

**POSTURE AND MOBILITY GROUP  
EXECUTIVE COMMITTEE MEETING 01/2012**  
Hamilton House, Mabledon Place, London WC1H 9BD

**Present**

Jane Chantry	(JC)
Helen Critten-Rourke	(HC-R)
Kirsty-Ann Cutler*	(KAC)
James Foy	(JF)
Alison Johnston	(AJ)
Linda Marks* <i>item 1 only</i>	(LM)
Carolyn Nichols	(CN)
David Porter	(DP)
Nigel Shapcott*	(NS)
Clare Wright	(CW) <i>Chair</i>
Monica Young	(MY)
<b>Minutes:</b> Olwen Ellis	(OE)

\* *via teleconference*

**A: Meeting with Alexander Kamadu (AK), Dept of Health AQP team**

- |       |   |              |
|-------|---|--------------|
| i)    | CW welcomed AK, and thanked him for making time to come to the meeting.   |              |
| ii)   | AK gave an update of the current situation with AQP, providing details of timelines and processes; he advised everyone present to keep themselves informed by visiting the Supply2Health website regularly, and to ensure all PMG members were aware of this resource too.  | <b>ALL</b>   |
| iii)  | Q&A: AK started by answering questions which had been sent to him in advance and then took questions from the meeting. Some questions will have been answered already on the Supply2Health FAQs, so please check there. With so much still to be finalised, there are very many unknowns, but AK feels things will start to become transparent imminently.  |              |
| iv)   | <i>Commissioners and tariffs:</i> commissioners will decide on tariffs locally, and not as now where the DH decides tariffs. Therefore there will be variation across services. Commissioners will decide the required packages of care, and the clinician will choose which package is relevant for client. At this stage, not clear who/where this decision is made. Preferable model is to have a single point of contact.                 |              |
| v)    | AK agreed that communication with commissioners has been difficult for many, but encouraged everyone to try to get conversations started with their commissioner asap. They are the key, and they also need guidance. They still have work to do on creating sensible tariffs. A post-code lottery may result, but hopefully a national price standard will eventually come about. Clients cannot select a provider from anywhere nationally. |              |
| vi)   | LM asked if the split had yet been decided in terms of "complex" clients. AK reported that a Clinical Reference Group will be charged with this task, and will be reporting back to DH in March 2012. Lobbying continues on where this split will be. PMG needs to get involved asap.   | <b>LM/OE</b> |
| vii)  | The voucher scheme will continue.   |              |
| viii) | MHRA will continue to monitor and report.   |              |
| ix)   | <i>Monitor</i> will become the NHS regulator from 2013.   |              |

**B: Debrief following above meeting with AK**

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|------|--|---------------------|
| i)   | LM to draft a meeting report, for approval by AK, to post on AQP section of PMG website. Ebulletin to members once it is done, and inform NWMF also.   | <b>LM/JF<br/>OE</b> |
| ii)  | DP commented that perhaps the AQP timeframe is not as challenging as at first appeared. CW highlighted that AK was adamant that involvement with commissioners has to happen, and that the decisions re the assessment element (where/by whom) is going to be key. |                     |
| iii) | CN will put some questions on Supply2Health.   | <b>CN</b>           |
| iv)  | CW will write to formally thank AK for his very helpful contribution.  | <b>CW</b>           |

*REFER TO PRECIS OF ABOVE MEETING WITH AK ON PMG WEBSITE. Thanks to LM, CN and JF*

**NORMAL BUSINESS OF THE COMMITTEE PROCEEDED**

1. **Apologies for absence** received from Gail Russell (GR), Rakesh Shukla (RS), and later Richard Earl (RE) who had hoped to join via teleconference.
2. **A: Finance sub-cttee recommendations** PMG Executive Committee approved the following recommendations brought forward from the morning's PMG Finance sub-cttee meeting:
  - i) The list of PMG cheque signatories is out of date, and should be replaced by the following:

**Clare Wright**, Chair  
**Rakesh Shukla**, Treasurer  
**Olwen Ellis**, Secretary  
**Kirsty-Ann Cutler**, Chair of NTE  
**James Hollington**, PMG Vice-chair  
**Barend ter Haar** (BtH) Vice-chair of PMG finance sub-cttee

- ii) PMG to set up a Direct Debit for paying the quarterly VAT dues.
- iii) Sub-cttees to present a forecast budget every year, around Oct/Nov. OE to ask RS if there is a blueprint he would like all sub-cttees to use for this purpose. **OE**
- iv) Purchase of iPad for NTE team at approx cost of £400. OE to give go-ahead for purchase. **OE**

#### B: Other finance matters

- i) *International Conference 2010 accounts*: AJ enquired if the situation with Meeting Makers was any nearer resolution. CW reported that BtH has been hugely overburdened with PMG work, but hopes to have closure on this by AGM 2012. **BtH**
- ii) *Financial statements*: NS requested that financial statements be provided ahead of meetings **RS/OE**

#### 3. Chair's remarks

CW reported on how extremely busy those involved with AQP and the new website have been for very many months. Huge thanks to them, and to everyone for continued hard work on behalf of PMG. Hopefully the issues with the new membership system will soon be ironed out.

#### 4. SPMN

- i) Approval given for JH to progress the integration of SPMN into PMG as laid out in his recent letter to Catherine Mathieson, chair of SPMN. **JH**
- ii) SPMN have the go-ahead from the Scottish Charities Commission. JF to inform the England & Wales Charities Commission, in case any issues need sorting before the two organisations become one. **JF**
- iii) CW thanked JH on behalf of PMG for his hard work on this. Hopefully an announcement can be made at AGM 2012.

#### 5. Executive Committee Nominations, 2012/13

- i) Three vacancies at AGM because:
  - JC taking a maternity leave sabbatical from April 2012
  - AJ's and CN's first term of office ends at AGM 2012
  - NS standing down at AGM 2012 after one year of his 2nd term on PMG executive cttee
  - HH returning after maternity leave sabbatical to take up her executive cttee seat again

#### 6. Verbal reports from sub-committees

##### a) Finance

*Terms of Reference for Treasurer*: agreed that JDs are required for all sub-cttee chairs. NS believed that Helen Hislop (HH) had done most of the work on these before going on maternity leave. *Subsequent investigations by OE established that Helen Hislop and Carolyn Nichols had drafted several JDs and committee remits in early 2010, including for Treasurer and Finance sub-cttee.*

##### b) NTE

- i) KAC reported that all stands bar one had been sold within a few days of bookings opening for NTE2012
- ii) Additional sponsorship not easy to raise again, as in previous years
- iii) Bursary applications being judged currently
- iv) If anyone can think of a suitable (loud) compere for the After Dinner Pub quiz, please contact KAC/OE. **ALL**
- v) Parallel Session 5 and Plenary Session 3 both require participation by a commissioner, the first being involved with service user groups, the second to be involved with AQP commissioning. Suggestion of following up Caroline Young, mentioned by AK earlier. **ALL**
- vi) PL3 also requires participation from a service user. CN to contact a friend from jewellery class; DP suggested Ann Stead. KIV **CN**
- vii) JF asked if any of the surviving founder members of PMG are being invited to the 20<sup>th</sup> Anniversary. OE believes that neither Patsy Aldersea nor Roy Nelham are likely to accept. But good idea. KIV

##### c) Research

- i) DP reported that things have been relatively quiet of late, but there are a couple of new projects now in their early stages. Hope for fresh outline proposals by deadline of April 30<sup>th</sup> 2012.
- ii) CW wondered if some funds should be ring-fenced from SPMN money for research in Scotland, as part of the promotional campaign or sweetener for the old SPMN members. JH and DP disagreed. KIV

##### d) Publications and Marketing

- i) JC reported that PaM members are judging the NTE bursary applications this year. Makes more sense as this sub-cttee is responsible for the bursar tasks, e.g. reports for the journal
- ii) Lists have been collated to make contact with community therapists to encourage them to join PMG. OE will arrange the mailing as soon as membership system has settled down. With a bigger exhibition space likely at NTE 2013, there will be scope to invite a wider range of companies of more specific interest to community **OE**

therapy.

iii) JC standing down as chair of PaM at the next meeting on 20<sup>th</sup> March 2012, as she starts Maternity Leave that same week. She will continue to participate in the work of PaM where possible. CN and/or JF to report back to executive if new chair of the sub-cttee is not a member of the executive cttee.

iv) Website updates are currently being done by members of the old website development group, who are now part of PaM (except for JH). The plan is for sub-cttee chairs, or nominated members of sub-cttees, to undertake this work. KIV

#### **e) Education & Training**

MY thanked CW for putting on the recent one day training course in Salford on behalf of PMG. CW reported on the diverse range of delegates, with several being company reps. GR is collating the evaluation sheets.

**GR**

#### **e) Political**

i) OE confirmed that Peter Rowell (PR) had just accepted the invitation to chair PMG's newly named Strategy & Policy sub-cttee.

ii) Membership of this team has been fluid during the consultations with DH over AQP. Will become more settled now with PR leading. CE offered to return to the sub-committee, and AJ will probably stay with it and stand down from Research sub-cttee.

### **7. AOB**

#### **i) International Best Practice Guidelines: Transportation of People Seated in Wheelchairs**

These have now been published on P24 website as agreed. Committee would like them to be hosted on PMG web-site also. JF to discuss with authors, also with chairs of International Conference, Dave Long and BtH. See email comment below from JF, 17<sup>th</sup> Feb 2012

**JF**

*Please note that the offer to host was extended to those behind the document but their wish was to host on the Posture24 site with a link from PMG.*

*It is not clear whether PMG members who are not Posture24 members will have problems seeing and/or commenting on the document.*

### **8. Dates and venues of next meetings**

i) Agreed that a formal executive meeting at NTE is not possible. If members discuss policy informally, please make notes for next meeting.

**ALL**

ii) Agreed that a finance sub-cttee meeting on Weds afternoon, 11<sup>th</sup> April 2012 would be useful. OE to contact RS and BtH. *Not possible to arrange, as RS only attending for AGM on Friday, April 13<sup>th</sup> 2012. OE attempting to arrange a teleconference instead.*

**OE**

iii) General thumbs up for the new location at NUT so OE will try to book it again for future meetings.

**OE**