7 outline proposals were submitted for consideration by the Research committee - the highest ever number for one round.

9. Strategy & Policy (S&P)

Agreed that S&P business should return to Exec when HL retires in 2016.

10. OT Show and Naidex

FL reported that PMG will have a free stand at the OT Show on 25th and 26th November 2015. Volunteers required for the stand: KAC hopes to be able to help. P&M yet to decide how to dress the stand.

Naidex 2016 is offering PMG and NWMF a joint stand for the full 3 days of the event, in return for putting on a training programme on the professionals-only day on 26th April 2016. This will be made up of 8 sessions of between 25 and 40 mins each.

11. Next meeting

Subsequently agreed for 6th January 2016 in Bristol.