

**Minutes of a meeting of the Council of the BHPR**  
held at **BSR, Bride Lane, London EC4Y** on  
**Wednesday 9<sup>th</sup> December 2009 at 10.30 hours**

**Council Members Present:**

Ms Diana Finney, President  
Ms Lindsay Hawley, President-Elect  
Ms Andrea Graham, Deputy Secretary  
Ms Tricia Cornell, Treasurer  
Dr Stewart Glaspole, Communications Officer

**Others in attendance:**

Mrs Sue Gurden, Co-opted Deputy Communication Officer  
Mrs Cathy Cameron, Rheumatic Care Association of Chartered Physiotherapists  
Ms Victoria Chamberlain, RCN representative  
Ms Sue Murray-Johnson, Chief Executive  
Ms Hannah Gardner, Events Officer (Item 5)  
Ms Briony Wilson, Events Officer (Item 5)  
Ms Claire Mayne-Constantinou, Finance Manager (Item 6)  
Ms M Hughes, Governance Officer

**1. APOLOGIES and WELCOME**

Apologies were received from Dr Ian Rowe, Chair of BSR CAC Representative, Dr Ross Wilkie, Research Officer; Ms Vicki Cameron, Honorary Secretary, Ms Keri Hutchinson, Education Officer and Mr Robert Field, Podiatry Rheumatic Care Association.

Dr Lynne Goodacre, College of Occupational Therapists Specialist Section Rheumatology (COTSSR) had resigned and a new representative was needed.

The new RCN representative, Ms Victoria Chamberlain was welcomed to the meeting.

**2. MINUTES OF THE PREVIOUS MEETING MATTERS ARISING FROM THE MINUTES**

The minutes of the meeting held on 22<sup>nd</sup> September were previously circulated and read. It was noted that this meeting was quorate and the heading should be changed to reflect this.

The minutes were then approved as an accurate record.

Matters arising: The following actions were reported on as follows:

- *Minute 3 -World at Work:* A draft programme will shortly be emailed to Council or comments.
- *Guidelines on Competencies:* It was suggested that a way forward was to have a generic policy with each speciality providing more information possibly as Appendices. It was agreed to wait for the regulations before progressing.
- *Minute 5- Conference:* The Council agreed that Prof McInnis should speak at next year's (2011) Droitwich lecture.
- *Minute 17 -Core Courses:* A proposal will be put to the E&T committee to run a 2-day course based on BSR's model and a short discussion followed. It was noted

they involved a huge amount of administration which may affect profit. It was suggested that it should be looked at as an exercise in getting off the ground and run as pilot in the South first. The timeline should be for an Autumn start.

**Action Points:**

- i) **To make necessary arrangements for Prof McInnis to speak in 2011 – MH**
- ii) **To inform arc of what the BHPR proposes to do in a letter that voices disappointment over withdrawal of courses – LH**

The council also looked at actions held over from previous meetings and the following updates were made:

- Pharmacist SIGS is now re-named Medicine Managements SIGs
- Away Day venue – suggestions should be sent to MH by email and so far include King's Fund building. A new hotel for overnight stays would also be looked at.
- Droitwich Fund – still awaiting a response from Charity Commission.

**3. REPORT FROM THE PRESIDENT**

Diana Finney introduced her report that was previously circulated. She highlighted a few key points:

- Samantha Peters was leading on 'World at Work' (W@W) conference and would be invited to the next BHPR meeting when this was discussed. It was agreed that a link should be added to the BHPR website
- The RCN survey report had not yet been discussed further with Jackie Hill and it was thought that it would be more cost effective for BHPR to invite her down and pay expenses, rather than the survey group all travelling to Leeds.
- Jackie Hill has agreed to be the speaker for the 25<sup>th</sup> anniversary which will have an 80's theme.

**Action Points:**

- i) **To invite Samantha Peters to World at Work discussion – VC, AG**
- ii) **To add W@W link to webstie - SEG**
- iii) **To invite Jackie Hill for RCN discussion with working group - DF**

**4. REPORT FROM THE CHIEF EXECUTIVE**

Sue Murray-Johnson gave a verbal report on a few issues and informed the Council that the ARMA standards of Care draft guidelines were now ready. This would be emailed to anyone requesting a copy. The launch was planned for 2010 AGM

**5. BSR/BHPR CONFERENCE**

Ms Hannah Gardner introduced her maternity cover colleague, Briony Wilson who will be handling all conference queries from January. She then briefed the Council on plans for the conference to date and the following points were noted:

- that the abstracts were cut for the BHPR to 56 for Audit and 26 for Research
- that the BSR was arranging a Poster tour and the BHPR were invited to do the same if Tour Leader could be found. The Leader would select a theme and take pre-booked people around.
- that the list of Chairs were notified to BSR by Keri Hutchinson. It was agreed that Diana Finney would go through the choices with Keri and informed the conference team as a matter of urgency of any changes.
- that a Plenary reserve may be needed so arrangements needed to be made to cover this.
- that the symposium will be run by Roche on Tuesday which was not a conference day. Roche was also arranging travel and accommodation.

The Council also discussed 'Notes on Chairing' tabled by Trish Cornell and agreed that should be adapted for BHPR and circulated to all speakers.

The chair thanked Hannah and Briony and they left the meeting at this point.

A short discussion followed on the Prizes session and the Chair asked the Council for a decision on whether an applicant for a prize that required submissions from members should be judged pending membership approval (Item 12). The consensus was that the membership application would be approved after the closing date for Prizes submissions so would not qualify. It was felt that to allow this would be unfair to the other applicants especially as the criteria was clear. However, the Council suggested that she could re-submit for next year.

**Action Points:**

- i. **To look into costs of microphones for the Poster Tour and feedback to the Trish Cornell – BW**
- ii. **To speak with Keri Hutchinson about the conference chairs ASAP and feedback to Briony Wilson – DF**
- iii. **To agree a reserve for the Plenary session and let Briony Wilson know – DF, RW**
- iv. **To adapt the notes on chairing and circulate to all BHPR speakers – TC, BW**
- v. **To write to non-member applicant and let her know that the criteria for submissions was not met at time of deadline so could not be accepted in this round of judging - DF**

**6. TREASURER'S REPORT.**

Ms Clair Mayne-Constantinou presented the quarterly Budget and summarised some of the key points. She pointed out that the deficit was down to £6000 and not the predicted £10000. The auditors' fees had risen and may rise again in 2010. BHPR will also need to look at alternative arrangements to avoid charges for BACS transfers. The prizes fund will not be known in full until judging is complete in January.

**It was agreed** to move accounts back to the Co-op

**It was also agreed** to appoint an independent examiner and Claire recommended ARMA's newly appointed examiner. The BHPR will meet with him at the next meeting in March.

**It was also agreed** to change the bank account signatories effective immediately to Trish Cornell - Treasurer, Lindsey Hawley – President Elect and Sue Murray-Johnson-Chief Executive.

Claire presented the projected 2010 Budget and suggested that a saving can be made if travel was changed to off-peak times or alternatively book at least a month in advance for cheaper fares.

The predicted deficit was £2892.

The Council also discussed members in default and agreed that they should be given a chance to pay for 2008 – 9. An offer to pay by instalments was also agreed but only if this was set up by direct debit. Members would then be struck off if still not paid.

**It was agreed** that Sue Murray-Johnson would draft a letter based on BSR's.

**Action Point:**

- i) **To draft letter to re-coup arrears and to check that arrangements are made to set up those not yet paying by Direct Debit – SMJ and CMC**

**7. COMMUNICATION REPORT**

Dr Stewart Glaspole and Ms Sue Gurden are working on the communications policy which will include email, newsletter and website guidance along with review dates.

The website is on stream but Stewart requested feedback on how people felt it was working and to keep him updated.

**It was agreed** that Sue Gurden would be responsible for co-ordinating articles for the newsletter.

**It was also agreed** that Stewart Glaspole would be initialized as SEG and Sue Gurden as SG

#### **8. EDUCATION COURSES FOR AHPs**

This item was discussed under Item 2 – Matters Arising.

#### **9. AWAY DAY PLANS**

This was discussed briefly under Item 2 – Matters Arising

#### **10. ELECTIONS 2010**

It was confirmed that Sue Gurden was co-opted until AGM 2011 as Deputy Communications Officer when the post will then be formally advertised.

It was also confirmed that there was one vacancy for Deputy Research Officer from AGM 2010.

#### **11. TRUSTEE TRAINING AND DEVELOPMENT**

The Council discussed the need for an induction pack for new trustees and training where appropriate.

**It was agreed** that a Trustee Induction Pack should be put together for new trustees after the AGM. The pack will include the following:

- Job roles
- Committee roles and Chairing
- Strategic Plan & Aims
- Policies
- Do and Don'ts – to include travel, Pharmacos, meeting attendance etc.,
- List of staff Council members and contacts

A shorter version should also be prepared for Representatives.

It was agreed that this should be an electronic document and not sent by hard copy.

#### **Action Point:**

**To put together pack for Trustees – MH and VC, AG**

#### **12. MEMBERSHIP**

A membership report was previously circulated and the Council was asked to approve applications. A short discussion took place on a few issues raised:

**It was agreed** that C Gordham and Mr Tarsha need supporting statements.

**The Trustees approved** the other applications as new members.

**The Trustees also agreed** that Ms Emma Ramsay would be reinstated but must pay full fees for 2010.

It was noted that there were seven resignations.

It was also noted that there had been no nominations for Honorary membership and it was agreed that this should be flagged in the newsletter. It was suggested that existing members whose term as Hon member end must be notified of change of status.

#### **Action Points:**

- **To inform applicants of missing paperwork – MH**
- **To add end of office to Honorary member Policy if not included – MH**
- **To write article for newsletter – SG**

### **13. SUBSCRIPTIONS**

Ms Sue Murray Johnson proposed that the rate of increase was set at £1 per year and that it should remain at this level for the next 5 years when it will be reviewed.

**The trustees agreed** that the rate will increase by £1 every year starting 2011.

#### **Action Point**

**Increased Subscriptions rates to be added to the AGM agenda - DF**

### **14. GUIDELINES ON COMPETENCIES**

This item was discussed under Item 2 – Matters Arising.

### **15. BHPR POLICIES**

The list of BHPR policies was presented for update on progress:

- Prizes – a draft was circulated and a few changes and corrections discussed. The draft policy was agreed pending these changes and the final draft would be presented at the BHPR Away Day – MH, VC
- Hon Member – a draft was circulated and a few changes and corrections discussed including points discussed under Item 11. The draft policy was agreed pending these changes and the final draft would be presented at the BHPR Away Day – MH, VC
- Finance – This was still in progress and a draft will be circulated at the next meeting. SMJ, LH
- Membership Policy – a draft was tabled and few changes and corrections discussed. Any changes should be forwarded to Sue. The draft policy was agreed pending these changes and the final draft would be presented at the BHPR Away Day. – SMJ, LH
- Education – there was no feedback on this due to absence - KH
- Communications – this was discussed earlier. A draft will be circulated at the next BHPR meeting – SEG, SG, ST
- Scientific Policy - there was no feedback on this due to absence - RW

#### **Action Points:**

- i. To send reminders to absent Trustees - MH**
- ii. To forward Wiley press details to SMJ – MH**

### **16. BHPR/RCN SURVEY**

A letter from Jackie Hill was previously circulated and a short discussion followed on moving this forward.

Trish Cornell reported that she would be able to secure funding for printing of the report but needed an estimate of costs. It was agreed that this should go out to all members, PCTs and enough extra copies for the launch at the AGM which should be roughly 1000 colour copies by ten pages.

#### **Action Point**

**To obtain a quote for design and printing of Executive summary of RCN report and forward to Trish Cornell - SMJ**

### **17. NICE**

Trish Cornell gave a brief update on NICE decisions made and pending. Switching would also be back on the agenda for 2010.

She also reported that NICE payments were coming through smoothly now.

## **18. NASS STANDARDS OF CARE FOR AS**

NASS group convened over a year ago and include the BSR. They need approval from the BHPR Council to add their stamp of approval. The launch would be at the AGM. The Trustees approved the recommendation to add the BHPR's support for the Standards of Care for AS.

## **19. REPORTS FROM COMMITTEES AND ACTIVITIES**

The reports from committees and activities were previously circulated and Ms Andrea Graham drew attention to the Key Point in the ERC report: to align their Strategic Development document with the BHPR to minimise giving conflicting information to the wider membership. The specific question was around how the BHPR plan to assist its' membership with service development.

The Council asked Andrea to feedback that a working group was set up to look at this and the discussions were still in its early stage with Samantha Peters.

A few changes were also noted on the representatives: Sue Murray-Johnson represents the BHPR for ARMA (London), Trish Cornell represents for NICE and new representatives needed for NRAS (patient rep) and COTSSR.

## **20. ANY OTHER BUSINESS**

It was requested that a new date was looked at for December meeting, possibly a week earlier.

### **Action Points:**

**To consult Council by email to agree a new December meeting date – VC, AG**

## **21. DATE OF NEXT MEETING**

The next meeting of the BHPR Council will be at 10.30 hours, 11th March 2010, at Bride Lane (BSR head office). The deadline for agenda items and reports is the 4<sup>th</sup> March 2010.

The Chair closed the meeting at 3.15pm.

**Minutes drafted by: *Ms M Hughes, Governance Officer***

**Minutes signed by Chair: \_\_\_\_\_**