

Scottish Posture and Mobility Network

Annual General Meeting

Date: 23rd Feb 2007

Venue: Quality Hotel, Perth

Alistair Murdoch (Chairperson) welcomed everyone to the meeting.

1. **Apologies for absence:** Rob Farley, Susan Gold.
Attendees – see Appendix 3
2. **Minutes of previous meeting:** Proposed by Alistair Murdoch and seconded by Libby Davies.
3. **Matters arising from previous minutes:** AOCB item 2 - National Wheelchair Review – a response to the consultation was sent on behalf of SPMN
4. **Chairperson's report;**
This has been the first full year as SPMN. The web site is now up and running and special thanks were made to Andrew Rose and Luke Meighan for their efforts in making this possible. Thanks were given to the committee members for their hard work with special mention to Shona Ker, currently on Maternity leave and Andrew Rose, who has emigrated to Australia and Libby Davies who is leaving the committee after 17 years. a successful study day was held in the Howden Centre , Livingston with over 80 delegates in attendance. Professional Development Fund; the committee received no applications in 2006. Alistair then intimated to the meeting that due to work changes he was resigning both as Chairperson and from the SPMN committee.
5. **Treasurers report:**
Funds are currently healthy and stand as following –
Bank Balance: £9,652.90
PDF ; £1,688.21
£700 was raised at the last AGM/ study day in Kirkcaldy.
Gift Aid also continues to bring in income.
OSCAR – office of Scottish Charity Register have new regulations and this will mean we have to change the way our accounts are presented in future.
(To view accounts in full - See Appendices 1 & 2)
6. **Appointment of Auditor:** Due to the new OSCAR regulations we may have to review our constitution to allow the appointment of an Independent Reviewer of accounts rather than an Auditor (the new regulations state that an Auditor must be an official company). Subject to this change it is hoped that our current auditor Mrs Patricia Gibb will continue to provide us with her services.
7. **Membership fee:** this currently stands at £7. Financially there is no need to increase the fee and the committee feels strongly that a low fee and low study day costs are an important service to the members. KM noted that the study day exhibitions are always well supported by

companies and this allows us to keep costs to a minimum. It was agreed that the membership fee should remain at £7

8. **Committee vacancies:** 4 nominations have been received to fill the vacancies on the committee. These are from Joyce McDonald (OT), Moira Dewar (PT), Jennifer Hooper-Roe (PT) and Ailsa Taggart (OT). All nominations were accepted and these 4 members were welcomed onto the committee.

9. AOCB

Report from Postural Management sub-group –

The Postural Management subgroup has continued to meet since the last AGM. During the year both Rob Farley and Libby Davies completed their terms as Chair and Secretary respectively. Both Rob and Libby contributed a great deal of time and commitment and along with other group members achieved much. The group would like to thank both of them for their work and are pleased that they will continue to be members. Joyce McDonald (Chair) and Sarah Thorpe (Secretary) succeeded the outgoing post holders. During the past year, teams have reformed.

Team A, which was looking at Best Practice and the top down model, has completed its work and Jan Morton has put this into pdf format to go on to the SPMN website. Unfortunately, due to work commitments, Jan is no longer able to be an active member of the sub-group, but has promised to keep in touch and join us if time allows. We would like to thank Jan for her contribution to the work of the sub-group. This team has now disbanded.

Team B continues to look at Outcome Measures and are currently carrying out a pilot within the team of an outcome measure tool. Once this has been reviewed, the Team intends piloting this more widely and SPMN members will be asked to participate in this process. The Team has also widened its remit to look at a Clinical Risk Assessment tool.

Team C, which looked at Carer/patient training, has also disbanded. The team had hoped to have a report on the outcome of this work placed on the SPMN website during 2006, however, work commitments have delayed this. We have been receiving some help with this from Franki Campbell, a Practice Development Officer with Fife Council Social Work Service's Training & Development Service who presented at the one-day consultation event held on this subject. We intend to have this completed during the earlier part of 2007.

We held a successful one-day meeting on 21st June last year when we invited along June Wylie, Professional Practice Development Office, AHP's with NHS QIS. The meeting was well attended. Each Team delivered a presentation outlining their work. Rob Farley gave an overview of previous work of the sub-group and Joyce McDonald gave a resume on the national picture of Scottish Executive Reports etc. which could impact on and influence the field of postural management. June Wylie reported on Topic Specific Groups within QIS. June felt that the work of SPMN should be commended and felt her role would be more one of raising the profile and promoting the work of the network and facilitating links with relevant bodies/parties. The sub-group intends meeting with June again at some time in the future.

The meeting ended with discussion on future team topics and after a vote the full sub-group agreed the next course of action: -

Team B to continue with the widened remit of Outcome Measures and Risk Assessment.

Team D to look at Professional Awareness and Training

Team E to carry out a review of equipment.

Members joined Teams according to their area of interest and to provide a balance of membership. Teams were asked to meet to nominate a leader and develop a strategy.

The next full meeting of the Postural Management sub-group is on Thursday 8th March at 10.30am in Lynebank Hospital, Dunfermline. The sub-group would welcome new members to join the Teams, particularly as their work is at a very early stage. If anyone would like to attend and contribute to one of the Teams, please contact Joyce McDonald on 01592 415185.

Carers Training

A course run by Postural Care Skills Programme (PCPS (UK)Ltd) is being run in Fife this is the first undergraduate qualification of its kind. The programme will ensure training and mentorship for 4 postural care tutors.

These tutors will then be able to train and support other carers and families involved in postural care management. SPMN is supporting this course financially and will be able to benefit from the tutors skills in some form of training event.

SSR Group Meeting

This takes place on 11/05/07 in West Park Conference Centre, Dundee
Title: Coping with Changes in health and Activity – issues relevant to Rehabilitation.

Further information is available on: www.ssr.org.uk

The meeting was then brought to a close by Catherine Mathieson who is taking over as Chairperson of SPMN.

Appendix 1

SCOTTISH POSTURE AND MOBILITY NETWORK

GENERAL FUND

| | | INCOME | EXPEND |
|-------------------------------|-----|-----------------|-----------------|
| BALANCE 1st April,2005 | | 9202.19 | |
| MEETING PERTH 27/01/05 | | | 16.45 |
| MEETING PERTH 20/04/05 | | | 272.32 |
| MEETING KIRKCALDY 26/11/04 | | 150.00 | 0.21 |
| MEETING KIRKCALDY 17/11/05 | | 3255.00 | 2531.89 |
| GIFT AID | | 119.02 | |
| MEMBERSHIP INDIVIDUAL £7 | 156 | 1092.00 | |
| MEMBERSHIP CORPORATE £30 | 4 | 120.00 | |
| BANK INTEREST | | 78.33 | |
| COMMITTEE EXPENSES | | | 148.41 |
| SECRETARIAL | | | 60.00 |
| WEBSITE | | | 1025.03 |
| COMPUTER EXPENSES | | | 38.52 |
| STATIONERY | | | 35.81 |
| POSTAGE | | | 171.30 |
| UNCASHED CHEQUE | | 14.00 | |
| REFUND(MEMBERSHIP PAID TWICE) | | | 49.00 |
| PHOTOCOPYING | | | 28.70 |
| BALANCE CARRIED FORWARD | | | 9652.90 |
| TOTAL INCOME | | 14030.54 | 14030.54 |
| BANK BALANCE AT 31/03/06 | | 9652.90 | |
| SAVINGS ACCOUNT | | 9411.05 | |
| CURRENT ACCOUNT | | 241.85 | |

I have examined the books and records of the "Scottish Seating and Wheelchair Group" and certify that the above accounts are in accordance therewith.

Certified by

Mrs P
Gibb Auditor

Appendix 2

ACCOUNTS FOR YEAR ENDING 31/03/06

PROFESSIONAL DEVELOPMENT FUND

| | INCOME | EXPEND |
|--------------------------|----------------|----------------|
| BALANCE 1/4/05 | 1673.53 | |
| | | |
| BANK INTEREST | 14.68 | |
| | | |
| BALANCE CARRIED FORWARD | | |
| TOTAL INCOME | 1688.21 | 1688.21 |
| BANK BALANCE AT 31/03/06 | 1688.21 | |
| SAVINGS ACCOUNT | 1688.21 | |

.....
P
Harper
Hon Treasurer

Appendix 3

AGM attendees

| | | |
|-------------------|------------------|---------------------|
| Linda Fitzpatrick | Eileen Smith | Morag Rough |
| Luke Meighan | Libby davies | Jean Marshall |
| Ailsa Taggart | Margaret Andrews | Jenny Hooper-Roe |
| Lorna Fisher | Alison Cooper | Christine Taggart |
| Neil Featherstone | Hazel Dykes | Joyce McDonald |
| Aileen McDaniel | Moirra Dewar | Alastair Murdoch |
| Linda Ovens | Pam Harper | Catherine Mathieson |
| Kenneth Munro | Joy Blakeney | Anne Milne |
| Kate Brown | Ros McIntosh | |