

Minutes of Director's Meeting held at  
11:00 – 10<sup>th</sup> July 2014  
Waterhouse Business Centre, Chelmsford

**Present**

John Reid, Chairman, **JR**  
Stuart Holt, Vice Chairman, User Group (South), **SH**  
Roy Haycock, Treasurer, **RH**  
Gareth Jones, **GJ** (Wales)  
Christine Mitchell, User Group, (North) **CM**  
Pat Fitzpatrick, Board Secretary, **PF**  
Roger Phillips **RP**  
Dennis Small, **DS** (Northern Ireland)  
Karen Stannard **KS**

**LA Office Staff**

Dave White, Chief Executive Officer, **DW**  
Ed Pearce, **EP**

**SH** chaired the meeting as **JR** was exhausted after a journey back from France in the early hours of that morning.

**Apologies**

**Richard Beese** due to family illness

**2. Approval of Minutes from Board Meeting 9<sup>th</sup> April 2014**

**CM** proposed that the minutes of the meeting held on the 4<sup>th</sup> April should be accepted. This proposal was seconded by **JR** and unanimously agreed by all present.

**3. Matters Arising**

**DW** had contacted the solicitor involved with Peggy's Fund who confirmed that as long as the board agreed with the use being made with the funds then they could be spent on any project which would benefit children.

**CM** said that as we have had the money for some time could progress be made quickly once the Board had agreed how the money should be spent.

**DW** said that he would contact REACH to find out their views on to what hand-held electronic device (such as an ipad or gaming console) would be suitable.

**KS** asked if any of the large computing firms had been approached to see if they would supply the items for free e.g. Microsoft had just produced the Xbox1 which had voice and motion controls.

**SH** said that his centre had queried how we would keep the device safe. His centre would be happy to have the device.

**CM** said that the centre would have to be responsible for the device.

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**SH** suggested that user groups could fund the insurance for the device.

**CM** pointed out that this might not always be possible. Some user groups did not have any funds.

There followed a wide ranging discussion about the supply of the devices and in particular the role that the centres would have in handling the devices. It was suggested that the LA would retain ownership of the devices but individual centres would decide how they would 'police' them.

**RH** asked if we were going to contact all the centres with children's sections to check if they wanted a device.

**CM** wondered if a better solution would be to allocate a specific amount of money to each centre and ask them to say if there was anything that they would like to buy for their children's section

**DW** said he would contact the centres and ask their opinion.

**JR** queried what infection controls could be put in place.

**DW** said that we would provide hand wipes.

**PF** queried if user group details had been checked prior to being printed in StepForward. **DW** said that they had been and that Kevin Thrift (**KT**) was phoning up the user groups to ensure that they were still functioning. There were a few that he had not been able to contact but he will keep trying. **DW** commented that the majority of the Scottish user groups were no longer active. **PF** asked why then were they still being shown in the magazine. **DW** said he would get this checked out.

**PF** and **CM** queried why the AGM had still not been arranged. **PF** said that she had suggested at the Trustee meeting on 17<sup>th</sup> November 2013 i.e. following the 2013 AGM that we should work on organising the next AGM as soon as possible.

**DW** stated that Richard Morrison (**RM**) was sorting out the details for the AGM to be held in November 2014. **DW** advised that the most cost effective way of dealing with publishing the AGM was to put details in the next edition of StepForward. Sending out individual letters would be extremely expensive.

**KS** said that some boards have trustees taking on some of the work for an AGM.

**KS** suggested after the next AGM we sort out roles and responsibilities.

**DW** unable to progress the query regarding LA posers/leaflets in DSC's, this item to be held over until the next meeting.

**Action – DW** to contact centres to ask how the money for use in the children's section should be used.

**Action – DW** to check which user groups in Scotland are still functioning and arrange for StepForward details to be updated.

**Action – DW** to keep Trustees informed about the progress of the AGM.

**Action – Trustees** to sort out roles and responsibilities after the next AGM.

**Action – DW** to check if the LA is represented in all DSC's.

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**DW** stated that he would have to leave the meeting at 12:00 for a hospital appointment and asked if could we switch to item 13 on the Agenda i.e. Office Report. All agreed to this request.

### **13 Office Report**

**CM** queried the entry in Dean's report relating to budgets. **DW** explained that he needed to know what activities Dean was proposing and how much they would cost.

**CM** asked about the change of law regarding referral to outside bodies e.g. legal panel. **DW** said that this was a new law currently under discussion, the object of which is to stop ambulance chasers. **DW** was in discussion with the legal panel solicitors to see what affect this would have.

**CM** congratulated **DW** on the work he had done bringing new solicitors onto the legal panel and retaining those that we already had.

**DW** asked if Trustees would be willing to see Volunteer Visitors in their area who have not had their CRB security check. This was agreed.

**DW** was thinking of setting up a telephone Voluntary Visitor service, anyone volunteering to take part would not need to be CRB checked as they were not going into a person's home.

**KS** asked if we only dealt with adults.

**DW** responded that if we had queries regarding children we contact REACH and STEPS for advice. He mentioned that he was trying to foster closer working with other charities.

**CM** asked what procedures we were following when asked about benefits.

**DW** said he would contact a solicitor for specific advice but for more general matters queries would be sent to David Rose who is a former trustee and also a magistrate who was covered under public liability insurance.

**KS** said that if the person was in Social Housing then their provider would have a benefits advisor who would be able to visit the individual if necessary.

**DW** said that there had been 200 hits on the website for the Benefits Advisor job. 20 people had asked for an application form.

**DW** mentioned that he had had a meeting with Anthony Gold solicitors regarding sponsoring part of the advisor for the sum of £10k per year. This would be on the understanding that they can refer people over to the advisor and also that on 1 day a month the advisor attends an Anthony Gold venue to offer their clients benefit advice. Any expenses resulting from the 1 day meetings would be met by Anthony Gold.

**DW** is also in consultation with other solicitors to see if he can get another solicitor to do the same or donate a bit more. He hopes to get the post to pay for itself

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**CM** asked about the Clinical Reference Group meeting which had been attended by **JR** and **RM**. There had also been a prosthetic user group meeting in the morning.

**DW** understood that the Roehampton user group, RLUG, wanted to set up a Volunteer Visitor scheme but they were not going to CRB check the volunteers. **KS** mentioned that CRB checking was a legal requirement, fines are huge for non-compliance.

**CM** asked why in **EP**'s report he mentioned that he would be working on the accounts with Martin Nsiah (**MN**) and would work towards presenting them in a similar fashion to BLESMA. It was pointed out that BLESMA were very well off financially and their report would be costly to replicate although the information could be supplied in a similar but less costly manner.

**DW** left the meeting at 12:10.

**RH** said that he has spoken to **RP**, **DW**, **EP** and **MN** to suggest that they meet one day every couple of months for the next six months to sort out the accounting information.

**KS** queried why we had got a copy of BLESMA's accounts.

**KS** also mentioned that **DW** seemed to be doing an awful lot of work.

**RP** said that as we were going to get in an outside agency to look at the Articles of Association and Board plan, could we also ask them to look at outline processes for project promotion and approval. **RP** agreed to be present with **DW** at the meetings with the outside agency. This proposal was accepted by the meeting.

It was suggested that Citation should come and talk to the meeting about the facilities that they offered. However it was felt that they would not be willing to just come along and give a general presentation.

**CM** said that they are employed to undertake specific roles.

Could **DW** find out exactly what our contract is with them and how much the contract costs us?

**JR** asked the trustees how many need the LA email system as our account is filling up. If people did not have any use for it could they let **DW** know so that the email accounts can be deleted. If they wished to keep their LA account would the trustees delete any emails no longer required..

**PF** asked whose responsibility it was to update the website as some of the general information on it was out of date e.g. details of the staff who had left the association were still showing whereas new staff member details were not present. In addition the details in the members area held under the link 'Information from the Trustees/'

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Office' was out of date.

It was agreed that the website needs to be updated and old information cleared out. Although it is **RM**'s responsibility to enter updates onto the website someone else should have oversight.

**CM** asked if **RP** has answers to the question he posed about the new ISP hosting service. **RP** said that he had not had any information back from **DW** but had been told that morning i.e. 10<sup>th</sup> July, that **DW** had spoken to the company and had been satisfied with their response.

**Action – DW** to find out Citation contract and costs.

**Action – Trustees** to let **DW** know if their LA email address is required.

**Action – Trustees** to consider if someone should have oversight of the website.

#### **4 Chairperson's Report**

**JR** had been to the following meetings:

- 8<sup>th</sup> May, NHS England
- 5<sup>th</sup> June, The Fitting Room screening
- 12<sup>th</sup> June, Motability and Joint Committee Mobility Disabled Events
- 16<sup>th</sup> June, Prosthetic User Sub Group followed by Clinical Reference Group (both parts of NHS England)
- 1<sup>st</sup> July, APLLG

#### **5. Treasurer's Report**

**RH** mentioned that he had asked in April for a monthly financial report to be produced, to date this had not been forthcoming.

As minuted previously **RH** will be having a bi-monthly meeting with **RP** and members of the staff. **RH** commented that we need to know the outgoings and income coming into the association.

**JR** confirmed that he was still awaiting back payment for expenses from NHS England.

**Action – Bi-monthly Finance** meetings to be held between **RP, DW, EP** and **MN**

**Action – JR** to repay expenses money to the LA once he has received his expense money from NHS England.

**EP** joined the meeting at 14:20.

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**EP** gave some insight into his background. He mentioned that he has not come across any figures which showed how much money had come in previously from the fundraiser. He said that the LA only held a small database of members details and he could not find any records which showed people who have already donated i.e. there was no database showing this information. Although a letter is sent out to thank people when they have raised money the details are not retained in an easy format. He gave an update on planned activities:

- **Brentwood Golf Day** - £600 has been invested but we need to make contacts with disabled golfers to try to make this event a success.
- **Chester Cathedral** – this event was not viable as we would probably make a loss. Apparently the Cathedral only has 400 seats and the sale of tickets would not cover the cost of the event.

**KS** said that there is a simple piece of software which would register this. She will let **EP** know what it is called.

**EP** explained the details on the spreadsheet showing the costings for the P&O awards. He explained that there was no breakdown of costs for the award ceremony from last year.

**KS** asked about the venue i.e. South Bank University and **EP** said that there was car park on site, good access with ramps and lifts.

**JR** commented that probably sponsors would prefer the House of Commons as a venue rather than the university.

The rest of the Trustees agreed with this assessment.

**PF** proposed that **JR** speak to someone in the House of Commons to see if we could hold the ceremony there.

**EP** left the meeting at 15:25.

**Action** – **KS** to let EP know details of software which would register donations.

**Action** – **JR** to contact relevant authority to try to book room in House of Commons for P&O awards.

**JR** mentioned that he had been contacted by Sam Gallop who had said that Geoff Goss was working with BLESMA on a project looking at socket fit. BLESMA were hoping that the LA might help them sponsor the project.

**PF** expressed surprise at this as she thought this was one of the areas that the QLEA phase 2 project was looking into. She suggested that we needed to know exactly what is being proposed and what is the hoped for outcome before we promise help with funding.

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## **6. User Groups Report**

Not discussed.

## **Board Secretary Report**

This was produced and passed round to the Trustees prior to the meeting and included details of the meetings attended by **PF**.

- Southbank University presentation by part-time students on the Foundation Degree Clinical Technology course.
- Telephone conference for Quality of Life of Established Amputees (QLEA) Phase 2 Research Project
- Quarterly PIP Implementation Stakeholder Forum (ISF).

## **7. QLEA Report**

**PF** explained that the proposal has now been produced and has gone forward for agreement.

## **8. AGM Venue**

This is being dealt with by **RM**.

## **9. Rewrite of Articles of Association**

This will be undertaken by an outside organisation.

## **10. Update to Board Plan**

This will be undertaken by an outside organisation.

**RP** said that it would be best if a board member is involved in the re-writing of the Articles of Association and the Board Plan. **SH** suggested that **RP**, with his agreement, should be our representative. Seconded by **KS**, all agreed.

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**11 Communication with Local Authorities and other Agencies**

**KS** thought that the LA had a lot of clout but that the association were not really using it e.g. people need to know about us.

**12. P&O Awards**

Dealt with previously.

**13. Office Report**

Dealt with previously.

**14. AOB**

**SH** suggested that we have a meeting earlier than the normal 3 month schedule so that we can discuss the AGM.

All agreed and set the date as 2<sup>nd</sup> October 2014.

**PF** suggested that the Trustees meet for a full day before the AGM so that they can discuss issues for which they do not have time during a board meeting.

The meeting ended at 16:30