

SCOTTISH POSTURE AND MOBILITY NETWORK

Committee meeting number 2

Venue: Eastern General Hospital, Edinburgh

Date: 03 August 2005 at 1.30pm

1.) **Persons present:** Libby Davies, Catherine Mathieson; Alistair Murdoch; Pam Harper; Andrew Rose; Rob Farley; Ken Munro; Shona Kerr

2.) **Apologies for absence:** Linda Ovens; Dave Long (PMG)

3.) PREVIOUS MINUTES:

- A warm welcome from Alistair as this is his first official meeting as chairperson.
- Alistair thanked Rob for chairing the meetings to date.

The previous minutes were approved by Alistair Murdoch and this was seconded by Pam Harper.

4.) MATTERS ARISING:

6.1 Discussed attendance at PMG meetings. Pam highlighted the importance and benefits of attending the meetings. However it was agreed within the group that due to time and money constraints, that we would exchange information through minutes and forward items for the agenda.

6.6 Rob reported that he would continue to attend the Institute for Physics and Engineering in Medicine meetings.

7.2 Pam reported that she has sent the information regarding the change of organisation name to OSCAR and the Inland Revenue. She has also informed gift aid. As there has not been any confirmation back regarding this, there is still no formal name change from SSWG as yet. Amendments regarding the forthcoming name change has been made to the constitution and sent out to committee members.

8.7 Andrew stated that he has not had the time to progress with the Website. It was agreed amongst the committee members that this is too onerous a task for one person and that a professional website designer should be employed. Andrew has requested that recommendations re website designers be sent to him 19/08/05.

Action: All

Ken made a future suggestion that an OT/PT student might wish to take on the running of the website as a final year project in conjunction with their research.

10.1 Discussed the cost of secretarial support for assistance for conferences, possible website update etc. Pam has explored costs and made a suggestion of approximately £11 or £12 per hour. Ken stated that to employ somebody properly we would benefit from having a job specification for the job.

Catherine and Shona highlighted that they may know people who might be interested. All names to Catherine by 19/08/05.

Action: All

BUSINESS:

5.) **Update of membership:** Pam reported that there were 52 ordinary members and 2 corporate members (BHTA and Active design).

6.) **Update of finances:** Pam reported that there was £121.14 in the current account and £10,772.88 in the deposit account.

7.) **Postural management subgroup:** will be meeting next week and discussing the forthcoming website and controversies in relation to postural management. Rob to attend and feedback at next SPMN meeting.

Action: RF

8.) **Scotret and Retsag:** Rob stated that he was going to arrange for the postural management subgroup to share minutes with Scotret. It was agreed that there was no need to include Retsag in this feedback as this is included within Scotret.

Action: RF

9.) **Communication:** Discussed compiling a handout of committee members details for distribution amongst ourselves.

Action: SK

10.) **Network study day:** went over details as follows:

10.1 Venue – Dean Park hotel, Kirkcaldy

- 10.2 Timetable – Rob has compiled a comprehensive timetable which has largely been completed with suitable speakers. Ken highlighted a carer that he knew who would be suitable to present. Rob stated he would confirm the invitation of this carer with Moira Dewar (O.T) as they are known to her. **Action: RF**
- 10.3 Alistair requested ideas for the initial opening of the conference in relation to the history of SSWG. Ideas to Alistair by the next meeting. **Action: All**
- 10.4 Discussed involvement from SSR on the study day as they are having their AGM during the conference and had to cancel their own study day as the date was too close to ours. Pam will investigate options for this. **Action: PH**

11. AOCB

- 11.1 **Wheelchair service review:** Catherine fed back about the meeting with Frontline who were carrying out the review. She reported that during her meeting with them she fed back concerns that some of the providers had not been included in the discussions. Catherine reported that Frontline had been very accessible and encouraged people to contact them if they have not had the opportunity to do so already. The contact name is as follows: Helen Highley (01698) 464140.
- 11.2 **National conference:** This will take place on 12/08/05. This is open to everybody.
- 11.3 **Frontline's wheelchair service reviews:** Catherine pointed out that the submission date of the report to the Scottish executive was on 5 October 2005.
- 11.4 **Future minutes:** Shona highlighted that a draft minute will be sent out first and if she has not received any comments with 2 weeks of this being sent out she will send out the final minutes with the Agenda for the forthcoming meeting.

Date of next meeting: Wednesday 12 October at 1.30pm, Eastern General Hospital