



**BRITISH ASSOCIATION OF PROSTHETISTS & ORTHOTISTS
ANNUAL GENERAL MEETING
16 MARCH 2019
HARROGATE CONVENTION CENTRE**

MINUTES

Executive Committee members present:

Lynne Rowley (Chair) (LR)
Ian Adam (IA)
Reg Fifield (RF)
Lauren Cox (LC)
Dave Buchanan (DB)
Kate Spiller (KS)
Scott McNab (SM)
Conor Brown (CB)
Lauren Jennings (LJ)
Miriam Golding Day (MGD)
Kate Chauhan (KC)
Paul Charlton (PC)

Apologies

LR reported apologies have been received from, Johnathan Wright, Johnathon Bull, Elaine Figgins, Sandy Waddell & Peter Kane.

Lynne Rowley, Chair

LR Advised that during the course of the meeting, motions may be proposed and therefore members may need to vote. Those who are entitled to vote are:

- Full Members Red voting cards
- Technicians Blue voting cards
- Associate Members Blue voting cards

LR advised that when asked if you wish to vote, members hold their card up, so it can clearly be seen and counted. For all other votes a simple majority is required to vote on other business. We encourage free discussion in this meeting, but any issues that arise in this meeting may incur the need for a postal ballot.

Minutes of Previous Meeting dated 16 March 2018

LR enquired if there were any amendments to be noted – none.

LR requested a proposer and seconder from the audience that the Minutes provide a true and accurate record of the 2018 AGM:

- Proposer Margaret Miller
- Seconder Martin Matthews

Matters Arising

LR reported there were no matters arising that would not be covered elsewhere within the agenda.

Annual Report

The EC assumes that all members present are familiar with the contents of the Annual Report for 2018, which was circulated earlier this year. LR requested a proposer and seconder from the EC that the Annual Report provides a true and accurate record of Association work and activities for 2018.

- Proposer Ian Adam
- Seconder Lauren Cox

Chair's Report – Lynne Rowley

LR advised that since Lord Hussey, BAPO founding patron, had sadly passed away we have been without a Patron for the past 12 years. We are very pleased to announce that Mr Alex Brooker, Journalist & co-presenter of the Last Leg, who joined us at conference last year, has been asked and has accepted, the position of BAPO Patron. He has a professional & personal interest in prosthetics & orthotics. As a broadcaster and well-known celebrity, he is in a great position to be an advocate both for our patients and our profession. We are very pleased to have Alex on board.

Our Professional Body BAPO has continued to build on the work undertaken last year and has progressed several significant projects this year. I will now give you an update of key areas of work carried out by BAPO on behalf of members this year.

This year BAPO created a Research Committee to bring people together from various backgrounds with an interest in exploring research & encouraging active research in clinical practice. This supports our fourth pillar of practice & is essential to our clinical practice.

This year we updated our website and now have an interactive website with live social media feed. Our thanks go to members Munawar Osman & Lauren Jennings for their continued support.

Our Professional Affairs Committee have been busy updating our Standards of Best Practice & Social Media Policies. They continue to comment on N.I.C.E updates & Government documents such as NHS long term plan & also re-ran the P&O workforce survey giving an insight into our current practices.

BAPO have representatives across the UK who attend meetings on our behalf. One short life working group looked at revising the CPD consensus statement from 2009. The Interprofessional CPD & Lifelong Learning Working Group delivered its project on time & the new document was launched earlier this year, being endorsed by both BAPO & AHPF (Allied Health Professions Federation). DEBOP (Directory of Evidence Based Orthotic Practice) continues to develop. With support this year from OETT we updated to ensure that all evidence was current and links active, we also finished the Diabetes node which is now live. Our thanks to Laura Barr for her continued efforts and to her employer NHS Greater Glasgow & Clyde for their support.

We are pleased to report that the Rehabilitation Technologies qualification for Technicians which was created in partnership with BAPO & employers is now in its third year & continues to attract Technicians wishing to achieve a qualification and add to their practical skills. We continue to support the integration of this PDA to the apprenticeship scheme. This PDA was shortlisted for two education awards in 2018 which is a significant achievement for both BAPO & Glasgow Clyde College who deliver the programme. Mr Ian Adam has tirelessly led this piece of work on our behalf & ensured its successful implementation.

Last year we advised that there was no unique occupation code allocated to our profession within Government this year we are pleased to report that a new code has been registered and assigned to our profession, this will make us more visible at all levels of Government. This extract from NHS National Occupations Code booklet shows what has been added for Prosthetists & Orthotists e.g. the allocated code for Consultant Prosthetist/Orthotist is S, the – the letter or number changes in the middle and then its I on the end. Therefore, a Consultant would be SAI. We could not control the categories that were in these codes, we were morphing using the codes that were available using other AHPs, so were stuck with these terms. It doesn't exactly mirror our career structure, but it is a start. This will make a massive change to us recording our workforce. Last year we also reported that work bidding for external funds to support the work of the profession had paid dividends, this year we can see where the funds have been used.

In 2017 with funding from HEE, BAPO commissioned two projects. The first was to carry out a review of our own Scope of Practice, develop a Competency Framework and develop an undergraduate core curriculum, this work is being done with the collaboration of employers and universities and is scheduled for delivery in September 2019. The second was to map the competencies required for all AHP under graduates. This will help to define the additional skills and competencies the P&O professional brings to the table. This work is now completed and is available on the BAPO website for download.

Our strategic engagement & collaboration with HEE has borne fruit this year. A Research Fellow funded by Health Education England (HEE) was tasked with promoting our profession and developed a promotional video with WOW Careers which depicts an amputee's journey. This was created with the help of the P&O staff at Preston DSC who I would like to thank for their participation. Another Research Fellow funded by Health Education England (HEE), has created a resource for qualified P&Os that explores all aspects of our career paths, this was launched this year across the AHP families and I would like to thank the BAPO members that took part & supported this initiative. A further £19,000 funding has been secured from HEE to work in partnership with BAPO to deliver 6 workshops throughout the year to support our profession.

Last year we announced the award of monies to support the four professions identified as vulnerable to changes & bursaries. The Office for Students allocated £3,000,000 over 3 years to fund workstreams to support recruitment, the undergraduate programmes in England and to improve the public profile for prosthetics & orthotics as well as therapeutic radiography, orthoptics & podiatry. Working in partnership with BAPO the project board commissioned several initiatives for these four vulnerable professions. In 2018 as a result of the strategic engagement by BAPO our profession has benefited by direct investment of over £100,000. We were funded to recruit a part-time Outreach Officer for prosthetics & orthotics. Our Outreach Officer's employment commenced in March 2018 & has remit to raise the profile of our profession by creating resources to market & promote our profession nationally. She works with the central SIHED team to promote our profession through 'I see the Difference' campaign and to attend work fayres & school career events throughout the South of England on our behalf. My thanks go to members who have given time to create posters & film resources to promote what they love about being a Prosthetist/Orthotist. I am pleased to

announce that this post has been extended for a further 12 months and we look forward to continuing to work closely with Ali & the team at SIHED. As part of this initiative BAPO has linked with the Inspiring the Future programme to create Ambassadors from our profession who can inspire school leavers & are prepared to attend events locally to promote prosthetics orthotics as a career option. Our other funded post through the SIHED programme enabled us to recruit Dr Beverley Durrant who is hosted by Salford University. She is working with employers, HEIs & BAPO to research practice placement, seeking to understand how to increase our capacity for students on placement. This work will support the work undertaken to implement apprenticeships. She is also exploring blended learning opportunities to modernise the delivery of education for P&O in the UK.

In 2019 BAPO are running a strategy event in May to look at the long-term strategy, not for BAPO, but the profession. We need to evaluate what technology is being developed, what population health demographics do we need to address & how do we support the profession to deliver the care our patients need in the future.

Workforce plans across all 4 nations of prosthetics & orthotics have been developed & our Standards for Commissioning services will be finalised.

I hope you can see that BAPO is continuing to work with employers, Government, universities, colleges, trade bodies & patient groups to meet the current & future needs of our profession.

LR closed the Chair report for 2019

Treasurer Report – Ian Adam

Attention was drawn to the accounts section of the Annual Report and Statement of Accounts for 2018 and drew attention to the consolidated figures for BAPO and baPo Ltd, which show a deficit of £33138 for 2018. It drew upon the financial position of the Association over the past four years. It is disappointing to see the figure for 2018 & the bulk of this is due to the 2018 conference. This is surprising, considering the standard of speakers we had & considering the feedback we receive that 2018 was one of the best conferences. This comes down to various reasons.

In 2018 we had 65 stands available within the exhibition space, unfortunately we only sold 40. To reflect on that this year, we only have 40 exhibition stands available. Also in 2017 conference was in Coventry, a popular venue, which we had hoped to book again but due to the multi-use of the stadium, there was only one weekend available in March which didn't suit us, we therefore signed the contract in Manchester for Coventry to then come back to us to offer the date that we originally wanted.

No two conferences are the same. Our Conference Committee have been changing the style of conference and this reflects as we do not have a plan to say that conference would cost the same amount e.g. we don't know what equipment each conference requires and this reflects on cost, venues vary in cost, AV costs and shell spaces. Tonight, for example we will have a buffet available and that cost us £21 per head, these costs are set by the venue, which unfortunately does not give us a lot of movement.

Another figure that is quite high is our insurance costs. Our insurance cost now will stay stable, due to us negotiating a long-term fixed term deal with a new insurance company that we are now working with. Unfortunately, during 2018 we had a pre-existing claim settled which dated from 2014 and this resulted in our insurance company paying out a total of

£49250. If the member did not have PPI cover, they would have been personally liable for this amount of money. I again stress the importance of private insurance cover. If you are considering private work, it is not a short-term thought, and you need to keep private insurance cover in place for 6 years from the date that you finish treatment as patients have up to 6 years to make a claim against you. Claims are made on a claim made basis and that means the date when a claim is notified. To give an idea of the payout that resulted in £49250, the actual amount that was paid to patient was only £15000 the rest was swallowed up by legal costs & insurance costs.

IA continues to support our committee Chairs to come in on budget with their committee costs.

IA handed over to RF for the Secretary's Report.

Secretary's Report – Reg Fifield

RF provided the figures for the total membership (464) compared to HCPC figures from 1 January which totaled 1099 registrants. This shows there is only 42% of registrants who are members of BAPO. This is a decline on last year from 44%. Figures again from HCPC show the split within the profession of male registrants 504, female 577, declined to declare gender 18.

RF moved on to discuss elections.

Re-elected onto the committee are Lynne Rowley, Paul Charlton, Scott McNab, Dave Buchanan, Lauren Cox, Connor Brown and Reg Fifield.

There were 3 nominees for 4 vacancies. One member who wished to stand for re-election was Kate Spiller & there were 2 co-opted members who previously served and sought election being Miriam Golding Day & Kate Chauhan.

2018 saw the following step down from EC, Simon Dickinson, Laura Barr, Alex Callaghan and Munawar Osman. EC acknowledges their hard work and thanks them for their service.

RF advised that there have been no proposed Constitutional changes to announce this year and there were no reported practice incidents in 2018 that the Association had to deal with.

RF handed back to LR

Lynne Rowley, Chair - Stated that this concludes the formal presentations and advised there were no previously submitted questions or proposals for this AGM

LR invited questions from the floor.

William Munro – Obviously challenging times in terms of our finance, how are we going to address this and bring back to within budget after this conference?

Lauren Cox - We have introduced, after last year, a number of things we think affected reasons exhibitors chose not to attend conference and have withdrawn those this year. We have seen a few exhibitors return & new exhibitors this year that haven't exhibited before. We have had meetings recently with companies that are looking to come back. In terms of setting a budget it is very difficult because until we know the nature of what we want conference to do, we cannot pick a venue; we do not know the capacity we need to be at. We are currently looking at the way we organize conference, pulling resources from those that have certain contacts to bring in higher end speakers from all over the world, introducing / inviting other professions to our conference. Exploring the wider opportunities and looking at patient opportunities. We are not sure how clinicians would feel about patients being invited to our conference.

William Munro – I think that's very useful, but with due respect if we don't have a viable conference how can we attract people to join? the baseline is we cannot keep losing £28000 on our conference. Are we going to be here next year with BAPO back on the right side of the line?

Lauren Cox - When I took over as Chair, the first year made a loss and the following 2 years made a substantial profit. I solely think the issue last year was because of what was put in place with the exhibitors and I'm hoping this year by putting a cap on the stands at a lower number and not having a massive exhibition space, that was very costly, we should see the figures being back to where they should be.

Ian Adam - It is hard to answer that question. In August each year the Finance committee set the budgets for conference and set the delegate rates for conference. You can only judge by previous years in regard to delegate rates. The delegate numbers do fluctuate. It would be easy to set a delegate rate as £500 and we certainly wouldn't lose money, but would people come if that was what we charged? Our conference has always had an affordable delegate rate & we have set initiatives like early birds where, if they book prior to December they receive a discount. Most of our delegates don't book then, and wait until the final few weeks prior to conference, so it is hard to balance the figures. I totally agree that I don't want to be reporting next year that we have again lost money, but I think what Lauren was saying about changing the idea of conference and bringing more associations in and working with them we could hopefully put on a bigger profitable event.

William Munro - I agree these fluctuations' do happen, but I suppose the flip side of the coin is, if we take conference out of the equation are we profitable in terms of other commitments and maybe we should be looking at getting the remainder of these people who are HCPC registered and not BAPO members on board and make it viable.

Ian Adam if we take conference out of the equation, we would be looking at a deficit of just under £4000 for the year. Another thing that contributed last year was we didn't have a lot of short courses which do bring a lot in income. This was due to the Education Committee not being as active as they had in previous years and this is something we are trying to address.

Robert Affutu-Nartey – Looking at the exhibitors that are here supporting BAPO, I find it appalling that huge companies aren't here, but us as a profession support these companies by ordering stock be it knee braces or whatever.

DJO sold for three billion pounds and that's a lot of business that has come from the Orthotists, if they can't support the profession, we should not be supporting them. Ossur aren't here, DJO aren't here & there are other major ones, I just feel we should not be supporting them. Support the people who are here to support us.

Lauren Cox - I think what it comes down to is they pick and choose which events they come to and TIPS is next week so that would be a short time frame, 2 exhibitions in 2 weeks. Because of the economy we are in, caps have been put on expenditure, although, I do see where you are coming from. We are missing some big names this year.

David Buchannan – Coming back to the courses, If you know of people who are willing & have the in-depth practice & knowledge to run courses with us, I myself run courses, Simon Dickinson runs courses, I would urge you to drive them to do that for us because it will make us grow as a profession.

Scott McNab - Another point to add is if you see a gap in the area of courses that we offer or maybe you feel a specific short course would be beneficial, we can pull together people to run & we can pull together the logistics. We just need to know areas of interest.

There being no further questions LR thanked the Executive and Standing Committee members for their continued work and support to develop and deliver the various projects on behalf of the membership.

LR also acknowledged the hard work of the dedicated staff in the Secretariat led by Manager Lorna Graham.

In closing, LR thanked the membership for the support they have given to the Association over the past year and asked for their continued support, as the advice and opinions offered are crucial in assisting the EC to deliver the needs, desires and aspirations of the membership.

The date of the next AGM TBC