

MINUTES OF POSTURE & MOBILITY GROUP EXECUTIVE COMMITTEE MEETING

15TH MAY, 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. **Notification of any other business** as follows: Commissioning; RESMaG; PWBs.
2. **Minutes of 24th January 2019 meeting** were approved.
OE to add SG's signature electronically and post minutes on the PMG website. **Action OE**
3. **Treasurer's report**
 - i) **Bank balances:** PH reported that this period is the highest point of the year in terms of PMG's cash resources. OE reported that, as at 13th May 2019, there was a total of £236,345.68 in all accounts.
 - ii) **Savings accounts:**
 - PH reported that the empty Clydesdale bank account has been closed
 - A replacement third PMG savings account now opened with Triodos, an ethical bank based in the Netherlands but with a new UK office. It pays a higher rate of interest than the Santander account, and is simple to use. OE and PH are the signatories
 - iii) **VAT going digital:** HMRC have introduced a new process for submitting VAT returns; OE will be supported through the changes by the PMG accountant.
 - iv) **Annual return 2018** – OE currently working on this with the PMG accountant, and will process for AGM with SG and PH. **Action OE, SG, PH**
 - v) **Genny:** OE tabled a recent letter from the liquidators of Syntax Ltd, the parent company of Genny who exhibited at the PMG 2016 conference in Birmingham but never paid their invoice. The letter stated that there were no funds available to pay any class of creditor.
4. **Conference, Education and Communications (CEC) committee report**
 - A. **Conference 2019**
 - Most of the programme now finalised, including the judging of abstracts.
 - *Pitch your Product* sessions have also been allocated.
 - The final session/forum about different service models was thought to be too controversial, and changed to a session about submitting evidence for CPD audits. SG questioned the value of the session, given that the HCPC website provides such clear guidelines on the process. OE is struggling to find an OT who has been audited within the field – LT recommended a contact in South Wales. **Action OE**
 - The 2019 sponsors are *R82, Southwest Seating* and *Sunrise Medical*.
 - *Go Kids Go* will be providing a wheelchair dancing session at the Gala Dinner before the disco proper; there will also be a #PMG2019 photo frame to use for group selfies (guests using their own phones, or the PMG photographer Jonathan Rourke).
 - Gala Dinner taster took place last month with Helen and Krys Jarvis – menu decided.
 - Following concerns expressed at the January executive committee meeting, CEC subsequently agreed to scrap the Aldersea prize for this year to allow Paul Hewett and others time to develop the idea.
 - *Last Man Standing* prize back for one year only in order to give away the spare copy of *Seating and Wheeled Mobility*. Decided to call the prize *I'm a Survivor*. **Action OE**

B. Website update

- *Video of the Week* was initially changed to *Video of the Month*, and is now *Committee's Choice* to remove unrealistic deadlines.
- *Donations*: this has not been progressed. Toucan are working through a backlog of website issues, therefore will be asked to quote for the new *Donations* facility once these are satisfactorily resolved. **Action FL**

C. Marketing: FL continuing promotions with OT Magazine and BHTA.

D. Election for new member of CEC committee, 2019/22

Process agreed for choosing a new member for CEC. OE reported that, with 2 therapists standing down at the AGM, the balance between professions on CEC will be a consideration. **Action OE**

E. ISWP training

- FL to do a final push to try to increase attendance for the 15th July pre-conference training day in Telford. **Action FL**
- FL is overseeing the online elements for this, working with Krithika Kandavel in Pittsburgh **Action FL**
- **At OT Show 27th-28th November 2019**
FL reported that the OT show have now offered to build a 10m x 5m space in an unused area of the NEC for the ISWP training day, rather than PMG hiring a room elsewhere/nearby. The space would not work for the wheelchair skills session however; FL to check if the area outside the structure could be used for this purpose. **Action FL**
- **Train the trainer** – one of the days at the OT Show to be for the ISWP *Train the trainer* course. SG to consult Richard Earl about the online elements for this. **Action SG**

5. Future conferences

- A. Outsourcing** – agreed that SG, FL and OE should meet Conference Collective in September to discuss further outsourcing of PMG conference management. Hopefully Helen Critten-Rourke will be able to participate also, as chair of CEC. **Action FL**
- B. Timing** – OE reported that, if the conference was in October 2020, Telford would charge the same price for the venue as they would for Dec 2020 or Feb 2021. All agreed this is a good time of year, and gave go ahead to confirm. **Action OE/FL**

6. External funding survey

- i) The results of the recent membership survey on PMG external funding was tabled and SH reported on the findings from the survey, which 45 members had completed.
- ii) The three top choices were:
 - *Commission good quality clinical research in the UK within themes identified by PMG*
 - *Develop and maintain best practice guidelines (BPGs)*
 - *Deliver education and training, e.g. the International Society of Wheelchair Professionals' training packages*
- iii) Agreed that the report should be discussed at the AGM in July, but that no commitment on external funding can be made until after the 2019 conference finances are known.
- iv) Any funding strategy to be put in place at next executive committee meeting in the autumn, following a further survey of members to establish themes.

- i) **Best Practice Guideline on Transportation (BPG1): commission update** Agreed that the funding for the BPG1 commission should be re-evaluated. OE to request a formal invoice from Bob Appleyard (BA) to progress this **Action OE**
- ii) **Leaflet & Poster:** the request from BA and Paul Dryer (PD) for PMG to fund a BPG1 associated downloadable leaflet and poster was discussed. Agreed that this was not within the scope of the PMG commission; OE to advise BA and PD to approach the British Healthcare Trades Association (BHTA). **Action OE**
- iii) **Future revisions:** agreed that BPGs should be revised every five years, but that processes could be found for interim updates where significant regulatory or other changes have come into force before the end of the cycle.
- iv) Agreed that the BPG1 review sets the standard for future commissioning by PMG.

7. Commissioning

- i) Agreed to formalise and tighten up processes for any future commissioning by PMG; NR to draft a policy document for managing commissions. **Action NR**
- ii) OE reported that there are two of the other 2010 BPGs open online for comment, but reviewing is not being considered until BPG1v2 has been published.
- iii) Agreed that all BPGs should be open for comment as a general rule. **Action OE**
- iv) NR suggested a BPG on *Joint funding for equipment* as a possible future commission.
- v) LT reminded the group about the *All Wales Pressure Ulcer* BPG. Agreed it should be added to the PMG website. **Action LT/OE**
- vi) Agreed to canvas members about other BPGs – if possible, have the survey ready for members to complete online at July conference. SG to announce at AGM. LT to canvas her team and work with SH on the survey. SH happy to create the survey. **Action SG/SH/LT**
- vii) Brainstorm BPGs at next executive committee meeting. Everyone to familiarise themselves with the current state of affairs beforehand:
www.pmguk.co.uk/resources/best-practice-guidelines-bpgs **Action All**

8. A.O.B

- i) **Personal Wheelchair Budgets (PWBs)**
Kirsty-Anne Cutler's report on the recent meeting of the PWB National Steering Group had been distributed in advance. Noted that the legal right to have a personal health budget is not in place, due to legislative delays caused by Brexit.
- ii) **RESMaG** – Paul Hewett had reported in advance via email on the recent meeting of RESMaG, as follows:
 - currently working on guidance for rehabilitation engineers on the Medical Device Alerts, but this will be followed up after PMG conference
 - currently working with MHRA on guidance on borderline products. MHRA are producing guidance on health institution exemption
 - have put together a document to show routes to rehabilitation engineering, which will be having a slight tweak

9. PMG staff

Recently updated job descriptions to be distributed to help inform the trustees' review of staff annual pay rise, which all agreed could be done via email after the meeting.

Action OE/Trustees

Next meeting: AGM: 5.30pm, 15th July 2019; Telford

Signed by Susan Gold, PMG Chair, 13th November 2019

