



ANNUAL GENERAL MEETING

ACPIN BOARD AGENDA

You are invited to attend a meeting of the ACPIN Annual General Meeting (AGM) at the Hilton Hotel, Manchester on 19 March 2018, commencing at 9.00am.

1. Apologies
2. Declarations of Interest
3. Minutes of the ACPIN Council meeting held on 12 July 2017
4. Minutes of the ACPIN Council meeting held on 12 January 2018
5. Minutes of the ACPIN AGM 2017
6. Chairman's Report

Financial performance

7. Treasurers Report and Financial Statements

Portfolio performance

8. Education
9. Digital Communications and Development
10. Conferences and Sectorial Networks
11. Public Affairs
12. Membership Affairs
13. Regional Affairs
14. Publications and Knowledge Dissemination
15. Professional Development and Practice
16. Research

Governance and strategy

17. New Articles of Association
18. ACPIN Role of Council
19. ACPIN Code of Ethics for Board and Council
20. ACPIN Constitution 2018
21. Developing ACPIN's Strategy

Any Other Business

Please advise the Chair or Executive PA at least one hour prior to the start of the meeting of matters to be raised under this item.

ORAL



Committee:

ACPIN AGM

Date:

19/03/2018

Agenda Item:

1

Report from:

**Catherine Williams
Executive PA**

Title: **Apologies**

Purpose: **To note any apologies tendered.**

Business Planning Reference:

Budget – there are no budgetary implications.

Membership considerations – there are no membership implications as a result of this report.

Strategy – there are no implications to the ACPIN strategy as a result of this report.

Risk management – minutes need to be quorate to ensure good governance is maintained.

ORAL



Committee:

ACPIN AGM

Date:

19/03/2018

Agenda Item:

2

Report from:

**Jakko Brouwers
ACPIN Chair**

Title: Declarations of Interest

Purpose: **To note any personal interests in relation to matters under consideration at the ACPIN AGM, as disclosed by members attending the meeting on 19 March 2018.**

Business Planning Reference:

Budget – there are no adverse budgetary implications.

Membership considerations – the minutes of the ACPIN AGM are available to all ACPIN members on request.

Strategy – strategic implications will be covered in specific declarations of interest.

Risk management – ACPIN must ensure that all declarations of interest are duly recorded.

INFORMATION & DISCUSSION



Committee:

ACPIN AGM

Date:

19/03/2018

Agenda Item:

3

Report from:

**Jakko Brouwers
ACPIN Chair**

Title: Minutes of the ACPIN Council meeting held on 12 July 2017

Purpose: To present the minutes from the ACPIN Council meeting held on 12 July 2017.

Business Planning Reference:

Budget – budgetary implications are detailed where relevant.

Membership considerations – the minutes of the ACPIN Council meeting are available to all ACPIN members on request.

Strategy – minutes are produced following each ACPIN Council meeting in line with ACPIN's governance strategy.

Risk management – minutes document any decisions made by the ACPIN Council, thus showing the evolving journey of ACPIN. Minutes also document actions which are reviewed at the subsequent meeting. This enables the ACPIN Council to track progress.

REPORT TO: ACPIN AGM

REPORT FROM: JAKKO BROUWERS
ACPIN CHAIR

DATE OF MEETING: 19 MARCH 2018

SUBJECT: MINUTES OF THE ACPIN COUNCIL MEETING
HELD ON 12 JULY 2017

1. Situation

- 1.1 This report presents the minutes of the ACPIN Council (the Council) meeting held on 12 July 2017.

2. Background

- 2.1 Minutes were produced following the Council meeting on 12 July 2017 and approved at by the Council at the subsequent meeting on 12 January 2017.

3. Assessment

- 3.1 A copy of the approved minutes from the Council meeting held on 12 July 2017 is attached at **Appendix 1**.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The minutes include reference to discussions held around ACPIN's finances.

4.2 Membership considerations

- 4.2.1 The minutes of Council meetings are available to all ACPIN members on request.

4.3 Strategy

- 4.3.1 Minutes are produced following each ACPIN Council meeting in line with ACPIN's governance strategy.

4.4 Risk management

- 4.4.1 Clear consistent minutes are vital in order for decisions and actions to be captured and reviewed.

5. Recommendation

- 5.1 The AGM is note the contents of the approved minutes.

Minutes of ACPIN Council

CSP headquarters, Bedford Row, London 11am to 16.30

12 July 2017

PRESENT

Rowena Wright (RW) (Speaker of Council /Yorkshire) (in chair from #3)

Lorraine Azam (LA) (Membership)

Eleanor Butler (EB) (Conferences)

Jakko Brouwers (JB) (Board Chair)

Amanda Denton (AD) (Education)

Benjamin Ellis (via web cam) (BE) (Digital Development)

Melanie Falk (MF) (ACPIN Hon Secretary)

Nikki Guck (NG) (Regions)

Praveen Kumar (PK) (Publications /Synapse)

Jonnie McCrae (JMc) (Public Affairs)

Ruth Turk (RT) (Research)

Penny Fill (PF) (Surrey and Borders)

Thomas Habgood (TH) (Wales)

Natalie Fisher (NF) (Kent)

Anna Eisenthal (AE) (Sussex)

Helen Gaskill (HG) (Oxford)

Caroline Marshall (CM) (Merseyside)

Tabitha Mathers (TM) (East Anglia)

Sarah Sparkes (SS) (London)

Shona Pryde (SP) (Northern Ireland)

Stephen Williams (SW) (Wessex)

Anita Cahalin (AC) (Manchester)

Lesley Charman (LC) (Northern)

BY INVITATION (Non-voting)

Carl Adams (CA) (Wessex)

IN ATTENDANCE (Non-voting)

Richard Denyer (RD) (CEO)

Corinna Robinson (CR) (Membership Support Officer)

Apologies

Karen Hull (KH) (Marketing & Publicity)

Nicola Doran (ND)

Ange Pritchard (AP)

North Trent rep

Adine Adonis (AA, Vice Chair)

Jane Burridge (JBU, President)

Minutes

As this was the inaugural meeting of ACPIN Council, there were no previous minutes.

Agenda Items

A	INTRODUCTORY	ACTION
1	Preamble and Welcome from Chair of ACPIN JB welcomed Council to the first meeting in the new ACPIN format and structure. In the context of the development of ACPIN. He explained the steps taken to reach this point. Outlining the role of the council and board, he emphasised the importance of collaboration and interaction. As well as a few quasi-judicial responsibilities, the role of Council is to hold the Board to account and to make recommendations on strategic and long-term matters. It has no financial powers. He looked forward to Council members not on the Board hosting and chairing national meetings.	All
2	Election of inaugural Speaker JB nominated Rowena Wright (Leeds Beckett University, Regional Representative for Yorkshire) as inaugural holder of the office of Speaker of ACPIN Council, to hold office until October 2017. NG seconded the motion, and RW (who naturally abstained) was unanimously elected. She took the chair for the rest of the meeting.	RW RD
3	Introductory remarks from Speaker RW said that, following her service to ACPIN over many years in different roles, she regarded it as an honour to play such a part at this stage in the exciting development of ACPIN, with the opportunity to influence its vision and the progress of its governance and recognition. She acknowledged the help and guidance of RD.	
4	To note composition of Council, those present and those sending apologies for absence Apologies and attendance was noted (see above) Council noted #2 of circulated Paper ABd/07/2017, without dissent or question.	MF
5	To note Council's founding principles RD introduced circulated Paper ABd/07/2017 and the accompanying 8 May 2017 letter from ACPIN Chair. The underlying principles were welcomed warmly and unanimously, and there were no uncertainties requiring clarification.	MF RW RD

6	<p>To consider and, if though fit, approve for application to Council Policies on Ethics and on Conflicts of Interest or Loyalty</p> <p>RD introduced circulated Papers ABd/05/2017, ABd06AA/2017 & ABd/06B/2017, explaining that a) it would be imprudent to have sanctions for failure to abide by norms of conduct that are unspecified (the current situation in ACPIN); b) these codes have been modelled on good governance precepts; c) they were approved by the Board in April for application to itself, with an endorsement recommendation to Council; and d) data would be kept secure by Hon Treasurer & Hon Secretary. After a brief discussion, the papers were unanimously accepted by Council.</p>	RD RW MF JK
7	<p>Presidential vision for future challenges for the profession</p> <p>In tendering her apologies for absence, JBu had undertaken to engage with Council members by circulating a paper seeking responses to a number of points, including those made in her inaugural address (to the March 2017 conference, on acpin.net website) and in the ACPIN 2020 /Futures output. Council welcomed her full-hearted assumption of the role, including fostering understanding and recognition by clinical and policy leaders of ACPIN's potential.</p>	
B	CENTRAL POLICY AND COORDINATION	
8	<p>Report from Chair of ACPIN</p> <p>Strategic issues and plans of ACPIN were presented by JB. See attached document. Changes have been made to ACPIN to modernise and update it to suit today's requirements. We are now getting international recognition and are being approached with requests to talk at AGM. As a new governance structure is in place. The ACPIN office role is to support the Board. CR was appointed in January as membership support officer. More work needs to be done on security and insurance. Future plans include establishing ACPIN as a charity. Digital profile still needs updating and this is work in progress.</p> <p>Membership fees have increased by £10 this year but this is not sufficient to fund the digital and other changes needed.</p> <p>Realising the vision started Jan 2017 at the AGM, was shared with the members and has been developed since</p>	

9	<p>Report from Chief Executive</p> <p>Need to raise our profile and improve public and colleagues' awareness of our role. RD said special skills and temperament were needed for association staff, and he paid tribute to CR for what she had done, and the way she had done it.</p>	
10	<p>Report from treasurer</p> <p>In JK' s absence, JB said nominations were still open for membership of Finance Committee, alongside Louise Johnson who had already been elected. The remit (approved some months ago, and available in request) covers all resource and risk matters, including topics like insurance. The regional treasurers will make up the regional finance panel and they will have web ex meeting with JK twice a year</p> <p>Members could be on both committees.</p> <p>Being a charity would have financial advantages. RD answered questions on the subject and highlighted how we may be able to seek support and funding if we had charitable status. This isn't an easy process but is what ACPIN are aiming for.</p>	
11	<p>Open Session</p> <p>CM (Merseyside) raised a question about insurance for courses. This had two elements, building insurance and individuals insurance. Situation varied depending on where the courses were held. Currently a need to risk assess and as this is generic this could be shared. Potentially could become more of an issue for course organisers. RD and Finance Committee will look at this further.</p> <p>PK brought up the situation where private companies were approaching ACPIN asking them to advertise courses. There needs to be a charge for this. RT and NG are looking into this.</p> <p>Individuals are also asking for financial support for courses and bursaries for study. Nationally this is currently on hold although some regions are supporting applications. More work is required from education, research, professional development and finance Board members on this. RD said he was fairly sure that many condition-linked charities might have funds that could finance research bursaries, and he offered to explore this.</p>	

C	BOARD PRESENTATIONS	
12	NG presented information about the increase in membership, numbers in different regions and numbers of members leaving. The very low student membership (1) was highlighted as an issue Presentation attached appendage.	LA
13	RT presented on research update and progress. The system for applying has been made much more streamlined and can now be accessed on line. Charge is 10p a name for individuals and £1 a name for commercial. Difficult to police, but feedback is now being requested. Research Committee will be developed to help with this role.	
14	Education and professional development presented by AD and RP Currently there is no accreditation. Work has been done on Defining the Field. Work is also in progress helping members to streamline courses. Suggestion that there should be a central list of approved speakers. More sharing of courses by advertising on the national ACPIN website. An Education Committee will be set up with a spread sheet of courses that are being organised being circulated around the regions. Volunteers required for this.	
15	BE joined the meeting via web cam and presented bare outlines of a strategic approach (see presentation appended). Specifics to be circulated within a month. The website needs updating and the website working group are looking at this. More members are required on this group and volunteers are sought.	
16	NG presented about regional affairs. Some regions are smaller and struggle. Capacity for more support from the larger regions and more support. Presentation appended. RD offered to draft for discussion model position descriptions for regional committees.	

D	REGIONAL PRESENTATIONS	
17	Region A - Kent There are currently 77 members and there have been issues filling courses and getting enthusiasm to participate. More demand for evening lectures. Day courses have been cancelled due to low numbers applying.	
18	Region B - Wessex CA presented. They have a strong membership and committee. Use of twitter, Hootsuite and google drive has helped. Checking of emails is rotated through the committee to spread the work load. Aim is to put on 2 to 4 events a year. Eventbrite has been helpful.	
19	Region C - East Anglia MM reported. This is a large area geographically with the challenges of travel. Several courses have been run. More use of IT would be helpful and more support with this would help.	
20	Region D - Manchester AC presented stating that evening lectures were more popular. Collaboration with the university has been very successful with very good support and help organising. Funding challenges are becoming more of a problem with withdrawal of NHS course funding and study leave.	
21	Open Session Interim plan is to advertise courses on the website. AH to circulate spreadsheet to regions for an up to date list of courses being organised. Wessex brought up issue over recent increase in ACPIN rates with no obvious developments. There was discussion about the cost of the conference, having it over two or three days or one day, and rotating the conference out of London to reduce costs and increase engagement.	
22	Election of next holder of Office of Speaker The Speaker called for proposals or self-nominations. CM volunteered and was unanimously elected as the Speaker to follow RW. Merseyside offered to host the next national council meeting, and this was accepted.	

23	<p>Future Council Meetings</p> <p>Council agreed in principle (subject to regular review of logistics) that future meetings should be rotated around the regions to increase engagement and help raise the profile locally. RD suggested that the media could be invited to an associated press conference and /or presentation Request from JMc to avoid July and August for meetings due to summer holidays.</p>	
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AOB

None raised

Concluding remarks

RW closed the meeting by saying she felt it had been a big step forwards, and represented an important milestone for ACPIN

Date of next meeting and location

September 28th for Board only

November 29th Board

January 17th Council meeting. Merseyside to arrange and host

INFORMATION & DISCUSSION



Committee:

ACPIN AGM

Date:

19/03/2018

Agenda Item:

4

Report from:

**Jakko Brouwers
ACPIN Chair**

Title: Minutes of the ACPIN Council meeting held on 12 January 2018

Purpose: To present the minutes from the ACPIN Council meeting held on 12 July 2017.

Business Planning Reference:

Budget – budgetary implications are detailed where relevant.

Membership considerations – the minutes of the ACPIN Council meeting are available to all ACPIN members on request.

Strategy – minutes are produced following each ACPIN Council meeting in line with ACPIN's governance strategy.

Risk management – minutes document any decisions made by the ACPIN Council, thus showing the evolving journey of ACPIN. Minutes also document actions which are reviewed at the subsequent meeting. This enables the ACPIN Council to track progress.

REPORT TO: ACPIN AGM

REPORT FROM: JAKKO BROUWERS
ACPIN CHAIR

DATE OF MEETING: 19 MARCH 2018

SUBJECT: MINUTES OF THE ACPIN COUNCIL MEETING
HELD ON 12 JANUARY 2018

1. Situation

- 1.1 This report presents the minutes of the ACPIN Council (the Council) meeting held on 12 January 2018.

2. Background

- 2.1 The minutes of the Council meeting are formatted to comply with ACPIN's Written and Electronic House Styles Procedure.

3. Assessment

- 3.1 A copy of the minutes from the Council meeting are attached at **Appendix 1**.
- 3.2 Please note that the minutes attached at **Appendix 1** are subject to approval at the next ACPIN Council meeting in September 2018.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The minutes include reference to discussions held around ACPIN's finances.

4.2 Membership considerations

- 4.2.1 The minutes of Council meetings are available to all ACPIN members on request.

4.3 Strategy

- 4.3.1 Minutes are produced following each Council meeting in line with ACPIN's governance strategy.

4.4 Risk management

- 4.4.1 Clear consistent minutes are vital for decisions and actions to be captured and reviewed.

5. Recommendation

- 5.1 The AGM is asked to note the content of this report.

**Minutes of the ACPIN Council held at the Brain Charity, Liverpool
on 12 January 2018.**

Present

Adine Adonis, Vice Chair	(1/1)
Jonathan McCrea, Cabinet Member for Public Affairs	(1/1)
Richard Pawsey, Cabinet Member for Professional Development and Practice	(1/1)
Jane Burridge, President	(1/1)
Nicola Guck, Cabinet Member for Regional Affairs	(1/1)
Lorraine Azam, Cabinet Member for Membership Affairs	(1/1)
James Sampson, Regional Representative, Kent	(1/1)
Anita Cahalin, Regional Representative, Manchester	(1/1)
Caroline Marshall, Regional Representative, Merseyside (Chair)	(1/1)
Shona Pryde, Regional Representative, Northern Island	(1/1)
Helena Drummond, Regional Representative, Oxford	(1/1)
Nicola Doran, Regional Representative, South West	(1/1)
Anne Eisenthal, Regional Representative, Sussex	(1/1)
Steve Williams, Regional Representative, Wessex	(1/1)
Marianne Hensman, Regional Representative, West Midlands	(1/1)
Sarah Sparkes, Regional Representative, London	(1/1)
Rowena Wright, Regional Representative, Yorkshire	(1/1)
Penny Fill, Regional Representative, Surrey and borders	(1/1)

Apologies

Jakko Brouwer, Chair	(0/1)
Amanda Denton, Cabinet Member for Education	(0/1)
Benjamin Ellis, Cabinet Member for Digital Communication and Development	(0/1)
Eleanor Butler, Cabinet Member for Conferences and Sectorial Networks	(0/1)
Karen Hull, Cabinet Member for Marketing and Publicity	(0/1)
Joanna Kileff, Honorary Treasurer	(0/1)
Praveen Kumar – Cabinet Member for Publications and Knowledge Dissemination	(0/1)
Ruth Turk, Cabinet Member for Research	(0/1)
Regional Representative, East Anglia	(0/1)
Regional Representative, North Trent	(0/1)
Regional Representative, Scotland	(0/1)
Regional Representative, South Trent	(0/1)
Regional Representative, Wales	(0/1)
Regional Representative, Northern	(0/1)

01/01/18 WELCOME, INTRODUCTIONS, AGENDA AND APOLOGIES

Caroline Marshall (Chair) welcomed the Council and ran through introductions, apologies and the agenda.

02/01/18 MINUTES OF LAST MEETING

The Chair ran through the Council minutes from 29 June 2017. The Council confirmed the minutes to be accurate. (Updated minutes from 29 June 2017 are attached at **Appendix 1**).

03/01/18 DEVELOPMENT OF NEURO REHAB MASTERS MODULE IN COLLABORATION WITH HEI

Carys Williams from the Cheshire and Merseyside Rehabilitation Clinic presented to the Council the Neuro Rehab Masters Module (the Module).

The Module is the only coordinated pathway providing a multi rehabilitation programme for levels 1-3. The content of study within the Module was set by clinicians to follow the journey of a patient and the training is delivered by clinicians.

The Module is aimed to target not only neuro physiotherapists but all therapists in neuro rehabilitation. This broadness of skills/professions means that students receive training with a holistic approach towards rehabilitation; promoting communication, respect and support across disciplines with the ultimate aim of improving the level of care given to patients.

The Council to report back to regions (and professional networks) the structure and benefits of the Module.

Catherine Williams (CW) to contact Carys Williams regarding advertising the Module at the ACPIN Conference 2018.

04/01/18 ACPIN VISION AND STRATEGY

Adine Adonis presented to the Council ACPIN's Vision and Strategy.

05/01/18 2020 VISION PROJECT (COUNCIL)

Ian Arnold (IA) presented ACPIN's 2020 Vision Project, the result of the ACPIN vision meeting held in January 2017, to the Council. He explained that this research will aim to engage with stakeholders and will be undertaken to inform ACPIN's new marketing plan and branding.

IA presented logo options to the Council for review and feedback. The Council agreed on aspects of the logo however it was discovered that the preferred artwork option was too similar to another organisation. The Council agreed on the lowercase, interconnecting font from option 1; the colours of option 3d and the strapline of: Connecting knowledge and practice.

IA to produce a new logo option(s) from feedback collated by 16 January 2018.

CW to share new logo option(s) with the Council for feedback and preference.

Council to respond within 48 hours of receiving new logo option(s).

Council to send upcoming meeting or course schedules to CW by 19 January 2018, indicating any meetings/courses (up to middle of February) that might be suitable for a stakeholder engagement workshop. CW will then collate the information and send to IA.

06/01/18 PRESENTATION AND OPEN DISCUSSION

Salim Ghoussayni from Mindmaze Healthcare opened a discussion with the Council around a collaborative relationship between ACPIN and Mindmaze. This collaboration would focus predominantly on Mindmotion (Mindmaze's new product) and how ACPIN might assist/benefit with education, research and technology:

- Education – Mindmaze would like to work with ACPIN to find suitable ways to put on courses and deliver training to ACPIN members.
- Research – Mindmaze would like to partner with ACPIN to conduct research. In particular, on how virtual reality technologies are working and benefitting neuro physiotherapy and what reservations clinicians may have and how Mindmaze can overcome these.
- Technology – Mindmaze would like to partner with ACPIN to test products.

The Council discussed workshops around similar topics which had been conducted previously. There was also discussion on how ACPIN could collaborate to advance Mindmaze's understanding of education, research and technologies. It was noted that engagement with students and debates around the pros and cons of new technologies might give illuminating information.

Council to discuss with regions the possibilities of collaboration with Mindmaze and communicate back to CW.

07/01/18 BOARD PORTFOLIO FEEDBACK

The ACPIN Board presented portfolio strategic plans to the Council and updated on the portfolio's priorities, activities and deliverables.

Council to re-tweet/re-post any communication regarding ACPIN Conference 2018.

Council to consider any subject matter and suitable ACPIN members to facilitate tweet chats (it was agreed that virtual reality technologies would be a suitable subject). Council to contact Richard Pawsey (RP) by the 12 January 2018.

Council to send CW their mobile number by 19 January 2018 for a regional ACPIN WhatsApp group to be created.

08/01/18 FINANCE STRATEGY

AA presented to the Council the Finance Strategy for 2018. AA reminded the Council that regional accounts must be verified and sent to the Honorary Treasurer by the end of January. It was confirmed that the first Treasurer's Sub-Group would be held on 7 March 2018 at 20:00 via Webex.

Council to send verified regional accounts to Honorary Treasurer by 31 January 2018.

Council to provide email addresses for regional treasurers by 19 January 2017.

09/01/18 BREAK

010/01/18 REGIONAL UPDATE AND FEEDBACK

Updates were presented to the Council by the London region, North Trent region and Wales.

The Council discussed regions with lower membership and income (these are typically regions that capture rural areas of the UK). Lorraine Azam (LA) suggested that going forward regional ACPIN courses could be advertised to the wider ACPIN membership rather than exclusively to those that fall within the region. This could be done via an online calendar with course information on the new ACPIN website. Nicola Guck (NG) reiterated (after presenting the matter to the Council in the Regional Affairs portfolio feedback) that regional boundaries will be examined in 2019. This examination will consider rural regions and whether they should be encapsulated within a bordering region.

RP to discuss with Amanda Denton the possibility of advertising regional courses to the whole of the ACPIN membership. RP to report conclusion of conversation to NG by 22 January 2018 for distribution to regions.

The Council discussed regional achievements and the need for ACPIN to self-promote.

Council to feedback to regions that 'good news' stories should be shared, not only with the region but with the whole ACPIN membership and external stakeholders.

Council to send any 'good new' stories to CW.

011/01/18 PRESENTIAL FEEDBACK

Jane Burridge (JB) thanked the Council for attending, in particular Caroline Marshall for chairing the meeting.

JB reiterated the ACPIN vision and expanded on what the elements represented/meant for ACPIN (see **Appendix 4**). She also reminded the Council that all neuro physiotherapists should be a member of ACPIN.

JB explained that ACPIN is unique in the fact that its membership includes clinicians, researchers and educators. This unique membership means that ACPIN is in a strong position to bid for research grants.

The Council discussed how having ACPIN conducting more research would embolden ACPIN members to propose research as well as patients to apply to be part of a research trials.

JB moved on to the expansion of ACPIN, stating that post-Brexit, ACPIN must push to become an international organisation.

The Council discussed broadening ACPIN's membership to allow professionals outside physiotherapy. LA noted that certain other professionals meet with the criteria for ACPIN's affiliated membership (in particular occupational therapists).

JB explained that widening the breadth of ACPIN's membership would put ACPIN in a strong position to lobby and negotiate.

012/01/18 CLOSING SESSION

CM closed the meeting and invited the Council to share any other business.

AA reminded the Council that a representative from each region must attend the AGM in March 2018. AA also reminded the Council that regions will need to pay for ACPIN Conference 2018 tickets and travel from regional budgets. Early bird tickets close on 31 January 2018.

Council to purchase ACPIN Conference 2018 tickets by 31 January 2018 to ensure early bird rate.

NG to propose a Council Webex meeting by 15 January 2018.

Council to send travel expenses to CW by 17 January 2018 (please include bank details if needed).

DECISION



Committee:

ACPIN AGM

Date:

19/03/2018

Agenda Item:

5

Report from:

**Jakko Brouwers
ACPIN Chair**

Title: Minutes of the ACPIN AGM 2017

Purpose: To approve the minutes from the ACPIN AGM 2017.

Business Planning Reference:

Budget – budgetary implications are detailed where relevant.

Membership considerations – the minutes of the ACPIN AGM meeting are available to all ACPIN members on request.

Strategy – minutes are produced following each ACPIN AGM meeting in line with ACPIN's governance strategy.

Risk management – minutes document any decisions made by the ACPIN AGM, thus showing the evolving journey of ACPIN.

REPORT TO: ACPIN AGM

**REPORT FROM: CATHERINE WILLIAMS
EXECUTIVE PA**

DATE OF MEETING: 19 MARCH 2018

SUBJECT: MINUTES OF THE ACPIN AGM 2017

1. Situation

- 1.1 This report presents the minutes of the ACPIN AGM (the AGM) 2017 for approval.

2. Background

- 2.1 The minutes were produced following the AGM in 2017.

3. Assessment

- 3.1 A copy of the minutes from the AGM are attached at **Appendix 1**.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The minutes include reference to discussions held around ACPIN's finances.

4.2 Membership considerations

- 4.2.1 The minutes of the AGM meetings are available to all ACPIN members on request.

4.3 Strategy

- 4.3.1 Minutes are produced following each AGM meeting in line with ACPIN's governance strategy.

4.4 Risk management

- 4.4.1 Clear consistent minutes are vital for decisions and actions to be captured and reviewed.

5. Recommendation

- 5.1 The AGM is asked to approve the minutes from the AGM 2017.

**Minutes of the ACPIN AGM held the Queen Elizabeth II
Conference Centre, London on Thursday 23 March 2017.**

**01/01/18 TO RECEIVE AND APPROVE MINUTES OF THE 2016 ANNUAL
GENERAL MEETING HELD AT QEII CONFERENCE CENTRE ON 17
MARCH 2016**

The Chair ran through the ACPIN AGM minutes from 17 March 2016.
The AGM confirmed the minutes to be accurate.

**02/01/18 COMMENTARY ON DEVELOPMENTS BY ACPIN CHAIR, JAKKO
BROUWERS**

The Chair updated the AGM on ACPIN's developments during the
2016/2017 year.

03/01/18 2017 ACPIN ANNUAL REPORT

The Chair presented the 2017 ACPIN Annual Report which gave a
summary of ACPIN's activities during the year. The AGM confirmed the
Annual Report to be a true representation of the year.

**04/01/18 TO RECEIVE AND APPROVE ACPIN SUMMARY FINANCIAL
ACCOUNTS FOR 2016**

The summary of ACPIN's financial accounts was presented to the AGM
(**Table 1**).

The AGM approved the accounts.

Table 1 - summary of ACPIN's 2017 accounts

Balance Sheet as at 31 December 2016			Income and Expenditure Account for the year ended 31 December 2016		
	2016 £	2015 £		2016 £	2015 £
Fixed assets			Income		
Tangible assets	5,471	7,294	Membership fees	74,919	73,319
Current assets			Capitation receivable*	9,676	4,978
Debtors	14,043	19,098	March conference	105,201	24,454
Cash at bank and in hand	198,101	182,223	Other income	3,233	4,228
	212,144	201,321	Total income	193,029	106,979
Current liabilities			Expenditure		
Trade creditors	33,739	17,993	March conference	131,458	42,506
Accruals	1,446	1,104	Regional capitation	12,380	10,956
	35,185	19,097	<i>Syn'apse</i>	12,125	18,345
Net current assets	176,959	182,224	Other costs**	44,155	45,845
Total assets less current liabilities	182,430	189,518	Total expenditure	200,118	120,084
Capital account			Net deficit	(7,089)	(13,105)
Brought forward at 1 January 2016	189,519	202,623			
Surplus for the year	(7,089)	(13,105)			
Total	182,430	189,518			

05/01/18 TO DELEGATE TO HONORARY TREASURER AND EXECUTIVE COMMITTEE AUTHORITY TO APPOINT AN INDEPENDENT EXAMINER FOR THE 2017 ACCOUNTS

The motion to appoint a different independent examiner for ACPIN's 2017 accounts was put to the AGM.

The motion was passed by the AGM.

06/01/18 TO RECEIVE AND ENDORSE REVISED GOVERNANCE ARRANGEMENTS

The motion to change governance arrangements for the ACPIN Board and ACPIN Council was put to the AGM by the ACPIN Chair, Vice Chair, Executive Committee and acting Chief Executive.

The motion was unanimously passed by the AGM.

07/01/18 AMENDMENTS TO ACPIN CONSTITUTION

Proposed amendments to the ACPIN Constitution were presented to the AGM (the proposed amendments can be found at the end of the minutes).

The AGM unanimously agreed to the proposed amendments.

08/01/18 TO RATIFY ELECTION OF 15 MEMBERS OF EXECUTIVE COMMITTEE/ BOARD

The AGM confirmed their endorsement of the elected 15 members of the ACPIN Board.

Proposed changes to the ACPIN Constitution

Approved by the AGM, 23 March 2017

Article 2.2.

AMEND by inserting after the word 'neurology' the words 'or cognate health-related fields (including neuro-physiotherapy, neurosciences, neuro-technology, neurosurgery, neuro-rehabilitation and adjacent sub-disciplines)'.

[Current wording: 2.2 To promote evidence-informed practice and continuing professional development of ACPIN members by assisting in the exchange and dissemination of knowledge and ideas within the area of neurology.]

Articles 2.4 and 4.2.

AMEND to add after the word 'neurology' the words 'or cognate health-related fields'.

[Current relevant wording: 2.4 To maintain and continue to develop a reciprocal communication process with the Chartered Society of Physiotherapy on all issues related to neurology; 4.2 Associate members shall have a professional interest in neurology]

Article 3

AMEND to add after 'ACPIN' the words 'is a not-for-profit organisation embracing diversity and does not discriminate on the basis of race, religion, politics, gender or sexual orientation. It'

[Current wording: ACPIN shall not take any action or express any view which in any way affects or concerns the general policy of CSP without express agreement of Council of the Chartered Society]

Article 4.3.

AMEND to add after the word 'physiotherapists' the words 'or practitioners, students or researchers in neurology or cognate health-related fields'.

[Current wording: 4.3 Overseas members shall be qualified Physiotherapists who are members of their country's governing body.]

Article 4.4.

AMEND to add after 'physiotherapy' the words 'or registered for full-time study at undergraduate or postgraduate level in neurology or cognate health-related fields'.

[Current wording: 4.4 Student members shall be Undergraduate Physiotherapists who are student members of the Chartered Society of Physiotherapy.]

Article 4.6

CREATE a new item and add the words 'All members must keep the designated central membership secretariat informed of their current electronic mail address. They shall be deemed to have accepted delivery at that electronic address of official correspondence or notices, including any alerting them to further official notices at a specified internet/web page. They in turn should use the Group's designated secretariat electronic address for official communications the other way.

Article 4.7

CREATE a new item and add the words 'Applicants for membership must support the objectives of ACPIN and satisfy other criteria including correct submission of specified forms. Applications will be considered by or on behalf of Executive Committee within 3 months, during which provisional membership status will apply. If an application is rejected at that stage fees paid will be returned in full. Resignations must be submitted in writing before the renewal date, and no fees will be reimbursed. National Committee will lay down due-process rules for exclusion from membership, including for being in subscription arrears.

Article 6

AMEND heading by adding after the words 'Executive Committee' the words '(also known as The Board)'
[Current wording of heading and first clause: EXECUTIVE COMMITTEE Shall comprise of:]

Article 6.1

AMEND by deleting all current wording and adding the words 'Chair, Vice Chair and such other number of members (between 8 and 18) as may be agreed by National Committee from time to time and reported in the published agenda for the Annual General Meeting in each year'.
[Current wording: 6.1 Nine honorary officers, Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, Research Officer, Public Relations Officer, Minute Secretary, Diversity Officer Post, or any others holding office in accordance with Clause 7.2 below.]

Article 6.2

DELETE in entirety
[Current wording: 6.2 Not more than four full members elected at the Annual General Meeting (AGM) who shall be entitled to serve as members of the Executive Committee for such period as shall be permitted in the case of an Honorary Officer.]

Article 6.3

AMEND by renumbering as 6.2 and adding after the word 'Group' the words 'and shall have power to commit it'

[Current wording: 6.3 The Executive Committee shall be empowered to co-opt four members to serve in addition to those elected members, should the need arise. The total number of co-opted members shall never exceed one third of the total membership of the committee. The Executive Committee hereafter referred to as Executive shall be responsible for the general management of the Group.]

Article 6.3 (new)

CREATE by inserting the words: 'A register of interests of all Executive and National Committee members shall be maintained by the Secretary. A policy on handling of conflicts of interest or loyalty involving a member of either committee shall be created, maintained and enforced by Executive Committee.'

Article 6.4

AMEND by adding after the word 'meetings' the words 'or fails to undertake satisfactorily the agreed duties'; and adding before the words 'The vacancy' the words 'Subject to appeal mechanisms laid down by National Committee from time to time,'

[Current wording: 6.4 If any Executive Committee member fails to attend two-thirds of the yearly total of meetings without good reason, where good reason is decided at the discretion of the majority of the remaining Executive members, their term of office shall be deemed to have lapsed. The vacancy may be filled by the Executive Committee at its discretion.]

Article 7.1

AMEND by adding a new first sentence as follows 'All non-co-opted members of Executive Committee shall also be Honorary Officers'.

[Current wording: 7.1 Only full members shall be eligible for election as Honorary Officers. Any candidate for election as an Honorary Officer must submit a written nomination, countersigned by at least two other full members to the Chair.]

Article 7.2

DELETE in entirety

[Current wording: 7.2 The Honorary Officers, whose numbers shall not exceed nine, shall comprise Chair, Secretary, Treasurer, Membership Secretary, Research Officer and Diversity Officer and such other officers that the Executive consider expedient for the efficient management of the affairs of the Group.]

Article 7.3

AMEND by renumbering as 7.2 and adding after the word 'retirement' the words 'all members of Executive Committee are expected to undertake duties and responsibilities in accordance with portfolios and Position Descriptions agreed and allocated by the Committee'.

[Current wording: 7.3 Honorary Officers shall be elected by ballot of enfranchised members of the group at the AGM, save and except the Chair, who shall be elected by a ballot of all Executive Committee Members at the first Executive Committee Meeting to be held after the AGM in the year of the Chair's retirement.]

Article 7.4

AMEND by renumbering as 7.3, deleting current wording and substituting the words 'Executive Committee may delegate tasks to, and seek advice from sub-committees, but remains collectively responsible for oversight, actions and decisions. It is accountable to National Committee and Annual General Meetings for discharge of its mandate in the interests of the organisation as a whole, including with regard to duties of care and prudence; and to National Committee for demonstrating that there is in place a transparent rotation system such that a minimum of 2 members every 3 years offer themselves for re-election, and such that no member serves for more than 9 years continuously without being the subject of a special vote at an Annual General Meeting.'

[Current wording: 7.4 Honorary Officers will hold office for two years, and may offer themselves for re- election for not more than three consecutive terms. (Giving a maximum of six years service). A former Honorary Officer may offer him or herself for first election not less than two years after retirement from any earlier honorary office. An Honorary Officer may transfer from one honorary office to another for the aggregate length of continuous service. An Honorary Officer shall not exceed a period of six years, as set out above. (See exception below for Chair).]

Articles 7.5, 7.6 and 7.7

DELETE in entirety

[Current wording: 7.5 The Chair Person must be on the Executive Committee for a minimum of two years prior to becoming Chair for up to a maximum of four years i.e. two terms with at least one year prior to taking the Chair as Vice Chair. 7.6 In normal circumstances the Chair and Secretary shall not retire in the same year as each other. 7.7 Retiring Honorary Officers shall leave office at the AGM and newly elected replacements take office immediately, so that the Chair shall hand over office at the first National Committee Meeting following the AGM.]

Article 7.8

AMEND by renumbering as 7.4

Article 7.9

AMEND by renumbering as 7.5, deleting all the words in entirety, and substituting 'Should any casual vacancy arise among the Honorary Officers, except Chair, that vacancy shall be filled by co-option through a vote of the National Committee. A casual vacancy for the Chair shall be filled by Executive Committee from its own members by a simple majority vote or, if no candidate is able to command a majority, by inviting National Committee to co-opt a suitable alternative. Persons so appointed shall hold office until the next AGM. Vacancies shall not invalidate or hold up business.'

[Current wording: 7.9 Should any casual vacancy arise among the Honorary Office, except Chair, that vacancy shall be filled by co-option of a suitably qualified member of the Group, who shall hold office until the next AGM. A casual vacancy for the Chair shall be filled by vote of the National Committee as set out above. Any period of office served as a result of the appointment following a casual vacancy shall not count towards the maximum six year period of office for any member of the Executive Committee.]

Article 7.10

DELETE

[Current wording: 7.10 Committee members will hold office for two years and may offer themselves up for re-election for not more than two consecutive terms for a maximum of 4 years. However, a Committee Member who goes on to hold an Honorary Officer's post can remain in this Honorary post for up to six years, offering themselves up for re-election at two yearly intervals during this period. Thus maximum service on the Executive Committee can total ten years.]

Article 8.1

AMEND by adding after the word 'Committee' the words '(also known as The Council), has a responsibility to consider and advise Executive Committee on longer-term governance and strategic matters. Other than in pursuit of duties specified in this Constitution and in other approved documents, and through its members acting personally in other capacities, it fulfils a consultative role and has no financial powers. It '. After the word 'Region' the following words are to be added: 'and from each approved Special Interest Group (if any) as may exist from time to time' In the next sentence the word 'Regional' is to be deleted each time it occurs.

[Current wording: 8.1 The National Committee shall consist of the Executive and one Representative elected from each Region. This may be the Regional Chair or the Regional Representative and shall be full members of the Regional Group whom they represent.]

Article 9.1

AMEND to delete the words 'month of March' and substitute 'period March to July'; and to delete the words '54 weeks' and substitute 'fifteen months'.

[Current wording: 9.1 The AGM shall be held in the month of March at a convenient time and place, to be decided by the Executive, providing that no more than 54 weeks shall elapse between AGM's].

Article 9.2

AMEND to add after the word 'agenda' the words 'The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed at, or proceeding of, any meeting'.

[Current wording: Notice of the date, time and place of the AGM shall be given to all members by the Chair not less than 28 clear days in advance. Such notice shall be accompanied by a provisional agenda.]

Article 11.1

AMEND to add four final sentences reading 'In each case, a secret ballot will be held if so demanded by not less than two thirds of those present and voting. In the event of an equality of votes, the Chair shall have a second or casting vote. After any vote, the chair of the meeting will forthwith announce the result. A resolution in writing signed by all members of Executive or National Committee shall be as valid and effectual as if passed at a meeting duly convened.'

[Current wording: 11.1 All voting at Annual General Meetings or Extraordinary General Meetings shall be by a show of hands. Voting at all Committee Meetings shall be by a show of hands.]

Article 11.3

AMEND to delete '50' and substitute '20'.

[11.3 A National Annual General Meeting or Extraordinary Meeting shall not be deemed quorate unless at least 50 full members, or one third of the total full membership attends, whichever be the less.]

Article 11.4

AMEND to add a final sentence to read 'Remote participation may be allowed at the sole discretion of the Chair, provided all parties can at all times hear and be heard, and see any vital papers not previously distributed'.

[Current wording: 11.4 Any other Committee Meeting shall require a quorum of not less than one third of the membership of the Committee.]

Article 12 Renumber as 13

Article 12 (new) ADD under the Heading POWERS:

- 12.1 To budget for, and control, income and expenditure and to operate bank accounts;
- 12.2 To levy and receive fees and other charges;
- 12.3 To borrow, raise or lend money;
- 12.4 To provide indemnities and to obtain insurance cover (neither operative in case of recklessness or breaches of trust or duty);
- 12.5 To reimburse travel and other agreed expenses;
- 12.6 To employ, remunerate, dismiss and control staff, consultants or advisers;
- 12.7 To lawfully and prudently collect, hold, control and use data, including a membership register;
- 12.8 To undertake evidence-based advocacy;
- 12.9 To produce publications, conferences, courses, other events and websites;
- 12.10 To develop and operate other activities or schemes consistent with the purposes;
- 12.11 To make rules or bylaws;
- 12.12 To create new entities or styles for any or all of the above, including charitable registration.

Article 14 to be created by renumbering old Article 13

ORAL



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

6

Report from:

**Jakko Brouwers
ACPIN Chair**

Title: Chairman's Report

Purpose: To note matters raised by the ACPIN Chair.

Business Planning Reference:

Budget – budget matters are raised in separate agenda items where possible.

Membership considerations – the Chairman's Report covers activities that have affected the membership.

Strategy – the Chairman's Report runs through ACPIN's strategy for the past year.

Risk management – it is important for the ACPIN Chair to have an opportunity to highlight pertinent matters not covered elsewhere on the agenda.

REPORT TO: ACPIN AGM

REPORT FROM: CATHERINE WILLIAMS
EXECUTIVE PA

DATE OF MEETING: 19 MARCH 2018

SUBJECT: CHAIRMAN'S REPORT

1. Situation

- 1.1 At the 2017 AGM, ACPIN started a new direction with a review of its organisational structure and improvement of the governance associated with its operation.

2. Background

- 2.1 ACPIN's structure had served the organisation very well but needed to alter in response to changing demographics and requirements. Proposals for a new structure were developed over a period of two years. The new consulted structure was approved at the AGM in 2017.

3. Assessment

- 3.1 Following the AGM and the election of the new ACPIN Board members, a National Executive Board was formed with key Cabinet posts holding portfolios which reflected ACPIN activity. The current Chair was re-elected at the first Board meeting and started forming a Cabinet of Board members who were delegated Board Portfolio responsibilities by the Chair. Since not all Board members were given a Cabinet role, Board members without Portfolio were asked to support other Board members.
- 3.2 Still under the guidance of the Interim CEO, and in line with proposals agreed at the AGM in 2017, the ACPIN Council was established with aim to deliver a structure with good governance at its core.
- 3.3 With Board members agreeing to become Directors, ACPIN completed registration at Companies House. This registration has changed the requirements of financial reporting and overall accountability of the organisation.

- 3.4 ACPIN has sought new accountants in order to comply with reporting requirements, as well as a treasurer structure which ensures transparency and sharing of good practice. Detail is presented at agenda item 7, Treasurer's Report.
- 3.5 Board portfolios and Cabinet members were tasked with developing areas of priority within their portfolio and the Board was performance managed on these deliverable outcomes by Chair and Vice Chair. Details will be presented in Portfolio Strategy documents to the AGM.
- 3.6 Recruitment into a Membership Support post was reviewed and found to have potential to change from interim to substantive. A further post of Executive Assistant to ACPIN Board was identified, costed and agreed. Subsequently the role was developed, advertised and appointed to support the ACPIN senior leadership team.
- 3.7 The impact of the Interim CEO post project was evaluated and found to have made a great contribution to setting a new direction for ACPIN as an organisation. With all Board members having had access to induction support from the Interim CEO in the first few months of working in the new structure, Board members felt reassured that they could start developing portfolios independently and further funding of the Interim CEO project was no longer needed.
- 3.8 ACPIN commissioned a stakeholder engagement project including member focus groups to establish a long term strategy for the organisation. This work is planned to be finalised in May 2018 and then proposed as a final draft to the ACPIN Council in September 2018.
- 3.9 Charity application to the Charity Commission was pursued and completed. This is still under consideration and senior management team is working with the Charity Commission to provide further clarity on ACPIN's activities where they feel this is needed.
- 3.10 Once Charity status has been granted, a new post or portfolio for charitable income generation or fundraising will be developed as a Board priority.
- 3.11 ACPIN has maintained close relationship with the Chartered Society of Physiotherapists (CSP) with regular meetings with CSP staff who advise or comment on developments in the professional sphere and organisational development of ACPIN. It appears that other Networks affiliated by the CSP have followed ACPIN's lead and are changing their structure to reflect ACPIN.

4. Business Planning Reference

4.1 Budget

4.1.1 Budget matters are raised in separate agenda items where possible.

4.2 Membership considerations

4.2.1 The Chairman's Report covers activities that have affected the membership.

4.3 Strategy

4.3.1 The Chairman's Report runs through ACPIN's strategy for the past year.

4.4 Risk management

4.4.1 The Chairman's Report highlights pertinent matters not covered elsewhere on the agenda.

5. Recommendation

5.1 The AGM is asked to take note of the efforts displayed by all Board members and Council members to embrace the new organisational structure, develop new processes and the progress which has been made in just under 12 months by ACPIN as an organisation.

DECISION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

7

Report from:

**Joanna Kileff
Honorary Treasurer**

Title: Treasurer's Report and Financial Statements

**Purpose: To update on ACPIN's activities since the last AGM and
 present the Financial Statements for approval.**

Business Planning Reference:

Budget – the audited Financial Statements confirm the results for the year.

Membership considerations – the report highlights membership considerations where relevant.

Strategy – independently reviewing ACPIN's yearly accounts is in line with ACPIN's governance strategy.

Risk management – monitoring financial performance minimises the risk of ACPIN falling into financial difficulty.

REPORT TO: ACPIN AGM

**REPORT FROM: JOANNA KILEFF
HONORARY TREASURER**

DATE OF MEETING: 19 MARCH 2018

**SUBJECT: TREASURER'S REPORT AND FINANCIAL
STATEMENTS**

1. Situation

- 1.1 This report updates on treasury activities since the ACPIN AGM 2017 and presents the Financial Statements for 2017 for approval.

2. Background

- 2.1 The Treasurer's Report provides a snapshot of the activities in the year and objectives for the coming year.

3. Assessment

- 3.1 The 2017 financial year has been one of change for ACPIN's national treasury. In light of ACPIN's application for charitable status, national treasury processes have been reviewed to ensure they are fit for purpose.
- 3.2 New accountants
- 3.2.1 During the year ACPIN moved to Martin and Company Chartered Accountants. The decision to change accountants was due to ACPIN's registration with Companies House and application for charitable status. Martin and Company Chartered Accountants will ensure rigorous accounting, close scrutiny, strong governance and transparency of ACPIN's finances.
- 3.3 The Regional Treasurers Forum
- 3.3.1 During the year, ACPIN set up the Regional Treasurers Forum which communicates through emails and WebEx meetings. The Regional Treasurers Forum aims to:
- promote communication between regional treasurers;
 - share best practice;
 - set treasurer guidelines and training;

- share successes and lessons learnt; and
- increase transparency of regional finances.

3.4 Capitation fees

- 3.4.1 During 2017 the Chartered Society of Physiotherapists (CSP) announced that it would be ceasing with capitation fees meaning regions would no longer get a stipend paid from the CSP. Going forward, regions will have to budget to accommodate this loss of income.

3.5 Fraud

- 3.5.1 ACPIN is more aware than ever of the risk of fraud. As a prevention strategy, National ACPIN has been confirming transactions of monies via WhatsApp within the senior management team.

- 3.5.2 Going forward, ACPIN will produce a Finance Policy which will include procedures to minimise the risk of fraud. This Finance Policy will be shared with regional treasurers.

3.6 Administrative support

- 3.6.1 In January 2018, ACPIN recruited the Executive PA. As part of the duties of the Executive PA, cashbook reconciliations will be produced for the Honorary Treasurer. The Executive PA will also support the Honorary Treasurer in ensuring verified regional accounts are submitted by set timeframes.

3.7 Financial Statements

- 3.7.1 The draft Financial Statements for 2017 can be found on the website and are titled **Draft Financial Statements – ACPIN 2017**.
- 3.7.2 Martin and Company Chartered Accountants' audit work is mainly complete, and it is unlikely that there will be any major amendments to the Financial Statements. Details of any financial amendments, arising from final checks by Martin and Company Chartered Accountants, will be advised to the AGM at the meeting.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The National Treasurer is responsible for the national ACPIN finances. The audited Financial Statements confirm the results for the year.

4.2 Membership considerations

4.2.1 ACPIN treasurer roles ensure that monies are being spent appropriately for the benefit of the membership and accounted for.

4.3 Strategy

4.3.1 ACPIN's decision to increase governance and financial visibility is essential to comply with Companies House regulations, to gain charitable status and the success as an organisation going forward.

4.4 Risk management

4.4.1 Strong financial governance minimises the risk of fraud.

5. Recommendation

5.1 The AGM is asked to approve the Financial Statements for 2017.

INFORMATION & DISCUSSION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

8

Report from:

**Amanda Denton
Cabinet Member for Education**

Title: Portfolio performance - Education

Purpose: To update on the performance of the Education portfolio.

Business Planning Reference:

Budget – budget implications have been taken into consideration when preparing the portfolio performance report.

Membership considerations – the aim of each portfolio is the improvement and advancement of ACPIN for the membership.

Strategy – the report presents the Education Portfolio Strategic Plan for 2018.

Risk management – any risks to the portfolio have been outlined in the Education Portfolio Strategic Plan for 2018.

REPORT TO: ACPIN AGM

REPORT FROM: AMANDA DENTON
CABINET MEMBER FOR EDUCATION

DATE OF MEETING: 19 MARCH 2018

SUBJECT: PORTFOLIO PERFORMANCE - EDUCATION

1. Situation

- 1.1 This report presents the Education Portfolio Strategic Plan for 2018 (**Appendix 1**).

2. Background

- 2.1 The Education portfolio is responsible for the development of a cohesive education strategy aligned to ACPIN's areas of operation and ambition at a regional and national level.

3. Assessment

- 3.1 The Education Portfolio Strategic Plan (**Appendix 1**) outlines the following objectives:
- the creation of an ACPIN accreditation; and
 - the enhancement of regional education and incorporation of online and social media education.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The Education Portfolio Strategic Plan was written with reference to ACPIN's budget.

4.2 Membership considerations

- 4.2.1 The Education Portfolio Strategic Plan aims to improve the portfolio for the benefit of the ACPIN membership.

4.3 Strategy

- 4.3.1 The Education Portfolio Strategic Plan set out the strategy for the forthcoming year.

4.4 Risk management

- 4.4.1 The Education Portfolio Strategic Plan sets defined objectives and timeframes enabling progress to be monitored.

5. Recommendation

- 5.1 The AGM is asked to note the content of this report.

EDUCATION**ACPIN Portfolio Strategic Plan 2018****Introduction**

The Cabinet Member for Education has the responsibility to lead the development of a cohesive education strategy aligned to ACPIN's areas of operation and ambition at a regional and national level in conjunction with other portfolios, in particular the Cabinet Member for Professional Development and Practice. The Cabinet Member for Education will lead activity and collaboration with University/HEI providers relating to ACPIN's aims and objectives.

The key aspects are:

- Enhancement and support of regional education to ensure provision and reporting is quality assured, equitable and accessible with support to regions to achieve this. This work will be in conjunction with the Cabinet Member for Professional Development and Practice.
- Identification and operationalisation of online and social media education initiatives, incorporating these into an accessible education programme at national and regional level. This work will be in conjunction with the Cabinet Members for Digital Communication and Development and Professional Development and Practice.
- Develop links with HEI and education providers exploring engagement and collaboration opportunities at student level to postgraduate.
- Exploration of feasibility of ACPIN accreditation/endorsement.

Executive summary

The key objectives for 2018 relate to development of a cohesive ACPIN brand of education including face to face, online educational opportunities at regional and national locations. Increasing engagement and collaboration with HEI and other providers of education will also be a focus.

Secondary objectives relate to working with the Cabinet Member for Professional Development and Practice, supporting enhancement of regional education and supporting the Cabinet Member for Digital Communication and Development with development of the new website in relation to education.

1. Development of an equitable and accessible ACPIN brand of education which includes regional and national education opportunities incorporating face to face, social media and online education

Why we should do it:

Regional education is a strength of ACPIN. An education survey sent in 2017 showed the range of education that is currently on offer across the country for members. The survey also identified some areas that could be enhanced and developed to ensure equity across the country. Furthermore, it identified areas that regions would like national support with: quality assurance, financing and assistance with planning. One region had used Webex for education provision but opportunities for national online education are also possible.

How we achieve it:

ACPIN has engaged market researchers to hold stakeholder groups across the country, and the outcomes can contribute to a national strategy for ACPIN education.

National ACPIN can support regions with sharing of courses that have been organised previously. The collation of retrospective and prospective information on courses is needed. The development of national guidance on finances and costing is needed as well as a mechanism to apply for funds when necessary. National ACPIN feedback forms will help with a cohesive brand. Identification of social media education initiatives such as a twitter programme and online education opportunities will occur by means of an education forum at national conference alongside market research.

What will the deliverable results look like:

- An enhanced regional education programme that is equitable across the country for ACPIN members and with increase quality assurance/governance.
- An ACPIN educational strategy informed by member engagement.
- Development of online and social media education initiatives.

Timescale when will we see results:

0-3 months:

- Trial a tweetchat with South West ACPIN and liaise with digital lead for national programme.
- Develop a retrospective and prospective course compiler to be circulated March 2018.
- Develop a funding costing spreadsheet to support regions with costing of courses to be circulated January 2018.
- Develop a funding rationale form for circulation January 2018.
- Trial student membership on South West ACPIN Committee.

3-12 months:

- Engage with market research to review education provision both regionally and nationally and identify online and social media education opportunities.
- Formulate an ACPIN education strategy which includes stakeholder identified education linked to advanced practice.
- Host an HEI engagement event to explore engagement and collaboration opportunities.
- Engage with collaborators for education provision.
- Identify interested parties to take forwards online educational opportunities for new webpage working with digital lead.

INFORMATION & DISCUSSION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

9

Report from:

**Benjamin Ellis
Cabinet Member for Digital
Communication and Development**

Title: **Portfolio performance - Digital Communication and Development**

Purpose: **To update on the performance of the Digital Communication and Development portfolio.**

Business Planning Reference:

Budget – budget implications have been taken into consideration when preparing the portfolio performance report.

Membership considerations – the aim of each portfolio is the improvement and advancement of ACPIN for the membership.

Strategy – the report presents the Digital Communication and Development Portfolio Strategic Plan for 2018.

Risk management – any risks to the portfolio have been outlined in the Digital Communication and Development Portfolio Strategic Plan for 2018.

REPORT TO: ACPIN AGM

**REPORT FROM: BENJAMIN ELLIS
CABINET MEMBER FOR DIGITAL
COMMUNICATIONS AND DEVELOPMENT**

DATE OF MEETING: 19 MARCH 2018

**SUBJECT: PORTFOLIO PERFORMANCE - DIGITAL
COMMUNICATIONS AND DEVELOPMENT**

1. Situation

- 1.1 This report presents the Digital Communications and Development Portfolio Strategic Plan for 2018 (**Appendix 1**).

2. Background

- 2.1 The Digital Communications and Development portfolio is responsible for developing, gaining agreement and providing leadership for a Digital Transformation Strategy.

3. Assessment

- 3.1 The Digital Communications and Development Portfolio Strategic Plan (**Appendix 1**) outlines the following objectives:
- the launch of a new integrated ACPIN website and membership database; and
 - establishing a social media team involving ACPIN members and establish a regular online journal club/discussion session via social media.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The Digital Communications and Development Portfolio Strategic Plan was written with reference to ACPIN's budget.

4.2 Membership considerations

- 4.2.1 The Digital Communications and Development Portfolio Strategic Plan aims to improve the portfolio for the benefit of the ACPIN membership.

4.3 Strategy

4.3.1 The Digital Communications and Development Portfolio Strategic Plan set out the strategy for the forthcoming year.

4.4 Risk management

4.4.1 The Digital Communications and Development Portfolio Strategic Plan sets defined objectives and timeframes enabling progress to be monitored.

5. **Recommendation**

5.1 The AGM is asked to note the content of this report.

DIGITAL COMMUNICATION AND DEVELOPMENT

ACPIN Portfolio Strategic Plan 2018

Introduction

The Cabinet Member for Digital Communication and Development has responsibility to develop, gain agreement and provide seamless leadership for a Digital Transformation Strategy (the Strategy).

The key aspects of the Digital Development Strategy are:

- The provision and management of a modern, interactive responsive and cost-effective website which facilitates engagement between ACPIN members, the public and ACPIN board member profiles.
- Raising awareness of ACPIN and neurological physiotherapy.
- Providing a valuable online resource to members and attracting new members.
- Providing an online platform for enhanced educational content.
- Providing a digital gateway for public and wider professional interaction with ACPIN.
- Providing a digital platform for ACPIN to publish and promote materials including the Synapse journal and interdisciplinary guidelines.
- Generating income through commercial and classified online advertising.
- Responsibility for ensuring that digital platforms are secure and provide adequate protection for members data, linking closely with the membership secretary to ensure data and financial security and integration between website and membership database.
- Provision of modern, cost-effective solutions for the administration functions of the ACPIN Board and regions including email communication, document storage and virtual conferencing.
- Management of infrastructure supporting effective and timely social media activity which can engage ACPIN members and generate new members, draw traffic to the website and market and publicise ACPIN events and resources.

Executive summary

The key objective of the Digital Communication and Development portfolio for 2018 is the delivery and subsequent management of an updated digital presence for ACPIN.

Specific future aims:

1. Launch a new integrated ACPIN website and membership database meeting the specification developed by the digital working group

Why we should do it:

The current website and database is not fit for purpose. There are multiple benefits to providing a new website. These include:

- increased functionality for members (such as course booking and improved online learning opportunities);
- decreased costs and improved responsiveness (through enabling editing of the site by appropriate members of ACPIN); and
- increased opportunities to income generate through adverts and classifieds.

The new database will offer:

- improved data security;
- allow members to update and manage their information more easily; and
- allow personalisation of the website and a consistent channel for communication with members.

How we achieve it:

ACPIN is currently reviewing the website specification with input from an IT consultant. The next step will be to agree the type of platform that we wish to use and commission the development of the new website/database through an appropriate developer.

This process will be managed by the Cabinet Member for Digital Communication and Development with support from the working group (particularly the membership secretary in relation to the database) and an external IT consultant.

What will the deliverable results look like:

A new integrated database and website delivering on the project specification.

When (timescale) will we see results:

0-3 months:

- Developer commissioned based on options appraisal and timeline for development agreed.
- Recruitment of members on to working group and allocation of roles for transition and development of content.

3-6 months:

- Beta testing website for testing by the ACPIN Board and region representatives.
- Checking of data security for new website.
- Agreement on ACPIN data storage and email solution for the ACPIN Board and regions in place prior to transition to new system.
- Roles and responsibilities for website management established involving digital working group and regional leads, including editing rights, managing requests for information, data security.
- Train the trainer completed for website editing.
- Website to go live.

6-12 months:

- Training of the ACPIN Board and regional website leads completed.

2. Establish a social media team involving ACPIN members and establish a regular online journal club/discussion session via social media

Why we should do it:

To share the responsibility of ACPIN social media activity and increase the quality and variety of online engagement with members in a manageable realistic way. To increase opportunities for members to be involved in national ACPIN work.

How we achieve it:

A number of members replied to an initial request for expressions of interest. This needs to be followed up on and a group established with clear guidance on how to engage through social media, and what online activities ACPIN is to develop. Due to the nature of the task, this needs to be developed alongside other ACPIN board members, particularly members for marketing and publicity and education.

What will the deliverable results look like:

- Establishment of a social media/online activities team.
- A regular programme of tweetchats with supporting information available on the website.
- ACPIN generated content (in the form of blogs, podcasts, videos) hosted on the new website.

When (timescale) will we see results:

0-3 months:

- “@ACPIN_UK” Twitter and “@ACPIN.UK” FaceBook guidelines completed.
- Increased twitter activity to at least 100 tweets a month.
- First online meeting of social media/online activities team on Webex.
- ACPIN tweetchat programme generated by end of January 2018 and first ACPIN tweetchat hosted February 2018.

3-6 months:

- Plan and timeline of activity on ACPIN blog developed and new content ready for website launch.
- Monthly programme of tweetchats with supporting blog posts on website.

INFORMATION & DISCUSSION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

10

Report from:

**Eleanor Butler
Cabinet Member for Conferences
and Sectorial Networks**

Title: **Portfolio performance - Conferences and Sectorial Networks**

Purpose: **To update on the performance of the Conferences and Sectorial Networks portfolio.**

Business Planning Reference:

Budget – budget implications have been taken into consideration when preparing the portfolio performance report.

Membership considerations – the aim of each portfolio is the improvement and advancement of ACPIN for the membership.

Strategy – the report presents the Conferences and Sectorial Networks Portfolio Strategic Plan for 2018.

Risk management – any risks to the portfolio have been outlined in the strategic plan.

REPORT TO: ACPIN AGM

REPORT FROM: ELEANOR BUTLER
CABINET MEMBER FOR CONFERENCES AND
SECTORIAL NETWORKS

DATE OF MEETING: 19 MARCH 2018

SUBJECT: PORTFOLIO PERFORMANCE - CONFERENCES
AND SECTORIAL NETWORKS

1. Situation

- 1.1 This report presents the Conferences and Sectorial Networks Portfolio Strategic Plan for 2018 (**Appendix 1**).

2. Background

- 2.1 The Conferences and Sectorial Networks portfolio is responsible for leading the planning and implementation of the ACPIN annual Conference and developing national specialist networks within ACPIN.

3. Assessment

- 3.1 The Conferences and Sectorial Networks Portfolio Strategic Plan (**Appendix 1**) outlines the following objectives:
- Ensuring the ACPIN International Conference is a successful venture;
 - developing a 5 year Conference Strategy; and
 - developing sectoral networks within ACPIN.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The Conferences and Sectorial Networks Portfolio Strategic Plan was written with reference to ACPIN's budget. Organising the ACPIN International Conference takes up a large amount of available budget in terms of reserves and has potential for income.

4.2 Membership considerations

- 4.2.1 The Conferences and Sectorial Networks Portfolio Strategic Plan aims to improve the portfolio for the benefit of the ACPIN membership.

4.3 Strategy

- 4.3.1 The Conferences and Sectorial Networks Portfolio Strategic Plan set out the strategy for the forthcoming year.

4.4 Risk management

- 4.4.1 The Conferences and Sectorial Networks Portfolio Strategic Plan sets defined objectives and timeframes enabling progress to be monitored.

5. **Recommendation**

- 5.1 The AGM is asked to note the content of this report.

CONFERENCES AND SECTORIAL NETWORKS

ACPIN Portfolio Strategic Plan 2018

Introduction

The Cabinet Member for Conferences and Sectoral Networks has delegated responsibility to lead on the ACPIN Annual Conference (the Conference) planning and implementation and to develop national specialist networks within ACPIN.

The key aspects are:

- Overall conference events planning.
- Strategic policy and process for Conference planning.
- Raising the profile of ACPIN on the international stage through Conference.
- Ensuring optimal research, education and professional development benefits to delegates at Conference through linking with the appropriate ACPIN Board members.
- Income generation through sponsorship.
- Forging European and international links within the field of neuro rehabilitation.
- Providing interactive and responsive platform for member services at Conference.
- Engaging with the regional networks to move Conference around the UK.
- Develop national specialist networks for ACPIN members to improve sharing of knowledge.

Executive summary

The key objective for 2018 is the running of ACPIN 'On the Move' Conference in Manchester, to develop a 5 year strategic plan which includes conference collaboration opportunities and to implement this plan.

Specific future aims:

1. Ensuring Conference is a successful venture

Why we should do it.

To follow on from the recent successes of running a large international Conference in 2016 and 2017 and maintain the profile of ACPIN at this high level.

How we achieve it:

- Planning of details prior to the Conference, with the support of the Conference Committee, to ensure all elements are carefully considered to provide the best experience and education for delegates.
- Develop a marketing strategy to promote Conference on digital and social media platforms.
- Timely call for abstracts to encourage promotion of current research.
- Work with Cabinet member for Research to establish a scientific committee for conference.
- Develop strong links with HEIs for information sharing of research and educational topics.
- Integrated specific conference website to co-ordinate information sharing with delegates.
- Selection of high quality international speakers to appeal to delegates.

What will the deliverable results look like:

An annual sequence of well-presented Conferences hosted in different ACPIN regions with positive feedback from delegates and speakers, at no financial loss.

When (timescale) will we see results:

March 2018 and each subsequent AGM.

2. Developing a five-year Conference Strategy (the Strategy)

Why we should do it:

Conferences will achieve best performance and will be easiest to organise if they can be planned for two or more years in advance. The Strategy is to develop processes which ensure forward planning and collaborative working with conference partners for the ACPIN Conference and other partnership conference activities which have opportunities to support links for ACPIN members with other professionals for education and research.

How we achieve it:

Base the Strategy and conference processes on current knowledge and past experience. Once approved by the Conference Committee, this will be brought to the Board for approval after which it will become procedural policy for future Conference planning to ensure consistency.

What will the deliverable results look like:

- The Strategy and conference processes are to be developed by the conference committee and presented in final draft for approval by the Board.

- Start Conference planning with Regions in UK for 2019, 2020, 2021, 2022
- Produce a long-term sponsorship plan for ACPIN which includes sponsorship for Conference and educational programmes. This is to be developed in close collaboration with Cabinet member for marketing and publicity.
- Develop clarity about ACPIN's engagements and responsibilities in relation to conferences delivered in partnership such as Physiotherapy UK, UKSF, Therapy Expo and international opportunities to collaborate.

When (timescale) will we see results:

3-6 months:

The 2019 Conference plan is to be promoted in March 2018 at Conference. The 2020 Conference to have prospective venues and dates planned for promotion at Conference in March 2018.

6-12 months:

Conference planning processes to be finalised and used in 2019 and all future Conference planning.

3. Developing sectoral networks within ACPIN

Why we should do it:

To improve on professional communication, increase opportunities for sharing of knowledge and provide peer support within groups.

How we achieve it:

- Poll members for their opinions on networks.
- Determine how to establish groups for instance, condition specific or treatment approach.
- Provide communication platforms within networks once it is decided what technology will work best by Cabinet Member for Digital Development.
- Provide website section for sharing of documents as appropriate across networks.
- Link networks across all regions.

What will the deliverable results look like:

Co-ordinated specialist networks that members find useful for support, information, advice and peer review.

When (timescale) will we see results:

3-6 months:

Members to be polled by through linkage with membership portfolio and public affairs current database, and at Conference.

6-12 months:

Networks to be established.

INFORMATION & DISCUSSION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

11

Report from:

**Jonathon McCrea
Cabinet Member for Public Affairs**

Title: Portfolio performance - Public Affairs

Purpose: To update on the performance of the Public Affairs portfolio.

Business Planning Reference:

Budget – budget implications have been taken into consideration when preparing the portfolio performance report.

Membership considerations – the aim of each portfolio is the improvement and advancement of ACPIN for the membership.

Strategy – the report presents the Public Affairs Portfolio Strategic Plan for 2018.

Risk management – any risks to the portfolio have been outlined in the Public Affairs Portfolio Strategic Plan for 2018.

REPORT TO: ACPIN AGM

**REPORT FROM: JONATHAN MCCREA
CABINET MEMBER FOR PUBLIC AFFAIRS**

DATE OF MEETING: 19 MARCH 2018

SUBJECT: PORTFOLIO PERFORMANCE - PUBLIC AFFAIRS

1. Situation

- 1.1 This report presents the Public Affairs Portfolio Strategic Plan for 2018 (**Appendix 1**).

2. Background

- 2.1 The Public Affairs portfolio is responsible for influencing healthcare and public policy and building and maintaining a strong reputation for ACPIN and its members.

3. Assessment

- 3.1 The Public Affairs Portfolio Strategic Plan (**Appendix 1**) outlines the following objectives:
- representation of ACPIN on external bodies and organisations;
 - responding to guidelines and other government documents; and
 - providing a voice to members.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The Public Affairs Portfolio Strategic Plan was written with reference to ACPIN's budget.

4.2 Membership considerations

- 4.2.1 The Public Affairs Portfolio Strategic Plan aims to improve the portfolio for the benefit of the ACPIN membership.

4.3 Strategy

- 4.3.1 The Public Affairs Portfolio Strategic Plan set out the strategy for the forthcoming year.

4.4 Risk management

- 4.4.1 The Public Affairs Strategic Plan sets defined objectives and timeframes enabling progress to be monitored.

5. Recommendation

- 5.1 The AGM is asked to note the content of this report.

PUBLIC AFFAIRS

ACPIN Portfolio Strategic Plan 2018

Introduction

“Public affairs” is a term used to describe an organisation’s relationship with stakeholders and to promote its knowledge, views and perspectives.

ACPIN’s stakeholders include its members, neuro physiotherapists, the wider profession including the Chartered Society of Physiotherapists (CSP), other neurological health care professionals (for example neurologists, neurosurgeons, specialist nurses), the wider adjoining medical specialties (for example GPs and psychiatrist), Allied Health Professionals, employers, politicians, the Department of Health, healthcare guideline developers, charities, higher education institutions, the general public and the media.

The Cabinet Member for Public Affairs aims to influence healthcare and public policy and to build and maintain a strong reputation for ACPIN and its members. ACPIN needs to hold itself in high regard and eloquently, confidently and determinedly present itself for all to see.

Activity since Conference 2017

Following the ACPIN Board meeting in March 2107 the Public Affairs portfolio was created. Some of the activities have included responses to the osteoporosis, Parkinson’s and stroke guidelines and to the charities commission. Articles were written for MS UK, by the Board Member for Public Affairs on the ‘Role of physiotherapy in MS’ and by Professor Jenny Freeman on ‘Strengthening in MS’.

This has included providing oversight on behalf of the ACPIN Board of the spasticity guidelines which were published on 2 March 2018 and will be presented at the ACPIN conference 2018 as well as working in collaboration with the Royal College of Occupational Therapy and the CSP on the Guideline Update of the ‘splinting for the prevention and correction of contractures in adults with neurological dysfunction’ guidelines (planned for publication in 2020).

Specific future aims:

1. Develop a framework of support for representing ACPIN on external bodies and organisations

ACPIN is represented on a number of bodies by ACPIN members. This includes, for example, the UK Stroke Forum and the Royal College of Physicians Intercollegiate Guideline Development Group. Indeed, on some bodies ACPIN is the sole physiotherapy representative, and thereby is also representing the wider profession and the CSP.

When (timescale) will we see results:

0-3 months:

- To develop guidelines (roles and responsibilities) for all ACPIN members representing ACPIN on external bodies and guideline development groups.
- To develop the practice of all ACPIN representatives to regularly report, to the ACPIN Board, the activities of their role.
- To ensure all ACPIN representatives are supported in their roles by the ACPIN Board and if the occasion should arise have access, in person, to board members, Board or Council meetings.

3-6 months:

- To recruit other suitably skilled and qualified ACPIN members to support current ACPIN representatives, as alternates and ensure full attendance at meetings of bodies, provide partnership to the representative, and also as contingency for a smooth transition, should the need arise.
- To identify such members through regional ACPIN groups and at the ACPIN Conference.

6-12 months:

- To identify other bodies or organisations where representation by ACPIN would be of benefit to the membership and approach these with candidates for representation.

2. Responses to guidelines and other government documents

ACPIN is a registered stakeholder in a number of NICE guidelines. Additionally, ACPIN members may have very significant and important commentary to make on a range of other guidelines, official documents, policies or consultations.

When (timescale) will we see results:

0-3 months:

- To develop a database of guidelines and other documents with dates, with adequate notice of deadlines, detailing when ACPIN responses are required.
- To develop a team of ACPIN members, and others, with clinical, managerial, research or academic expertise (whether nationally or internationally) in a range of clinical topics or disease/condition areas, to ensure timely and high-quality responses to such documentations.
- To identify such members through regional ACPIN groups and at the ACPIN Conference.

- To develop links within the CSP whereby any such responses can be publicised more widely by the CSP (through the use of their PR apparatus and journalists) in Frontline, on the CSP platforms, in synchronicity with those of ACPIN (Synapse), as well as exploring routes for wider representation through publicly accessed media or other outlets.

3-6 months:

- To develop working groups for clinical topics or disease/condition areas to provide support, improved consensus and spread the workload in creating such responses.

6-12 months:

- To identify other guidelines, documentations, consultations or articles to which ACPIN expertise should be addressed.

3. Provide a voice to members

Academics and researchers have well developed routes for disseminating their work to a national or international audience through conferences or peer reviewed journals.

The work of some researchers and clinicians may produce excellent work which may be subject to 'publication bias' thereby not progressing beyond the platform of the department they work in, or a regional study day.

When (timescale) will we see results:

0-3 months:

- To encourage ACPIN members to forward their work to ACPIN Conference.
- To encourage ACPIN regional chairs and committees to use the Board Member for Public Affairs so their message can be given the weight of the whole membership of ACPIN, and the CSP so Public Affairs can be their megaphone, so we "all speak together".

3-6 months:

- To explore how a 'project' template could be used by ACPIN members to allow their work to be submitted in a standard format to allow dissemination to colleagues in other areas. This could be service design, patient information booklet, audit or research.
- To explore methods by which excellent work can be fed, via the regions, with a view to it being disseminated more widely via Synapse, CSP, social media, or to be developed into study days whereby the models of service delivery can be fully understood for implementation.

6-12 months:

- To identify other guidelines which should be developed whether by ACPIN, other external bodies, or in partnership with other professional groups.

INFORMATION & DISCUSSION



Committee:

ACPIN Board

Date:

19/03/2018

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12

Report from:

**Lorraine Azam
Cabinet Member for Membership
Affairs**

Title: Portfolio performance - Membership Affairs

Purpose: To update on the performance of the Membership Affairs portfolio.

Business Planning Reference:

Budget – budget implications have been taken into consideration when preparing the portfolio performance report.

Membership considerations – the aim of each portfolio is the improvement and advancement of ACPIN for the membership.

Strategy – the report presents the Membership Affairs Portfolio Strategic Plan for 2018.

Risk management – any risks to the portfolio have been outlined in the Membership Affairs Portfolio Strategic Plan for 2018.

REPORT TO: ACPIN AGM

REPORT FROM: LORRAINE AZAM
CABINET MEMBER FOR MEMBERSHIP AFFAIRS

DATE OF MEETING: 19 MARCH 2018

SUBJECT: PORTFOLIO PERFORMANCE - MEMBERSHIP AFFAIRS

1. Situation

- 1.1 This report presents the Membership Affairs Portfolio Strategic Plan for 2018 (**Appendix 1**).

2. Background

- 2.1 The Membership Affairs portfolio is responsible for:
- Recruitment and oversight of member interactions/records/distribution.
 - Engagement with members regarding retention and cancellations.
 - Safety and security of information held within the membership database.
 - Support to other board members who utilise database information and contacts.
 - Monitoring of membership size and scope to increase size and scope.
 - Membership database management via an interactive and responsive platform.

3. Assessment

- 3.1 The Membership Affairs Portfolio Strategic Plan (**Appendix 1**) outlines the following objectives:
- the provision and launch of an integrated membership database and website;
 - ensuring data compliance in line with security of data, data protection and appropriate handling of data;
 - linking with other portfolios to utilise the strengths of membership base; and
 - reviewing the scope and types of ACPIN membership.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The Membership Affairs Portfolio Strategic Plan was written with reference to ACPIN's budget. ACPIN's annual budget mainly consists of annual subscription fees from members.

4.2 Membership considerations

- 4.2.1 The Membership Affairs Portfolio Strategic Plan aims to improve the portfolio for the benefit of the ACPIN membership.

4.3 Strategy

- 4.3.1 The Membership Affairs Portfolio Strategic Plan set out the strategy for the forthcoming year.

4.4 Risk management

- 4.4.1 The Membership Affairs Strategic Plan sets defined objectives and timeframes enabling progress to be monitored.

5. Recommendation

- 5.1 The AGM is asked to note the content of this report.

MEMBERSHIP AFFAIRS

ACPIN Portfolio Strategic Plan 2018

Introduction

The Cabinet Member for Membership Affairs is responsible for:

- Recruitment and oversight of member interactions/records/distribution.
- Engagement with members regarding retention and cancellations.
- Safety and security of information held within the membership database.
- Support to other board members who utilise database information and contacts.
- Monitoring of membership size and scope to increase size and scope.
- Membership database management via an interactive and responsive platform.

Executive summary

The portfolio facilitates the retention of current the membership with year on year growth in numbers through a responsive system/approach. The portfolio ensures that information held within the membership database is compliant with data protection legislation and equips other portfolio members and regions to support this function. The portfolio supports the provision of a new integrated platform to meet members and board needs to enhance the future direction of ACPIN activities.

Specific future aims:

1. Provision and launch of an integrated membership database and website

Why we should do it:

This will allow stream lining of many of ACPIN's functions such as communication, research activities, ACPIN activities promotion and event booking. This will have a cost benefit and a member benefit to further enhance membership of ACPIN.

How we achieve it:

Joint website project group working towards a project plan with external support.

What will the deliverable results look like:

Integrated platform to host ACPIN activities.

When (timescale) will we see results:

Full launch of integrated site by November 2018.

2. Ensure data compliance in line with security of data, data protection and appropriate handling of data

Why we should do it:

Legislative and legal requirement to ensure appropriate and safe use/storage of members data. This will ensure confidence in ACPIN by members.

How we achieve it:

- Review of current systems whilst existing IT in place.
- Reduction in access and sharing of personal information.
- Increased awareness of data responsibilities within regional committees and board members.
- Map data flow.
- Reduction in data held in line with legislation.
- Utilisation of new integrated system to reduce data handoffs and access points.
- Marketing campaign to request members update information.

What will the deliverable results look like:

A new integrated system is vital to this aim. It will allow streamlining and less human interaction with data and information.

When (timescale) will we see results:

- Standard operating procedure for the use of members data to be circulated and signed up to by all regions and board members by May 2018.
- Removal of redundant data within current database by April 2018.
- Aim to reduce “wrong data” fields to less than 5% by April 2018.
- Move to new system to eliminate need to share database contacts direct with regions by November 2018.

3. Link with other portfolios to utilise the strengths of membership base (research, guideline feedback, student role, preceptor/apprentice role)

Why we should do it:

To enable ACPIN to have effective communication with members and utilise ACPINs unique selling point. Potential income generation.

How we achieve it:

- Tracking of ACPIN data requests.
- Production of membership database to show demographics.
- Marketing exercise to understand what members expect from ACPIN.
- Review of specialisms.
- Integrated system for rapid and responsive communication to members.

When (timescale) will we see results:

Membership dashboard to be available by March 2018 to board members.

4. Review of scope and types of ACPIN membership

Why we should do it:

To increase the size and scope of the membership and increase income.

How we achieve it:

- Membership database tracking.
- Review of membership types and exploration of additional membership opportunities.
- Use of marketing exercise to explore members views of types of membership.
- Board and Council discussion.

What will the deliverable results look like:

Increase in the size in membership numbers and increase in types of members (students, other professions, overseas).

When (timescale) will we see results:

Introduction of new membership types by January 2019.

INFORMATION & DISCUSSION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

13

Report from:

**Nicola Guck
Cabinet Member for Regional Affairs**

Title: **Portfolio performance - Regional Affairs**

Purpose: **To update on the performance of the Regional Affairs portfolio.**

Business Planning Reference:

Budget – budget implications have been taken into consideration when preparing the portfolio performance report.

Membership considerations – the aim of each portfolio is the improvement and advancement of ACPIN for the membership.

Strategy – the report presents the Regional Affairs Portfolio Strategic Plan for 2018.

Risk management – any risks to the portfolio have been outlined in the Regional Affairs Portfolio Strategic Plan for 2018.

REPORT TO: ACPIN AGM

REPORT FROM: NICOLA GUCK
CABINET MEMBER FOR REGIONAL AFFAIRS

DATE OF MEETING: 19 MARCH 2018

SUBJECT: PORTFOLIO PERFORMANCE - REGIONAL AFFAIRS

1. Situation

- 1.1 This report presents the Regional Affairs Portfolio Strategic Plan for 2018 (**Appendix 1**).

2. Background

- 2.1 The Regional Affairs portfolio is responsible for establishing and maintaining good links with the 18 Regional Committees, thereby providing a structured mechanism to ensure that committees continue to flourish, evolve and ensure that have a direct link back to the ACPIN Board.
- 2.2 Additionally, the portfolio ensures that all regions understand and support the new strategic direction of the ACPIN Board and Council and the governance structure and compliance.

3. Assessment

- 3.1 The Regional Affairs Portfolio Strategic Plan (**Appendix 1**) outlines the following objectives:
- to ensure all regions are using official ACPIN.net email accounts;
 - creation of a regional WhatsApp (or likewise social media) group;
 - proposal of a restructure of the regional committee roles;
 - implementation of bimonthly WebEx meetings with the ACPIN Council members;
 - implementation of restructured regional committees;
 - develop wide support of the ACPIN Council structure and meetings on a biannual basis;
 - ensuring the use of correct reporting procedures;
 - formalising the bidding process for hosting the national ACPIN Conference; and
 - planning and review regional boundaries.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The Regional Affairs Portfolio Strategic Plan was written with reference to ACPIN's budget.

4.2 Membership considerations

- 4.2.1 The Regional Affairs Portfolio Strategic Plan aims to improve the portfolio for the benefit of the ACPIN membership.

4.3 Strategy

- 4.3.1 The Regional Affairs Portfolio Strategic Plan set out the strategy for the forthcoming year.

4.4 Risk management

- 4.4.1 The Regional Affairs Strategic Plan sets defined objectives and timeframes enabling progress to be monitored.

5. Recommendation

- 5.1 The AGM is asked to note the content of this report.

REGIONAL AFFAIRS

ACPIN Board Strategic Plan 2018

Introduction

Historically, there has not been a Cabinet Member for Regional Affairs. The portfolio was created to establish good links with the identified 18 Regional Committees, thereby providing a structured mechanism to ensure that committees continue to flourish, evolve and ensure that they have a direct link back the ACPIN Board. Additionally, the portfolio ensures that all regions understand and support the new strategic direction of the ACPIN Board and Council and understand the governance structure and comply with it.

This involves supporting Regions with:

- Raising awareness of ACPIN and neurological physiotherapy at their regional level.
- Increasing the numbers of members in their region and ensure relevance of ACPIN content, with committee succession planning supported at a local and national level.
- Increasing the quality of educational content and Continuous Professional Development (CPD) at a local and national level in collaboration with ACPIN Board members.
- Partnership working with HEI's and other stakeholders at a regional level and linking with ACPIN Board members.
- Pushing the publication of relevant information and ensuring timely responses to national guidelines, government strategic documents and professional networking documentation.
- Improving influence with decision makers at a regional level, ensuring the membership are informed.
- Increasing funding of CPD events at a regional and national level with clear governance and guidelines in collaboration with ACPIN board members.
- Moving towards encompassing other professions both nationally and internationally with ACPIN regional activity.
- Provision of direct support mechanisms to manage regional ACPIN affairs.
- Recognising and promoting regional activity and highlight achievements to the highest level internally and externally.

Executive summary

The Cabinet Member for Regional Affairs is responsible for developing a sound mechanism of communication and engagement, ensuring the involvement and links with ACPIN regions and the ACPIN Board.

It is imperative that ACPIN ensures that the future visions and strategies in the next five years are established throughout the membership, in a forward-thinking approach, driving our profession into the forefront of the public, government and the wider stakeholders.

The Cabinet Member for Regional Affairs will offer a cohesive link and support to other board members, to ensure that the regions are accountable, proactive and reactive in a timely manner on behalf of their membership. The Cabinet Member for Regional Affairs will ensure excellent clinical governance and accountability ensure ACPIN is offering the best standards of practise.

The Cabinet Member for Regional Affairs facilitates the following:

- Transparency between the ACPIN Board, ACPIN Council and the membership to ensure a clear governance structure.
- Timely communication and responsiveness to requests to ensure the profile of ACPIN can be raised to the highest level and utilise the expertise within regions to support local, national and UK government developments.
- Accountability of regions, not only to the membership, but to the ACPIN Board in a feedforward/feedback mechanism.
- Setting expectations and accountabilities for regions to secure capitation or whichever structure is proposed to replace it in 2018.
- Ensuring regions are accountable to the National Executive so that the regional voice is heard when setting the strategic direction of ACPIN.
- Raising the profile of regional CPD activity, encouraging collaboration between regions and sharing information with the wider membership.
- Ensuing regions use ACPIN email accounts for communication.

Specific future portfolio aims

Next 3 months:

- To ensure all regions are using the official ACPIN.net email account with an appropriate committee member guaranteeing the account is regularly reviewed. This will be streamlined with the new website and digital proposals ensuring safer and faster access and responsibilities.
- Creation of a regional WhatsApp (or likewise social media) group to ensure all chairs/council members are aware of immediate, up to date, information and are able to respond in a timely manner, linking with other board members. This will enable regions to work collaboratively for the benefit of the membership.
- Develop a proposal of a restructure of regional committee roles with a clear explanation of the expectations of each post and how each post can link to the ACPIN Board and any sub-committees, thereby, increasing the direct voice of the membership in multiple projects that are being undertaken by different Cabinet Portfolios. This will ensure that all regions are structured in the same format and are able to support each other in a peer to peer format.
- Ensure reporting to the ACPIN Board will have a two-way mechanism which will be clearly identified and structured.

- Be mindful that regional roles may evolve with new posts identified over the coming months and years as the new ACPIN structure is bedding in.

Next 6 months:

- Set up an implementation of bimonthly WebEx meetings with the ACPIN Council members, with a concise round up of activity, highs and lows, point of contact for raising emerging concerns and relaying of information from different board members portfolios.
- Implementation of restructured regional committees, ensuring all committees inform the Cabinet Member for Regional Affairs of names and posts held with contact details to support other portfolio's.
- Continued support of the evolvement of the ACPIN Council structure and rotating meetings on a biannual basis (January and September).
- Supporting regions with chairing of the Council meeting, setting agendas.
- Looking for new ways of working and challenging the profession
- Holding the ACPIN Board to account with respect of their strategy.
- Support the hosting region with decision on the importance of the links that they have forged locally, for example, with HEI's, private industry and third sector stakeholders and disseminate this so that other regions may be able to use this information to forge links in their regions.
- Supporting regions to secure sponsorship for venue hire, catering and expenses in relation to the Council meeting.
- Ensure correct reporting procedures linking to other portfolios.
- Formalise the bidding process for hosting the national and international ACPIN Conference in collaboration with Cabinet Member for Conferences and Sectorial Networks, ACPIN Chair and Vice Chair.

Next 12 – 24 months:

- Plan and review regional boundaries in collaboration with the ACPIN Board, specifically the Chair, Vice Chair and each regional Chair to ensure efficiency and accountability. This project will support the strategic definition and direction of ACPIN. This project may also include developing links with European partners, forming a larger working party, ensuring ACPIN is at the forefront of neuro rehabilitation for education, research and links to collaboration with other external stakeholders such as the CSP, Government and product and technology companies.

INFORMATION & DISCUSSION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

14

Report from:

**Praveen Kumar
Cabinet Member for Publications
and Knowledge Dissemination**

Title: Portfolio performance - Publications and Knowledge Dissemination

Purpose: To update on the performance of the Publications and Knowledge Dissemination portfolio.

Business Planning Reference:

Budget – budget implications have been taken into consideration when preparing the portfolio performance report.

Membership considerations – the aim of each portfolio is the improvement and advancement of ACPIN for the membership.

Strategy – the report presents the Publications and Knowledge Dissemination Portfolio Strategic Plan for 2018.

Risk management – any risks to the portfolio have been outlined in the Publications and Knowledge Dissemination Portfolio Strategic Plan for 2018.

REPORT TO: ACPIN AGM

REPORT FROM: PRAVEEN KUMAR
CABINET MEMBER FOR PUBLICATIONS AND
KNOWLEDGE DISSEMINATION

DATE OF MEETING: 19 MARCH 2018

SUBJECT: PORTFOLIO PERFORMANCE - PUBLICATIONS
AND KNOWLEDGE DISSEMINATION

1. Situation

- 1.1 This report presents the Publications and Knowledge Dissemination Portfolio Strategic Plan for 2018 (**Appendix 1**).

2. Background

- 2.1 The Publications and Knowledge Dissemination portfolio is responsible for generating opportunities and providing a user-friendly platform for the ACPIN members, students, researchers and other professionals in the field of neurological rehabilitation to present and share their work.

3. Assessment

- 3.1 The Publications and Knowledge Dissemination Portfolio Strategic Plan (**Appendix 1**) outlines the following objectives:
- to develop and launch a new official peer-reviewed journal for ACPIN that publishes high-quality research after undergoing a double-blind peer-review process; and
 - to work with the Education, Research, Conferences and Sectorial Networks and Regional Affairs portfolios for knowledge creation to involve regions.

4. Business Planning Reference

- 4.1 Budget
- 4.1.1 The Publications and Knowledge Dissemination Portfolio Strategic Plan was written with reference to ACPIN's budget. Publication costs are a significant proportion of the annual ACPIN expenditure and are scrutinised by the Board.

4.2 Membership considerations

- 4.2.1 The Publications and Knowledge Dissemination Portfolio Strategic Plan aims to improve the portfolio for the benefit of the ACPIN membership.

4.3 Strategy

- 4.3.1 The Publications and Knowledge Dissemination Portfolio Strategic Plan set out the strategy for the forthcoming year.

4.4 Risk management

- 4.4.1 The Publications and Knowledge Dissemination Strategic Plan sets defined objectives and timeframes enabling progress to be monitored.

5. Recommendation

- 5.1 The AGM is asked to note the content of this report.

PUBLICATIONS AND KNOWLEDGE DISSEMINATION

ACPIN Portfolio Strategic Plan 2018

Introduction

The Cabinet Member for Publications and Knowledge Dissemination is responsible for generating opportunities and providing a user-friendly platform for the ACPIN members, students, researchers and other professionals in the field of neurological rehabilitation to present and share their work. The key aspects to Publications and Knowledge Dissemination Strategy are to:

- work with other board members to raise awareness of ACPIN and neurological physiotherapy;
- work with the Cabinet Member for Digital Communication and Development to aim for online publication; and
- work with cabinet members for Education and Research providing opportunities for knowledge creation.

Synapse:

- raise awareness of Synapse;
- encourage timely publication of regional reports, news items and conference related information;
- engage with companies and facilitate advertisements on neuro-rehab related products in Synapse;
- encourage regions/clinical members to share areas of good practice; and
- publish innovative/novel approaches used in clinical/research areas that can inform practice and improve patients' outcomes.

Develop and launch official peer-reviewed journal for ACPIN:

- raising profile of ACPIN;
- produce a separate international peer-reviewed journal that provides a platform for the publication of high quality research studies;
- provide novice researchers an opportunity to publish by providing peer-review feedback;
- produce special/supplementary editions on specific topics/areas/ student related projects;
- have a clearly defined Editorial Board;
- have a review board that includes both national and international reviewers. This includes academics, researchers, clinicians, ACPIN members, non-ACPIN members/experts in the field of neurology/ neurological rehabilitation, physical medicine and rehabilitation; and
- aim to have an impact factor for the new official journal of ACPIN.

Executive summary

The key objective of Publications and Knowledge Dissemination for 2018 is the continued publication of Synapse and development and launch of the official peer-reviewed journal of ACPIN.

Specific future aims:

- 1. Develop and launch a new official peer-reviewed journal for ACPIN that publishes high-quality research after undergoing a double-blind, peer-review process**

Why we should do it:

The current journal, Synapse, is used for publishing membership related news, AGM related information and as a platform for sharing information with ACPIN members.

On top of the Synapse journal, ACPIN needs to raise the profile of neurological physiotherapy. This is an opportunity for developing and launching a new journal which will create a platform for a wide range of professionals (including ACPIN members) to publish high quality research in the field of neurological physiotherapy. Also, given the success of ACPIN's International Conference, it will allow ACPIN to publish the proceedings from Conference into this journal.

How we achieve it:

- Involving members in consultation exercises via focus groups and questionnaire activities.
- Gather feedback from members at the ACPIN Conference 2018.
- Discuss with publishers and published journals the process of starting the new journal.
- Collaborate with the Cabinet Member for Digital Communication and Development around online publication.

What will the deliverable results look like:

- Launch of new journal in 2018.
- To ensure timely and continued publication of Synapse (Newsletter).

Ground work has been undertaken, exploring the title of the journal and holding discussions with the Chartered Society of Physiotherapists (CSP) to see if ACPIN can work with Elsevier's Publishers. Members for the editorial and review boards, sub-committee and working group have been identified.

When (timescale) will we see results:

0-3 months:

- Members views gathered on the title and features of the proposed journal.
- Further discussions held with Elsevier's Publishers on the process of getting an International Standard Serial Number, journal title registration formality process, financial commitments the logistics of publications and timelines.
- Discuss with sub-committee and finalise the members for the editorial reviewer's boards.
- Initiate contacts with researchers/HEI about the potential launch of the journal.

3-6 months:

- Highlight the development of the official journal to keynote speakers at ACPIN Conference 2018.
- Finalise the title and how many publications per year by involving members.
- Discuss with publishers about the timeline for launching of the journal.
- Invite researchers to submit work.

6-12 months

- Encourage submission/receive submissions, send for peer-review.
- Publish the first edition in November/December 2018.

2. Work with the Education, Research, Conferences and Sectorial Networks and Regional Affairs portfolios for knowledge creation to involve regions

Why we should do it:

This will allow ACPIN to work closely with HEI and to engage with students, bringing awareness of ACPIN. This will also help develop ACPIN accredited CSP days.

How ACPIN achieves it:

To plan and run workshops at ACPIN Conference 2018, regional levels, as part of CPD days to bring more awareness of ACPIN courses. Organise a student conference.

What will the deliverable results look like:

- ACPIN accredited courses;
- more student members; and
- running of student conference once a year.

When (timescale) will we see results:

0-3 months

- Engage with the listed board members and brainstorm ideas.
- Plan for the joint Education/Research/Publication workshop.

3-6 months

- Run the joint workshop at the ACPIN Conference 2018.
- Encourage ACPIN members/course providers to lease with ACPIN for accreditation.

6-12 months

- Start planning for the student conference in 2019.

INFORMATION & DISCUSSION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

15

Report from:

**Richard Pawsey
Cabinet Member for Professional
Development and Practice**

Title: **Portfolio performance - Professional Development and Practice**

Purpose: **To update on the performance of the Professional Development and Practice portfolio.**

Business Planning Reference:

Budget – budget implications have been taken into consideration when preparing the portfolio performance report.

Membership considerations – the aim of each portfolio is the improvement and advancement of ACPIN for the membership.

Strategy – the report presents the Professional Development and Practice Portfolio Strategic Plan for 2018.

Risk management – any risks to the portfolio have been outlined in the Professional Development and Practice Portfolio Strategic Plan for 2018.

REPORT TO: ACPIN AGM

**REPORT FROM: RICHARD PAWSEY
CABINET MEMBER FOR PROFESSIONAL
DEVELOPMENT AND PRACTICE**

DATE OF MEETING: 19 MARCH 2018

**SUBJECT: PORTFOLIO PERFORMANCE - PROFESSIONAL
DEVELOPMENT AND PRACTICE**

1. Situation

- 1.1 This report presents the Professional Development and Practice Portfolio Strategic Plan for 2018 (**Appendix 1**).

2. Background

- 2.1 The Professional Development and Practice portfolio is responsible for supporting the Continued Professional Development (CPD) activities of ACPIN's membership within the regulatory framework of the Health and Care Professions Council, aligning ACPIN's activities with the CPD structure offered by the Chartered Society of Physiotherapy.

3. Assessment

- 3.1 The Professional Development and Practice Portfolio Strategic Plan (**Appendix 1**) outlines the following objectives:
- to establish a robust framework for CPD;
 - to define the current practice of neuro physiotherapy within the membership of ACPIN;
 - to achieve ACPIN endorsement of the Competencies for Progressive Neurological Conditions;
 - to contribute to the formation and delivery of Advanced Clinical Practitioner Apprenticeships; and
 - to seek, explore and utilise opportunities through collaborative working with those agencies, external to physiotherapy, for CPD.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The Professional Development and Practice Portfolio Strategic Plan was written with reference to ACPIN's budget.

4.2 Membership considerations

- 4.2.1 The Professional Development and Practice Portfolio Strategic Plan aims to improve the portfolio for the benefit of the ACPIN membership.

4.3 Strategy

- 4.3.1 The Professional Development and Practice Portfolio Strategic Plan set out the strategy for the forthcoming year.

4.4 Risk management

- 4.4.1 The Professional Development and Practice Strategic Plan sets defined objectives and timeframes enabling progress to be monitored.

5. Recommendation

- 5.1 The AGM is asked to note the content of this report.

PROFESSIONAL DEVELOPMENT AND PRACTICE

ACPIN Portfolio Strategic Plan 2018

Introduction

The Cabinet Member for Professional Development and Practice focuses on supporting the Continued Professional Development (CPD) activities of ACPIN's membership within the regulatory framework of the Health and Care Professions Council (HCPC), aligning ACPIN's activities with the CPD structure offered by the Chartered Society of Physiotherapy (CSP). This is a completely new portfolio within the ACPIN Board structure.

Clinical practice is explored within the context of the HCPC Standards of Proficiency and the CSP Pillars of Physiotherapy Practice; including massage, exercise and movement, electrotherapy and kindred methods of treatment.

Over the last year the ACPIN Board has considered the skills and behaviours of a Neuro physiotherapist within the "Defining the Field" document and looks to define this further over the coming months. The efforts of a group of clinicians and charities in writing competencies for progressive neurological conditions is close to conclusion and the Cabinet Member for Professional Development and Practice will support these groups in delivering a product that ACPIN will endorse.

Executive summary

The aims of the portfolio are to:

- Identify and establish a comprehensive and innovative system of work-based learning opportunities to allow ACPIN members to fulfil the regulatory needs of the HCPC in terms of CPD.
- Capture and support the current clinical practice of neurophysiotherapy whilst considering its future direction and development.
- Seek, explore and utilise opportunities through collaborative working with those agencies, external to physiotherapy, for CPD provision.

Specific future aims:

- 1. To establish a robust framework for CPD, including work-based learning activities and mentorship/coaching support, across the United Kingdom alongside colleagues from the Education and Digital Communications and Development portfolios achieving recognition for the title of Neurophysiotherapist**

Why we should do it:

CPD is a regulatory expectation of the HCPC; ACPIN traditionally has had a role in providing local opportunities for education and networking. In the future these opportunities could be national, harnessing the capacity of information and technology.

How we achieve it:

Collaboration with colleagues in Education, Research and Digital Communications and Development portfolios to expand upon the local delivery of events.

What will the deliverable results look like:

A framework of work-based CPD activities either harnessing the CSP's platform for professional discussion (iCSP) and mentoring (e-Mentor) or replicating them within the ACPIN infrastructure.

When (timescale) will we see results:

12-24 months.

- 2. To define the current practice of neurophysiotherapy within the membership of ACPIN**

Why we should do it:

To give clarity to the job title of neurophysiotherapy, allowing recognition of the values and behaviours intrinsic to the role by peers, by our Multidisciplinary Team (MDT) colleagues, patients and the general public.

How we achieve it:

Reviewing the "Defining the Field" work undertaken in 2017 alongside the feedback from all focus groups, who have been asked to describe the role of neurophysiotherapy within the UK.

What will the deliverable results look like:

An agreed UK-wide definition of neurophysiotherapy.

When (timescale) will we see results:

6-12 months.

3. To achieve ACPIN endorsement of the Competencies for Progressive Neurological Conditions (Multiple Sclerosis, Parkinsons Disease & Motor Neurone Disease)

Why we should do it:

Having both a Knowledge and Skills Framework and clinical competencies for progressive neurological conditions, will ensure robust quality assured needs identification and provision of appropriate neurophysiotherapy within the tenets of prudent healthcare.

How we achieve it:

Working alongside the development group and Therapists in Multiple Sclerosis, Parkinsons-UK and the Motor Neurone Disease Association to refine the competency frameworks currently in draft format.

What will the deliverable results look like:

Published document.

When (timescale) will we see results:

Within 3-4 months.

4. To contribute to the formation and delivery of Advanced Clinical Practitioner Apprenticeships

Why we should do it:

Alongside the Cabinet Member for Education and the CSP practice development unit, to engage in the UK Department of Education consultation process for both the course structure and assessment criteria for the role of Advanced Clinical Practitioner as it is applied to neurophysiotherapy, identifying possible career progression and development of extended roles

What will the deliverable results look like:

This will be dependent on the collaboration with other organisations, such as the Department for Education, Institute for Apprenticeships and the CSP.

When (timescale) will we see results:

The timescale will be determined by other organisations.

5. To seek, explore and utilise opportunities through collaborative working with those agencies, external to physiotherapy, for CPD

Why we should do it:

Currently there are many opportunities for CPD that exist outside of physiotherapy. In order to expand the options for neurophysiotherapy, we need to understand, locate and evaluate the existing provision.

How will we achieve it:

Scoping exercise within the United Kingdom.

What will the deliverable results look like:

A comprehensive list of CPD opportunities including requirements for utilisation.

When (timescale) will we see results:

12-18 months.

INFORMATION & DISCUSSION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

16

Report from:

**Ruth Turk
Cabinet Member for Research**

Title: Portfolio performance - Research

Purpose: To update on the performance of the Research portfolio.

Business Planning Reference:

Budget – budget implications have been taken into consideration when preparing the portfolio performance report.

Membership considerations – the aim of each portfolio is the improvement and advancement of ACPIN for the membership.

Strategy – the report presents the Research Portfolio Strategic Plan for 2018.

Risk management – any risks to the portfolio have been outlined in the Research Portfolio Strategic Plan for 2018.

REPORT TO: ACPIN AGM

REPORT FROM: RUTH TURK
CABINET MEMBER FOR RESEARCH

DATE OF MEETING: 19 MARCH 2018

SUBJECT: PORTFOLIO PERFORMANCE - RESEARCH

1. Situation

- 1.1 This report updates the ACPIN Board (the Board) on the activities of the Research portfolio since the last AGM and presents the Research Portfolio Strategic Plan for 2018 (**Appendix 1**).

2. Background

- 2.1 The Research portfolio is responsible for determining the strategic role of ACPIN in neurological rehabilitation research nationally and internationally.

3. Assessment

- 3.1 The Research Strategic Plan (**Appendix 1**) outlines the following objectives:
- to develop ideas for HEI engagement vision day;
 - to develop ideas for the research workshop at the ACPIN Conference 2018;
 - to promote abstract submissions from HEI's and clinical practice;
 - to organise a scientific panel to review abstracts;
 - to host the research forum at the ACPIN Conference 2018;
 - to organise judging of best oral/platform and poster presentations;
 - to analyse results of research forum discussions into strategic plan;
 - to build on ideas and relationships;
 - to liaise with specific identified HEI/clinical research representatives to support the ACPIN research agenda; and
 - to liaise with external grant providers.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The Research Portfolio Strategic Plan was written with reference to ACPIN's budget.

4.2 Membership considerations

- 4.2.1 The Research Portfolio Strategic Plan aims to improve the portfolio for the benefit of the ACPIN membership.

4.3 Strategy

- 4.3.1 The Research Portfolio Strategic Plan set out the strategy for the forthcoming year.

4.4 Risk management

- 4.4.1 The Research Strategic Plan sets defined objectives and timeframes enabling progress to be monitored.

5. Recommendation

- 5.1 The AGM is asked to note the content of this report.

RESEARCH

ACPIN Portfolio Strategic Plan 2018

Introduction

The Research portfolio was previously, predominantly, an administrative role, coordinating the requests to access the membership database for research survey purposes, and administering bursary requests. With the new strategic direction of ACPIN, the Cabinet Member for Research is now developing the strategic role of ACPIN in neurological rehabilitation research nationally and internationally.

This will involve:

- Improving quality of Neuro Physiotherapy / Neuro Rehabilitation through promotion of good quality and clinically relevant research.
- Raising awareness of ACPIN and Neuro Physiotherapy through research.
- Increasing numbers of members and relevance of ACPIN content, particularly for post-graduate taught/research students.
- Increasing the quality of educational content through dissemination of research.
- Partnership working with HEI's to bridge the gap between academia and clinical practice and improving HEI researcher engagement in ACPIN activities.
- Support of clinicians who are researchers to bridge the gap between clinical practice and academia.
- Promotion of conference as an opportunity for MSc, PhD, postdoc researchers to present their research, as well as quality audit and service development work to be show-cased.
- Pushing the publication of relevant information.
- Increasing funding via the appropriate use of the membership database for research purposes.
- Identifying and developing possible external funding partnership schemes for research grants/fellowships.
- Moving towards encompassing other professions through research activities.

Executive summary

The aim of the Cabinet Member for Research is to promote and establish good quality research for members and by members for the advancement of neuro physiotherapy and neuro rehabilitation, specifically to fill the gap between clinical practice and research.

Strategies include promotion of conference, engagement with HEI and clinical researchers, promotion of survey-type research through access to membership views, development of national ACPIN research grants/funding/project opportunities and governance thereof, and working closely with board members of publication, education and CPD to promote research in those areas.

Specific future aims and activities:

0-3 months:

- Development of ideas and planning for HEI engagement vision day – to explore with HEI's engagement with ACPIN with support from the Cabinet Member for Education.
- Development of ideas and planning for research workshop at the ACPIN Conference 2018 (specifically inviting HEI researchers, clinical academics/researchers).
- Promote abstract submissions from HEI's and clinical practice.
- Organise scientific panel to review abstracts with the focus on the best abstracts having the opportunity to present their work orally alongside eminent invited speakers.

3-6 months:

- Host the research forum at the ACPIN Conference 2018. The aim of the forum is to develop a plan for how ACPIN can bridge the gap between research and clinical practice. The forum will discuss:
 - Use of ACPIN's membership database for research – useful resource or old-hat and restrictive?
 - How can ACPIN support clinicians/students to do research?
 - How can ACPIN work with/support researchers in HEIs?
- Organise judging of best oral/platform and poster presentations.
- Analysis of results of research forum discussions into strategic plan.

6-12 months:

- Build on ideas and relationships to put processes in place to build on our aims.
- Liaise with specific identified HEI/clinical research representatives to support the ACPIN research agenda.
- As appropriate liaise with external grant provider bodies / companies.

INFORMATION & DISCUSSION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

17

Report from:

**Jakko Brouwers
ACPIN Chair**

Title: New Articles of Association

Purpose: To present the new Articles of Association.

Business Planning Reference:

Budget – the Articles of Association have been written with the ACPIN budget in consideration.

Membership considerations – the Articles of Association set clear guidelines for ACPIN cabinet members which enable them to support the membership in their duties.

Strategy – the new Articles of Association align to ACPIN's desire to implement strong governance and were a requirement as part of the application process for charitable registration.

Risk management – the Articles of Association set clear roles and responsibilities.

REPORT TO: ACPIN AGM

REPORT FROM: JAKKO BROUWERS
ACPIN CHAIR

DATE OF MEETING: 17 MARCH 2018

SUBJECT: NEW ARTICLES OF ASSOCIATION

1. Situation

- 1.1 This report presents the new Articles of Association which were developed on a template from Companies House.

2. Background

- 2.1 As part of ACPIN's application for charitable status, ACPIN needed to become registered at Companies House for which it needed Articles of Memorandum and Articles of Association. These documents are also needed for application to Charity Commission which has been made.

3. Assessment

- 3.1 The new Articles of Association can be found on the website and are titled **New Articles of Association – ACPIN 2018**. These are amended from standard template from Companies House and have been accepted in seeking Incorporation.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The new Articles of Association have been written with the ACPIN budget in consideration.

4.2 Membership considerations

- 4.2.1 The new Articles of Association align to ACPIN's desire to implement strong governance and were a requirement as part of the application process for charitable registration. They can be amended if the need arises with additional articles. All former members of ACPIN, as of August 2017, were voted by the Board to be accepted as members of the new Incorporated company ACPIN after successful registration at Companies House. These articles now apply to all ACPIN activities.

4.3 Strategy

- 4.3.1 With the strategy for the forthcoming year including a further development of ACPIN after successful registration as a charity, the Articles of Association will need to be reviewed at the AGM 2019.

4.4 Risk management

- 4.4.1 The new Articles of Association explain clear roles and responsibilities.

5. **Recommendation**

- 5.1 The AGM is asked to note the content of these articles.

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DECISION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

18

Report from:

**Jakko Brouwers
ACPIN Chair**

Title: **ACPIN Role of Council**

Purpose: **To present the ACPIN Role of Council document for approval.**

Business Planning Reference:

Budget – the ACPIN Role of Council document has been written with the ACPIN budget in consideration.

Membership considerations – the ACPIN Role of Council document sets roles and responsibilities for ACPIN Council members enabling them to support the membership in their duties.

Strategy – the ACPIN Role of Council document align to ACPIN's desire to implement strong governance which is a requirement as part of the application process for charitable registration.

Risk management – the ACPIN Role of Council document set clear roles and responsibilities minimising the risk of Council members not fulfilling their duties.

REPORT TO: ACPIN AGM

REPORT FROM: JAKKO BROUWERS
ACPIN CHAIR

DATE OF MEETING: 17 MARCH 2018

SUBJECT: ACPIN ROLE OF COUNCIL AND ACPIN CODE OF ETHICS

1. Situation

- 1.1 This report presents the ACPIN Role of Council document for final approval.

2. Background

- 2.1 At the ACPIN AGM 2017, the motion to change the organisational structure of ACPIN and the development of the ACPIN Board and Council was passed unanimously.
- 2.2 Following from this motion, and in order to develop good governance at the formation of the Board and the Council, the following ACPIN documents were developed:
- the ACPIN Role of Council; and
 - the ACPIN Code of Ethics for the Board and Council.
- 2.3 Both documents were discussed at first Board and Council meetings and found to apply to both. Some minor revisions have been made to improve clarity following feedback at and after these meetings.

3. Assessment

- 3.1 The ACPIN Role of Council is attached at **Appendix 1**.

4. Business Planning Reference

4.1 Budget

- 4.1.1 The ACPIN Role of Council document has been written with the ACPIN budget in consideration.

- 4.2 Membership considerations
 - 4.2.1 The ACPIN Role of Council document sets roles and responsibilities for ACPIN Council members enabling them to support the membership in their duties.
- 4.3 Strategy
 - 4.3.1 The ACPIN Role of Council document aligns to ACPIN's desire to implement strong governance which is a requirement as part of the application process for charitable registration.
- 4.4 Risk management
 - 4.4.1 The ACPIN Role of Council document sets clear roles and responsibilities minimising the risk of Council members not fulfilling their duties.
- 5. Recommendation**
 - 5.1 The AGM is asked to approve the ACPIN Role of Council document.

ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS IN NEUROLOGY

ROLE OF COUNCIL

MARCH 2018

1. The **Council of ACPIN was created** as part of the new governance structure and the revised Constitution (Cons) approved with unanimity at the ACPIN Annual General Meeting (AGM) in March 2017.
2. The Council **consists of** the Board and one representative elected from each Region and from each approved Special Interest Group (if any) as may exist from time to time.
3. Council Meetings:
 - 3.1 Meetings will be **facilitated** and chaired by the Speaker of the Council, who will be appointed (normally by election at the previous Council meeting) for a period of 5, 6 or 7 months and then be replaced by another Council member.
 - 3.2 Apart from presiding at the regular meeting that will normally occur part way through their term of office, the duties of the Speaker are to agree the agenda and the minutes with the Chair of ACPIN, and to listen to, and liaise with the Cabinet Member for Regional Affairs and/or Chair of ACPIN on, any matters within the competence of the Council that Council members may wish to raise in advance of a meeting. The Speaker has no power to instruct the Board or the staff.
4. **Council Responsibilities**
 - 4.1 The Council has a responsibility to consider and advise the Board on **longer-term governance and strategic matters**. Other than through its members acting personally in other capacities, it fulfils a consultative, constitutional and quasi-judicial role as specified in this and other approved documents.
 - 4.2 The Council does not have any financial powers.
5. Under Cons Article 7.3, the Board is **accountable to Council** and AGMs for discharge of its mandate in the interests of the organisation as a whole, including with regard to duties of care and prudence; and for demonstrating that there is in place a transparent **rotation system** such that a minimum of two Board members every three years offer themselves for re-election, and such that no member serves for more than nine years continuously without being the subject of a special vote at an AGM. Subject to a minimum of one year, the term of office for those elected in 2017 is yet to be decided. This is to allow a rotation to be established to ensure that the governance transition is smooth and that there are proper opportunities for democratic contest (and re-election) into the future.

Cons Article 7.5 says of the Board that, except for the Chair, 'Should any **casual vacancy** arise it shall be filled by co-option through a vote of the Council. A casual vacancy for the Chair shall be filled by the Board from its own members by a simple majority vote or, if no candidate is able to command a majority, by inviting Council to co-opt a suitable alternative. Persons so appointed shall hold office until the next AGM. Vacancies shall not invalidate or hold up business.

6. Council members are required to agree to **adhere** to ACPIN governing documents (as amended or replaced from time to time); to applicable laws and regulations; and to conduct congruent with 'Nolan' principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. They undertake to abide by the Code of Ethics for Board and Council ¹ members (Annex A); and to act only in ACPIN's best interests, treating all information received in this capacity as confidential unless it is declared not to be
7. Unless the leadership steering team (comprising Chair, Vice Chair and Honorary Treasurer) declares that an emergency exists, at least 14 days **notice** of a Council meeting must be given. So far as possible, the programme of main meetings will be agreed at least 6 months ahead. A meeting may be adjourned for the completion of unfinished business to another designated time and place, but only by agreement with a simple majority of those present and with an undertaking to send immediate notice of the adjournment arrangements to absent Board members.
8. Remote **participation** may be allowed at the sole discretion of the Speaker and the Chair of ACPIN, acting jointly, provided all parties can at all times hear and be heard, and see any vital papers not previously distributed. There is no quorum for Council meetings.
9. **Voting** is normally by show of hands, but any two Council members may demand a secret ballot, and under these circumstances time will be needed to set up the facilities, especially if there are remote participants. A simple majority decides most items, except where otherwise stated. In the event of a tie, the Speaker shall have a second or casting vote (normally to be exercised in favour of the *status quo ante*).

10. Subject to the intervention of special circumstances, and after ratification from the Board (after consideration of budgetary and other evidence from Honorary Treasurer), normally all Council meetings should be held in a **regional centre** (not excluding London). Before or after the Council meeting, the host region (after consultation with the Speaker and relevant Board members) should be encouraged to arrange for one or more short presentation(s) on locally-linked neuro-physio innovations in knowledge or practice or organisation /management. Where possible, the media and/or regional healthcare and/or other leaders should be invited and a press release issued. In the event of failure to agree between competing invitations that meet cost and other criteria, the location would be decided by lot.
11. Any proposal to hold any meeting **open to observation** by all ACPIN members would need the advance approval of a simple majority of the Council at the previous meeting. The Chair is empowered to declare starred (confidential) items, for which non-Board members would have to withdraw. Selective audio or video /still recording is not permitted, though a simple majority can decide to have the whole of one item, or the whole of the meeting, recorded.
12. The **agenda** for every meeting should normally be circulated at least seven days in advance.
13. In addition to special items, it should normally include:
- welcome and apologies;
 - noting those present and to receive apologies for absence;
 - minutes of previous meeting (accuracy (to have been raised within one month of circulation); adoption by vote; signature; matters arising not elsewhere on agenda);
 - an 'open session' of up to 30 min each meeting when anyone can raise any matter;
 - reports from Chair, Vice Chair and Honorary Treasurer; and (on a rotating basis, normally 4 at every meeting) reports from ACPIN Board Cabinet Members (such reports should explain activities and plans, and where possible give analytical data and trends), each followed by a discussion;
 - reports (also on a rotating basis), from each Region and (once formed) each Special Interest Group, followed by a discussion;
 - brief reports (again on a rotating basis) from each ACPIN committee;
 - annual update on strategic plans from the Chair of ACPIN;
 - annual presentation from Honorary Treasurer on ACPIN outline budget;
 - review of future and past ACPIN annual conferences; and
 - consideration of any constitutional or judicial-type determinations (including setting) related to its exercise of such powers.

14. In respect of final point in section 13, judicial-type responsibilities include laying down due-process rules **for exclusion from membership**, including for being in subscription arrears.
15. It should be noted that, apart from matters covered by the final point in section 13, only the Board is empowered (by Cons Articles 6.2 and 12) to exercise **commitment powers and financial authority**. All staff report to, and take instructions from, the Chair of ACPIN, though naturally working closely with elected leaders, relevant portfolio holders, committees and the Speaker of Council in office from time to time.

¹ The Draft Code of Ethics was approved as being applicable to the Board at the Board meeting on 27 April 2017. It was laid before the Council meeting on 12 July 2017 to consider any comments from Council members and approved as being applicable). Minor changes were made and laid before the membership at the AGM 2018.

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DECISION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

19

Report from:

**Jakko Brouwers
ACPIN Chair**

Title: **ACPIN Code of Ethics for the Board and Council**

Purpose: **To present the ACPIN Code of Ethics for the Board and Council for approval.**

Business Planning Reference:

Budget – the ACPIN Code of Ethics for the Board and Council has been written with the ACPIN budget in consideration.

Membership considerations – the ACPIN Code of Ethics for the Board and Council sets behaviours for ACPIN Board and Council members to abide by, enabling them to support the membership in their duties.

Strategy – the ACPIN Code of Ethics for the Board and Council will ensure that ACPIN Board and Council members are clear about behaviour they must demonstrate to represent ACPIN as an ethical and professional organisation.

Risk management – the ACPIN Code of Ethics for the Board and Council set clear guidelines for ACPIN Board and Council members to follow, minimising reputational risk to ACPIN.

REPORT TO: ACPIN AGM

REPORT FROM: JAKKO BROUWERS
ACPIN CHAIR

DATE OF MEETING: 17 MARCH 2018

SUBJECT: ACPIN CODE OF ETHICS FOR THE BOARD AND COUNCIL

1. Situation

- 1.1 This report presents the ACPIN Code of Ethics for the Board and Council for approval.

2. Background

- 2.1 At the ACPIN AGM 2017, the motion to change the organisational structure of ACPIN and the development of the ACPIN Board and Council was passed unanimously.
- 2.2 Following from this motion, and in order to develop good governance at the formation of the Board and the Council, the following ACPIN documents were developed:
- the ACPIN Role of Council; and
 - the ACPIN Code of Ethics for the Board and Council.
- 2.3 Both documents were discussed at first Board and Council meetings and found to apply to both. Some minor revisions have been made to improve clarity following feedback at and after these meetings.

3. Assessment

- 3.1 The ACPIN Code of Ethics for the Board and Council is attached at **Appendix 1**.

4. Business Planning Reference

- 4.1 Budget
- 4.1.1 The ACPIN Code of Ethics for the Board and Council has been written with the ACPIN budget in consideration.

4.2 Membership considerations

- 4.2.1 The ACPIN Code of Ethics for the Board and Council sets behaviours for ACPIN Board and Council members to abide by, enabling them to support the membership in their duties.

4.3 Strategy

- 4.3.1 The ACPIN Code of Ethics for the Board and Council will ensure that ACPIN Board and Council members are clear about behaviour they must demonstrate to represent ACPIN as an ethical and professional organisation.

4.4 Risk management

- 4.4.1 The ACPIN Code of Ethics for the Board and Council set clear guidelines for ACPIN Board and Council members to follow, minimising reputational risk to ACPIN.

5. Recommendation

- 5.1 The AGM is asked to approve the ACPIN Code of Ethics for the Board and Council.

**ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS IN NEUROLOGY
CODE OF ETHICS FOR BOARD AND COUNCIL MEMBERS
March 2018**

1. Members of Board and Council, and senior staff, undertake to endeavour always to promote the overall best interests of ACPIN (the Association); to work within its ethos and constitutional provisions; to engage in teamwork and to support each other wherever legitimate and possible; and to inspire others to take pride in the Association. They must be mindful at all times that the Association is a not-for-profit organisation embracing diversity and does not discriminate on the basis of race, religion, politics, gender or sexual orientation.
2. Board and Council members and staff should conduct themselves in a manner which does not damage or undermine the reputation, welfare or effectiveness of the Association or of its leaders, officers or staff. They should not engage in gossip or innuendo, and at all times avoid any actions or statements that might be construed as harassment, bullying or vindictiveness. They should take care to note that personal animosity, or close personal relationships, between office-holders, or between members and staff, may place one or both parties in a difficult position, and have consequences way beyond their respective areas of responsibility.
3. While fulfilling any function or making any decision in their roles as Board or Council members (whether in meetings or not), members agree to act only in the interests of ACPIN in pursuit of its declared objects (and not otherwise), and only within the powers laid down in the governing document(s) and other rules or regulations. Exercising reasonable care, skill and diligence, they must use their independent judgement to form a balanced view and to promote courses of action that they consider are most likely to secure the success of the Association's mission and vision over the long term. Relevant additional considerations are fostering effective relations with members and staff, and the impact of operations on the community and the environment. (Reasonable care, skill and diligence includes the reading of official papers and raising questions or seeking advice where necessary).
4. Senior staff, Board and Council members agree to operate and cooperate in a transparent manner (respecting the requirements of data protection legislation and the future integrity of the Association), not placing themselves under secret obligation to any person or organisation on or about whom they may have to exercise judgement, and not promoting courses of action that may preferentially benefit themselves, their employers or their associates. They undertake to declare all private interests or loyalties that might otherwise be deemed to compromise their ability to exercise leadership in the Association. They agree to disclose to the Secretariat and other Board and Council Members (in a register held by the Secretary and open for inspection

by ACPIN members or other *bona fide* external enquirers at General Meetings and at other times on reasonable notice) all relevant interests or loyalties (including but not limited to employment, consultancy, membership of boards, committees or societies, supervision of students, shareholding or other financial relationship) they or their family or close friends may have. They must draw attention (orally and for the minutes) to any such conflict before any relevant matter is open for discussion or decision (including written exchanges) and offer the possibility of withdrawal from it if the chair of ACPIN or of the meeting so rules (in accordance with legal requirement).

5. Balance is especially important in making any recommendation to, or formal statement or informal comment on behalf of, the Association.
6. In Board or Council discussions, members must always act responsibly, disclosing all the relevant facts that are known to them on any given matter, and taking steps to discover them where they are not. They should not seek to blame others without due cause. They may not misrepresent information or claim unwarranted professional competence. But they have a duty to speak out if there are risks to safety, good practice or legal compliance.
7. Board members are expected to fulfil the duties outlined in their Position Descriptions, and to seek help by informing the chair/vicechair, where there is doubt about their ability to do so. Except where there is explicit or implicit overlap, when collaboration is required, they should not stray into the territory of other Board members without the agreement of the other party.
8. Members acknowledge their personal and collective accountability and recognise that ACPIN is required to be governed through collective responsibility of the Board. Individual office-bearers have limited powers acting alone but gain it through the mechanisms laid down in the governing documents. These are quite different from those that apply to for-profit entities or sole traders, and even to many educational, research or clinical organisations. There are limited powers of delegation by the Chair to elected office-bearers but where delegation takes place care should be taken to allow the people concerned the opportunity to present their findings and recommendations to the Board.
9. Members must use their best endeavours to work with the Chair to resolve any actual or potential conflict or problem arising. If it cannot be resolved at that point, the President (unless s/he is involved personally) has a duty to mediate or adjudicate, where appropriate using formal approaches that involve three members selected at random from the Council. S/he also has a responsibility to investigate any whistle-blowing from staff or members.

10. Those who accept office are deemed to have pledged their commitment to abide by this code. Apparent breach of it will be regarded as a serious matter and will render the member liable to suspension from office pending formal consideration under the terms of the governing document or other ACPIN rules or regulations. After investigation and having been given the opportunity to answer for their actions under due process, and subject to the right of appeal, they may be required to stand down.

*Much of this document also applies to senior staff.

DECISION



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

20

Report from:

**Jakko Brouwers
ACPIN Chair**

Title: ACPIN Constitution 2018

Purpose: To present the ACPIN Constitution 2018 for approval.

Business Planning Reference:

Budget – the ACPIN Constitution 2018 has been written with the ACPIN budget in consideration.

Membership considerations – the ACPIN Constitution 2018 sets ACPIN's fundamental principles enabling members to understand the rules by which ACPIN is governed.

Strategy – for the successful governance of an organisation, a Constitution is paramount. The ACPIN Constitution 2018 captures the principles by which ACPIN should follow.

Risk management – the ACPIN Constitution 2018 is a necessary document to minimise risk.

REPORT TO: ACPIN AGM

REPORT FROM: JAKKO BROUWERS
ACPIN CHAIR

DATE OF MEETING: 17 MARCH 2018

SUBJECT: ACPIN CONSTITUTION 2018

1. Situation

- 1.1 This report presents the ACPIN Constitution 2018 for approval.

2. Background

- 2.1 At the ACPIN AGM 2017, the motion to amend the ACPIN Constitution was passed unanimously to reflect the proposed change in organisational structure.
- 2.2 Following from this motion, the ACPIN Board and Council have been created. It is now necessary to review the Constitution again for 2018 in light of the organisational change and Charity Status Application which has been completed.

3. Assessment

- 3.1 The ACPIN Constitution 2018 is attached at **Appendix 1**.

4. Business Planning Reference

- 4.1 Budget
- 4.1.1 The ACPIN Constitution 2018 has been written with the ACPIN budget in consideration.
- 4.2 Membership considerations
- 4.2.1 The ACPIN Constitution 2018 sets ACPIN's fundamental principles enabling members to understand the rules by which ACPIN is governed.
- 4.3 Strategy
- 4.3.1 The ACPIN Constitution 2018 captures the principles by which ACPIN should follow. This enables clear governance.

4.4 Risk management

- 4.4.1 The ACPIN Constitution 2018 is a necessary document to minimise risk.

5. Recommendation

- 5.1 The AGM is asked to approve the ACPIN Constitution 2018.

**ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS IN NEUROLOGY
REVISED CONSTITUTION**

March 2018

(Revised from previous Constitution dated March 2017)

1. TITLE

- 1.1 This Clinical Interest Group shall be known as the 'Association of Chartered Physiotherapists in Neurology', herein referred to as ACPIN, or 'The Group'.
- 1.2 ACPIN is a Private Limited Company by guarantee without share capital use of 'Limited' exemption and registered as such at Companies House under Company number 10898963.

2. TERMS OF REFERENCE

- 2.1 To promote and facilitate collaborative interaction, including the exchange of ideas and information, between ACPIN members across all fields of practice including clinical, research and education.
- 2.2 To promote evidence informed practice and continuing professional development of ACPIN members by leading; facilitating and assisting in the exchange and dissemination of knowledge and ideas within the area of neurology (including neuro-physiotherapy, neurosciences, neuro-technology, neurosurgery, neuro-rehabilitation and adjacent sub-disciplines) or cognate health-related fields.
- 2.3 To provide and facilitate support for members to participate in good quality research (with a diversity of methodologies) and evaluation of practice at all levels. This support includes providing opportunities for the dissemination of good quality research which may develop or inform clinical practice.
- 2.4 To develop and deliver educational programmes for members of ACPIN who are or would like to become recognised neuro physiotherapists and other healthcare professionals or members of the public with an interest in neurological physiotherapy practice.
- 2.5 To deliver a portfolio of education and continuous professional development through a structure of regional groups and national and international collaboration.
- 2.6 To promote and encourage the further development of clinical standards in neurological physiotherapy.
- 2.7 To keep abreast of, participate in, respond to, and facilitate guideline development that have an impact on neurological physiotherapy practice.

- 2.8 To continue to foster, develop and maintain a reciprocal communication process with the Chartered Society of Physiotherapy on all issues related to neurology or cognate health-related fields.
- 2.9 To foster, develop, maintain and encourage collaborative working between ACPIN, other professional groups including, universities; educational bodies, other relevant national and international organisations including third sector, government departments and members of the public.
- 2.10 Any other objective not in conflict with 2.1 to 2.5 above which appears to be appropriate to the needs and interests of the members of ACPIN.
- 3. ACPIN** is a not-for-profit organisation embracing diversity and does not discriminate on the basis of race, religion, politics, gender or sexual orientation. It shall not take any action or express any view which in any way affects or concerns the general policy of the Chartered Society of Physiotherapy (CSP) without the express agreement of the Council of the Chartered Society.

4. MEMBERSHIP

Membership shall be available upon completion of an application form and payment of the appropriate subscription in the following terms:-

- 4.1 All UK practicing physiotherapist members must be HCPC registered
- 4.2 **Full members** shall be registered Chartered Physiotherapists in good standing with the CSP (This section includes CSP members who live overseas).
- 4.3 **Associate members:**
- 4.3.1 Associate members shall have a professional or personal interest in neurology or related health-related fields and thus, in the opinion of the National Board are suitable to become associate members of ACPIN.
- 4.3.2 Associate members will not have the right to hold any elected post within ACPIN.
- 4.3.3 Associate members shall be open to other Professionals at the discretion of the Board. Such professionals must have an equivalent health or professional body membership.
- 4.3.4 CSP Support workers whose names appear on the register maintained by the Chartered Society of Physiotherapy shall be eligible for associate membership.

- 4.4 **Overseas members** shall be qualified Physiotherapists or practitioners, students or researchers in neurology or related health-related fields who are members of their country's governing body.

Honorary Fellowship may be conferred on any person recommended by the ACPIN Awards committee, who has made an exceptional contribution to the advancement of neurological physiotherapy or related fields or given out-standing service to the Association.

- 4.5 **Student or registered for full-time study at undergraduate or postgraduate level in neurology or cognate health-related fields members** shall be Undergraduate Physiotherapists who are student members of the Chartered Society of Physiotherapy.

- 4.6 **Full and Associate members** shall have the right to vote.

- 4.7 **All members** must keep the designated central membership secretariat informed of their current electronic mail address. They shall be deemed to have accepted delivery at that electronic address of official correspondence or notices, including any alerting them to further official notices at a specified internet/web page. They in turn should use the Group's designated secretariat electronic address for official communications the other way.

- 4.8 Applicants for membership must support the objectives of ACPIN and satisfy other criteria including correct submission of specified forms. Applications will be considered by or on behalf of the National Board within 3 months, during which provisional membership status will apply. If an application is rejected at that stage fees paid will be returned in full. Resignations must be submitted in writing before the renewal date, and no fees will be reimbursed. The National Board will lay down due-process rules for exclusion from membership, including for being in subscription arrears.

5. REGIONAL STRUCTURE

5.1 Application Procedure

Applications for full, associate and student membership shall be submitted in the first instance to the membership secretary. A new member will be allocated to one Regional Group, according to the location of his or her place of work or residence in accordance with the map annexed hereto. A member who works or lives close to the boundary of any region may elect to join an adjacent region.

5.2 Capitation

Regional Groups can qualify to receive a proportion of the annual subscription paid by each member allocated at a level determined by the National Board. It shall be open to the National Board to set different levels of local subscription allocations among Regional Groups and laydown requirements for Regional Groups to satisfy, in order to qualify for capitation. With the prospect that the Capitation arrangement with the CSP will end in 2018, the Board will put forward proposals for alternative regional funding support.

5.3 Regional Constitution

Each Regional Group shall adopt a written constitution in accordance with guidelines at Appendix 1 of this constitution. A Regional Group may not amend its own constitution without prior agreement of the National Board, signed by a resolution passed by a majority of Regional Group committee members present.

6. The National ACPIN Board (formerly known as the EXECUTIVE COMMITTEE) Shall comprise of:

- 6.1 The ACPIN board shall work towards the objectives of ACPIN on behalf of the membership. Management of the business, both financial and professional, shall be vested in the ACPIN Board.
- 6.2 Chair, Vice Chair and such other number of members (between 8 and 18) as may be agreed by the National Board from time to time and reported in the published agenda for the Annual General Meeting in each year.
- 6.3 The Board shall be empowered to co-opt four members to serve in addition to those elected members, should the need arise. The total number of co-opted members shall never exceed one third of the total membership of the Board. The National Board hereafter referred to as the Board shall be responsible for the general management of the Group and shall have power to commit it.
- 6.4 A register of interests of all Board and Council (formerly National Committee) members shall be maintained by the Secretary. A policy on handling of conflicts of interest or loyalty involving a member of either committee shall be created, maintained and enforced by the Board.
- 6.5 ACPIN Board, Council and Committee members will be expected to undertake their allocated roles with an appropriate demonstration of commitment. A demonstration of commitment to the role will include the attendance of at least two thirds of the yearly total meetings.

6.6 If any Board member fails to attend one -third of the yearly total of meetings or fails to undertake satisfactorily the agreed duties without good reason, where good reason is decided at the discretion of the majority of the remaining Board members, their term of office shall be deemed to have lapsed. Subject to appeal mechanisms, which will be developed and laid down by National ACPIN Council, from time to time the vacancy may be filled by the Board at its discretion.

7. THE HONORARY OFFICERS

7.1 All non-co-opted members of the Board shall also be Honorary Officers. Only full members shall be eligible for election as Honorary Officers. Any candidate for election as an Honorary Officer must submit a written nomination, countersigned by at least two other full members to the Chair.

7.2 Honorary Officers shall be elected by ballot of enfranchised members of the group at the AGM, save and except the Chair, who shall be elected by a ballot of all Board Members at the first Board Meeting to be held after the AGM in the year of the Chair's retirement all members of the Board are expected to undertake duties for the running of ACPIN and take up responsibilities in accordance with portfolios and Position Descriptions as allocated by the Chair and agreed by the Board .

7.3 Honorary Officers shall become registered as Directors of ACPIN at Companies House. Portfolio holders within the Board shall form a Cabinet which reports to the Chair. The Chair, Vice Chair and Treasurer will form the leadership steering team of the Board overseeing financial and other performance of the organisation. All Honorary Officers are accountable to the Board, with close liaison and routine supervision exercised by the Chair and Vice-Chair.

7.4 The Board may delegate tasks to, and seek advice from sub-committees, but remains collectively responsible for oversight, actions and decisions. It is accountable to Council and Annual General Meetings for discharge of its mandate in the interests of the organisation as a whole, including with regard to duties of care and prudence; and to Council for demonstrating that there is in place a transparent rotation system such that a minimum of 2 members every 3 years offer themselves for re-election, and such that no member serves for more than 10years continuously without being the subject of a special vote at an Annual General Meeting.

7.5 50% of the Executive Committee shall form a quorum.

7.6 The Office of President shall be occupied by a person suitably qualified and distinguished who has been invited by the Board for a period not exceeding four years. The President shall be entitled to attend all meetings of the Board but shall not have voting rights.

7.7 Should any casual vacancy arise among the Honorary Officers, except Chair, that vacancy shall be filled by co-option through a vote of the Council. A casual vacancy for the Chair shall be filled by the Board from its own members by a simple majority vote or, if no candidate is able to command a majority, by inviting Council to co-opt a suitable alternative. Persons so appointed shall hold office until the next AGM. Vacancies shall not invalidate or hold up business.

8. The ACPIN Council

8.1 The ACPIN Council (formerly known as The National Committee), has a responsibility to consider and advise The Board on longer-term governance and strategic matters. Other than in pursuit of duties specified in this Constitution and in other approved documents, and through its members acting personally in other capacities, it fulfils a consultative role and has no financial powers. It shall consist of the Board and one Representative Council Member elected from each Region and from each approved Special Interest Group (if any) as may exist from time to time. The Council Member may be the Chair or the representative Group and shall be full members of the Group whom they represent.

9. ANNUAL GENERAL MEETING (AGM)

9.1 The AGM shall be held in the period March to July at a convenient time and place, to be decided by the Board, providing that no more than fifteen months shall elapse between AGM's.

9.2 Notice the date, time and place of the AGM shall be given to all members by the Chair not less than 28 clear days in advance. Such notice shall be accompanied by a provisional agenda. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed at, or proceeding of, any meeting.

9.3 The AGM shall receive reports from the Honorary Officers, consider the accounts, and appoint an Auditor for the following year, hold elections for office and transact such other business as notified to the Secretary in writing not less than 14 days before the said AGM.

10. EXTRA-ORDINARY GENERAL MEETING (EGM)

10.1 An EGM may be called by the Secretary upon receipt of instructions from the Board or upon written representation from not less than one third of the full membership.

- 10.2 Not less than 28 days clear notice of an EGM shall be given, specifying date, time and place, to all members of the Group. Such notice shall also include an agenda which comprises a full and exhaustive programme for the business which is to be considered at any such meeting.

11. VOTING

- 11.1 All voting at Annual General Meetings or Extraordinary General Meetings shall be by a show of hands. Voting at Board, Council and all other Committee Meetings shall be by a show of hands. In each case, a secret ballot will be held if so demanded by not less than two thirds of those present and voting. In the event of an equality of votes, the Chair shall have a second or casting vote. After any vote, the chair of the meeting will forthwith announce the result. A resolution in writing signed by all members of the Board or Council shall be as valid and effectual as if passed at a meeting duly convened.
- 11.2 Any full or associate member may appoint another full or associate member to act as his or her proxy at any Annual or Extraordinary General Meeting by giving notice in writing to the Secretary. Such notice specifying whether the said proxy is directed to vote in accordance with the wishes of the members or given discretion in the casting of any vote.
- 11.3 A National Annual General Meeting or Extraordinary Meeting shall not be deemed quorate unless at least 20 full members, or one third of the total full membership attends, whichever be the less.
- 11.4 Any other Committee Meeting shall require a quorum of not less than one third of the membership of the Committee. Remote participation may be allowed at the sole discretion of the Chair, provided all parties can at all times hear and be heard, and see any vital papers not previously distributed.

12. POWERS:

Roles and Responsibilities of the National Board:

- 12.1 Report on and examine any proposed change to the Constitution and make recommendations to the membership at either an Extraordinary General Meeting (EGM) called for that purpose, or at the next AGM.
- 12.2 Co-opt further ACPIN members onto the National Board if and when required for a specific purpose and for an identified period of time, decided at their co-option. Such co-opted members will/will not be eligible to vote. The number of co-opted members will not exceed more than 20% of the number of Executive Committee members.
- 12.3 Set up Standing Committees with identified terms of reference.

- 12.4 The Board may seek the services of any persons to act in an advisory role whether members of ACPIN or not. Such persons will act in a non-executive capacity for a period agreed by the Board.
- 12.5 Form Working Parties when required for a specific purpose and for an identified period of time. Members of such groups will not necessarily be members of ACPIN and will act in a non-executive capacity and be accountable to the Board.
- 12.6 Nominate ACPIN members to liaise with other professional groups as appropriate and agreed by the Board.
- 12.7 Produce criteria for the development and procedures of Standing Committees and Working Parties of ACPIN. This will be provided in an appendix to the Constitution. These will include terms of reference, objectives and time scales.
- 12.8 To budget for, and control, income and expenditure and to operate bank accounts.
- 12.9 To levy and receive fees and other charges.
- 12.10 To borrow, raise or lend money.
- 12.11 To provide indemnities and to obtain insurance cover (neither operative in case of recklessness or breaches of trust or duty).
- 12.12 To reimburse travel and other agreed expenses.
- 12.13 To employ, remunerate, dismiss and control staff, consultants or advisers.
- 12.14 To lawfully and prudently collect, hold, control and use data, including a membership register.
- 12.15 To undertake evidence-based advocacy.
- 12.16 To produce publications, conferences, courses, other events and websites.
- 12.17 To develop and operate other activities or schemes consistent with the purposes.
- 12.18 To make rules or bylaws.
- 12.19 To create new entities or styles for any or all of the above, including charitable registration.

13. WINDING UP / DISSOLUTION

The Group may be wound up by a resolution passed at an Annual or Extraordinary General Meeting supported by a simple majority of full members casting votes. In the event of a motion to wind the Group up being passed the CSP will be informed and entitled to recoup the balance of the year's capitation fees. The remaining assets of the Group shall be handed over to the Members Benevolent Fund of the Chartered Society of Physiotherapy.

14. AMENDMENT

This constitution may only be amended by a resolution passed by an Annual or Extraordinary General Meeting of the group provided: -

- 14.1 The proposed amendment has been notified to the Secretary in writing and is supported by the signatures of not less than ten full members.
- 14.2 At least 14 clear days' notice has been given to each full member of the proposed amendment.
- 14.3 The proposed amendment receives the support of at least two thirds of the votes cast at the relevant meeting.
- 14.4 The amendments must be approved by the PPSD at the Chartered Society of Physiotherapy.

APPENDIX

When formulating a Constitution, Regional Groups shall have regard to the provisions of the National Constitution, and in particular shall adopt the provisions of Articles 1 to 5 thereof.

Regional Groups shall make provision for the election of a Regional Committee not less than one month before each Annual General Meeting of the National Group.

That Committee must include a Regional Representative or Council Member who shall serve for two years on the ACPIN Council. It is envisaged that each Region will also elect a Secretary and a Treasurer. The same time limits on service on a Regional Committee shall apply as in the case of the Board and Council. Not less than four meetings should be required to be held each year within normal circumstances.

Amendment to the Regional Constitution shall be at a Regional Annual General Meeting or Extraordinary General Meeting but shall only take effect when it has been approved by Resolution of the Council, with oversight from the Board and by the PPSD at the CSP.

Winding up shall be by resolution of the members, save that if full memberships falls below 10 a Regional Group will be deemed to have been wound up and its remaining members shall be allocated to other convenient group(s).

Regional assets shall pass automatically to the National Group.

A copy of the Constitution of each Regional Group must be supplied to the National Secretary.

The appropriate provisions of this Constitution may be adopted by Regional Groups by the making of amendments to meet the specific needs of such groups. It is envisaged that each Regional Group will adopt this Constitution subject to such amendments.

ORAL



Committee:

ACPIN Board

Date:

19/03/2018

Agenda Item:

21

Report from:

**Jakko Brouwers
ACPIN Chair**

Title: Developing ACPIN's Strategy

**Purpose: To update the AGM on current activities surrounding the
development of ACPIN's Strategy.**

Business Planning Reference:

Budget – ACPIN's financial health is considered when developing any strategy.

Membership considerations – ACPIN's Strategy will aim to have a direct benefit to the membership.

Strategy – this report updates the AGM on the ACPIN Strategy.

Risk management – the ACPIN Strategy will set defined objectives and timeframes enabling progress to be monitored.
