

PMG EXECUTIVE COMMITTEE MEETING

11TH OCTOBER 2016

CROWNE PLAZA, MANCHESTER AIRPORT

MINUTES

Present:

Richard Earl (RE), Helen Critten-Rourke (HCR), Susan Gold (SG), Diane Hargrove (DH) - *chair*, Pam Harper (PH) - *treasurer*, Linda Marks (LM), David Punt (DP)

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

Apologies: Rasheed Ahamed (RA), Henry Lumley (HL)

1. Notification of any other business (AOB):

- Best Practice Guidelines request from Paul Dryer
- CECOPS AT Hub

2. **Minutes:** minutes of April 2016 strategy meeting were agreed by all, and signed off by DH.

3. **Matters arising:** OE reported that Terms of Reference (ToRs) for Conference, Education & Communications (CEC) committee have been ratified, and that she would be drafting ToRs ready for PMG Research committee to discuss at their meeting on 19th October. **Action OE**

4. Chair's report

- NHS England (NHSE):** DH reported on the stalling of discussions between NHSE and PMG/NWMF since the Wheelchair Alliance came into being in early 2015. Agreed that DH should write to Ros Roughton (RR) as a matter of urgency, requesting a meeting. OE to contact Ray Hodgkinson to see if he could shed light on the recent meeting between NHSE and a group from the Alliance to discuss the wheelchair service specification. **Action OE**
Subsequent hold on DH letter to RR, due to LM being invited to attend two meetings at NHSE on 24th October, 2016: Steering Group for Personal Wheelchair Budgets & Wheelchair Service Specification meeting.
- DH concerned that there is no evidence published showing a demand from service users for personal health budgets; also, there are issues around conflicts of interest at the NHSE meetings. LM to raise these concerns on 24th October. **Action LM**
- In addition, despite "training" being mentioned in the Wheelchair Charter, it has not been taken on board by NHSE; without PMG representation on the Alliance – if it continues in existence - it will be difficult to persuade them to do so.
- DH confirmed that PMG has officially endorsed the World Health Organisation (WHO) guidelines on the provision of manual wheelchairs in less-resourced settings.

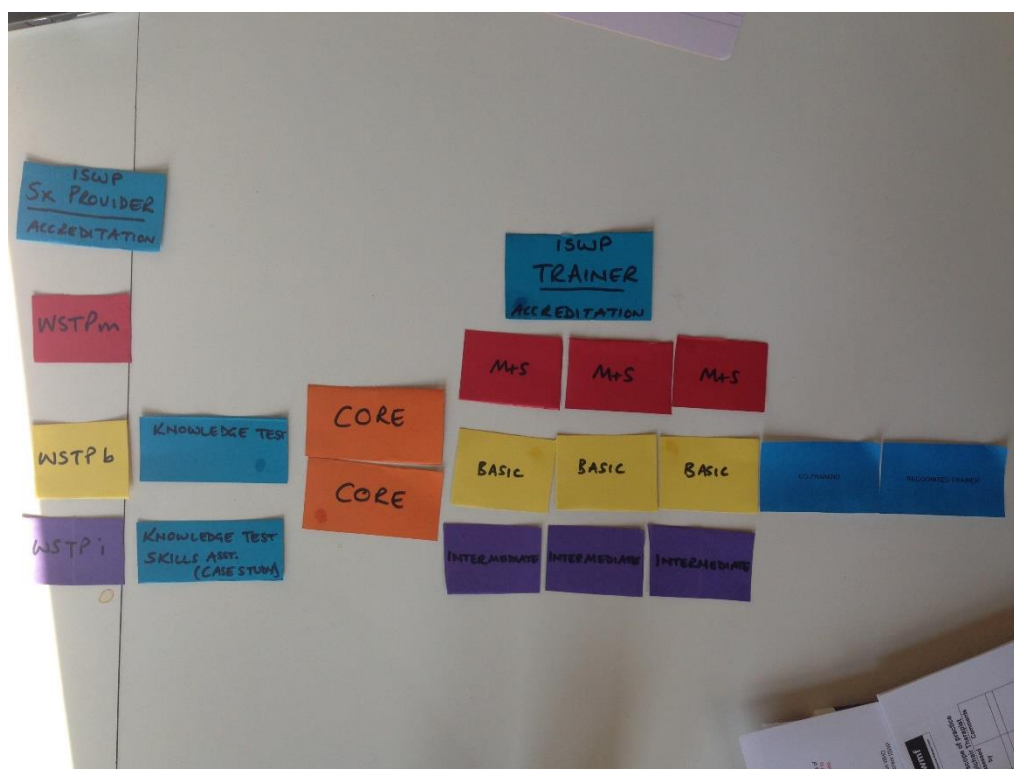
5. Treasurer's report

- PH reported that PMG's finances continue in good health. She will keep checking on interest rates, to see if worth moving money into different savings accounts.
- Since last executive committee meeting in January 2016, £150 compensation was paid to PMG by HSBC as an apology for the way PH was treated by the Princes Street branch in Edinburgh, which she fortunately has no reason to visit any more.
- Following approval at the 2016 AGM, the 2015 accounts and annual report have been submitted to both the Charity Commission for England and Wales (CC) and Office of Scottish Charity Regulator (OSCR).

- iv) PH has been in discussions with OSCR about the charitable status of PMG in Scotland; PMG cannot be a CIO in Scotland, because the head office isn't located there. However, the CIO registration with the CC allows PMG to operate in all 4 home countries. All agreed with PH that this arrangement is sufficient.
- v) PH reported that the new accountancy software should lead to savings in staff workload; OE hopes to find time in November to assess the possibility of PMG running its own payroll through the software. **Action OE**
- vi) PH reported that she participates in HMRC webinars regularly, and they have proved very helpful and informative.
- vii) **Workplace pensions:** PMG staging date is August 2017, but PH thinks the process can be started before then. She reported that OE is also eligible to join, not just FL as had been previously thought.
- viii) Draft accounts were tabled, and all agreed that the simplicity of the new format works well. The savings because of fewer committee meetings (due to re-structure) is currently estimated at £2,000.00p.a.

6. Future training provision – feedback from meeting with Motivation on 6th October 2016

- i) Report on the recent meeting with three members of staff from Motivation in Bristol, to discuss the potential for PMG to use the WHO Wheelchair Service Training Packages (WSTPs) in the UK. Download the packages via <http://www.who.int/disabilities/publications/technology/wheelchairguidelines/en/>
- ii) The PMG team consisted of trustee reps RA and RE, who had each chaired the Motivation parallel sessions at the 2016 PMG conference; also OE and FL. Motivation reps: Rosy Dorman (RD), Sarah Frost (SF) and Patience Mutiti (PM).
- iii) SF had illustrated the various training pathways and links with the International Society of Wheelchair Professionals (ISWP) www.wheelchairnet.org with a set of colour flashcards, which FL talked through. See below as aide memoire.



- iv) OE reported that Gail Russell (GR) from CEC has done all the WSTP training, and she also participated in the first pilot of the new ISWP hybrid training (part online, part hands on), which may be the best option for UK purposes.
- v) Agreed that PMG should start moving towards providing the training. Actions as follows:
 - HC-R and SG to review the WSTP Basic Package against the National Wheelchair Managers Forum (NWMF) competencies and report back to next executive committee meeting in January 2017. **Action SG, HC-R**
 - OE/FL to draft letter from DH to Krys Jarvis/NWMF putting her in the picture about the current proposals. **Action OE/FL**
 - Await final pilot of the ISWP Hybrid training course in December 2016, and hopefully feed back results to January exec. **Action OE/FL**
 - Keep Motivation and GR in the loop, and seek their guidance as and when required. **Action OE/FL**

7. Personal Wheelchair Budgets (PWBs)

- i) DH reported on recent meeting with Kate Buffery (KB), former commissioner at Gloucestershire CCG, who has been seconded to NHSE as senior programme manager, Personalisation of Wheelchair Services. Others attending from PMG were OE and HL, with Krys Jarvis (KJ) representing NWMF.
- ii) The main concerns presented to KB were
 - Lack of evidence that service users are demanding PWBs, despite this being stated as a given
 - Recent Millar Bownass (MB) survey to establish how many vouchers are prescribed by wheelchair services in England annually: KJ reported that many managers had been unable to input data because of systems not being compatible, therefore the results would not be valid. KB said she would ask MB to look into this.
 - Clients would be unable to purchase chairs at the price the NHS buys them for.
- iii) KB had expressed her own concerns about the timescales, with PWBs to be rolled out in April 2017.
- iv) Since the meeting, KB has tried to reassure PMG/NWMF that WhizzKidz (WK) are not part of the pilot in Glos. - a document had come to light showing WK as preferred 3rd party fund holder for Children's Pathway in the Glos pilot.
- v) As LM has now been invited to represent PMG at KB's PWB Steering Group meeting, it was agreed to await feedback from that meeting before taking things forward. *Subsequently, LM invited to also attend the meeting on WCS Spec on the same day.* OE to check whether Ros Ham had reviewed the most recent version of the WCS spec. **Actions LM & OE**

8. Research committee report

- i) DP reminded those present that, only a year ago, there had been grave concerns about the dearth of applications coming through to the PMG research fund. He reported that things have changed dramatically in the meantime, with a record 10 outline proposals being submitted in the current round.
- ii) Depending on how many of these are invited to submit a full application for funding in 2017, there may be a need to ask for further funds from PMG at the January meeting. As things stand, over £22k is likely to be carried over for the committee to use in 2017.

- iii) DP feels that the ethics system has become a huge barrier to new research in the NHS, and puts people off. There has been an increase in applications from universities, but the research committee are ever vigilant that PMG isn't abused by academic departments wishing to top up their own funding.
- iv) LM asked whether research standards were dropping generally, mentioning conversations she'd had at Leeds 2015 conference with a couple of long-time delegates who felt this to be the case. DP countered these views, stating that the PMG conferences are not research conferences. PH concurred and suggested that those looking for research paper presentations should attend Society of Research in Rehabilitation (SRR) meetings instead.
- v) Nevertheless, the PMG funding scheme was set up to foster new young researchers working in the field, and DP asked that everyone should try involving research expertise wherever possible. FL wondered if a critical appraisal session could be included in the Speed Networking event pre-2017 conference. Idea to be taken to next CEC meeting. **Action HC-R/FL**
- vi) Three PMG completed studies would be ready for presentation at PMG 2017, and all are reviews of different kinds. DP reported that these may be put together in one parallel session. LM advised wrapping the reviews around other related presentations. **Action OE**

9. Conference, Education and Communications (CEC) committee report

HC-R reported that the new amalgamated committee had met on 15th September at Motorpoint Arena in Cardiff, and they had accepted their Terms of Reference. Despite its size and wider remit, the meeting was successful, with a great deal of business covered including as follows:

- i) Some reservations about the success of the new Speed Networking, but it would be repeated for 2017, with perhaps some online presence in advance.
- ii) The final plenary has historically been a "political" session, in recent years focussing on developments with NHSE. This may change for 2017; LM cautioned against getting rid of it as a plenary, given the importance of politics. **Action OE**
- iii) The surplus for 2016 was down substantially from 2015 in Leeds, but that had been an exceptional year, with highest number of delegates ever. With a surplus of £78K in 2016, all agreed this was nevertheless a good outcome, especially given the quality of the event.
- iv) There are several locations being considered for 2018 – Birmingham, Glasgow, Manchester and Telford. The decision to be made by or at next CEC meeting in December 2016.
- v) Suggestion that a session involving NWMF and the new WSTP developments would be timely. **Action OE**
- vi) **Exhibition update:**
 - FL explained that a new Exhibition Panel is to be added to the PMG website, so that companies can manage their own bookings more easily. The quote from Toucan for doing the job has been approved.
 - Rules for space only stands to be stricter in future
 - Bookstall will be in the Motorpoint Arena foyer, in order for it to remain open after exhibition breakdown
- vii) **OT Show, November 2016**– programme has been approved
- viii) **Naidex** - agreed no PMG involvement for 2017
- ix) **Journal** – all asked to encourage articles from colleagues and contacts in the field. **Action All**

- x) **BPGs** – agreed that OE contact leads of BPG groups about reviewing process. Paul Dryer (PD) has approached PMG about funding an instructional video as a guide for use of wheelchair tie downs and occupant restraints to accompany the Transportation BPG. This is because engaging people in the reviewing process is proving tortuous. OE actioned to ask PD to review the Dorset WCS video on this topic. **Action OE**
SG reported that the powerchair BPG has been developed since 2010.
- xi) **Webcasting:** DP suggested that PMG look at using the Panopto video platform to replace the current webcasting systems for recording conference sessions <https://www.panopto.com/>. FL to inform the relevant CEC members to assess its suitability. **Action FL**
- xii) **Flyers:** Paul Hewett to design a new flyer, one side for Conference, the other for general PMG information. Agreed to send to companies electronically to include in their e-shots. **Action FL**

10. Healthcare and Assistive Technology Society (HATS)

- i) DH reported that Clare (Canale) was invited to join the HATS advisory group in her capacity as chair of PMG. Clare feels that a current trustee should take over from her; however DH is on the HATS Steering Committee, and wishes to continue with that work.
- ii) PH volunteered to attend HATS meetings on behalf of PMG if no-one else is in a position to do so. OE to ask Clare if she would consider continuing on the advisory group. **Action OE**

11. Countries Trustee Remit

- i) OE requested that the remit of the new role of Countries Trustee be clarified, reminding everyone that it came into being at the April PMG strategy meeting, to ensure representation at executive level for Northern Ireland, Scotland and Wales. SG had taken on the role on this understanding.
- ii) Following email discussions, it had been put forward that the role should also encompass England. However, SG has serious reservations about this change, given that she has no links with NHS England (NHSE).
- iii) Agreed that the Trustee Advisor should continue to have responsibility for NHSE matters, at least while LM and HL are in post.

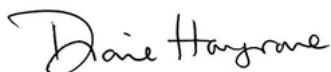
12. CECOPS AT Hub

- i) HL had enquired in August whether PMG should become an affiliate of this AT Hub <http://www.cecops.org.uk/at-hub/> but there had been no response from other trustees.
- ii) OE actioned to ask Paul Hewett for his view, because of his current work in the same field. **Action OE**

13. Next meeting

Subsequently arranged as follows:

Date: **11th January 2017** (start time TBC); Venue: **Crowne Plaza, Manchester Airport**



PMG Chair, 17th January 2017