



## **ANNUAL GENERAL MEETING**

**THURSDAY 23 MAY 2019 – 19.00 CET**

**ROOM 4 MECC Maastricht**

**Forum 100**

**6229 GV**

**Maastricht**



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## **ANNUAL GENERAL MEETING**

**23 MAY 2019**

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### **AGENDA**

1. Apologies
2. Declarations of Interest
3. Minutes of the AGM of 2018
4. Chairman's report:
  - Charity Status
  - Website
5. President's Address

### **Financial Performance**

6. Treasurer's report and financial statements
7. Review of Regional finance reports up to 31.12.2019.

### **Impact and Portfolio Reports**

8. Conference and Sectoral Networks
9. Public Affairs
10. Membership Affairs
11. Regional Affairs
12. Publications and Knowledge Dissemination
13. Professional Development and Practice
14. Research and Commercial Mailings

### **Governance and Strategy**

15. ACPIN Role of the Council
16. ACPIN Role of Trustees
17. ACPIN Role of the Board
18. ACPIN Board Elections and Election statements

### **Any other business**

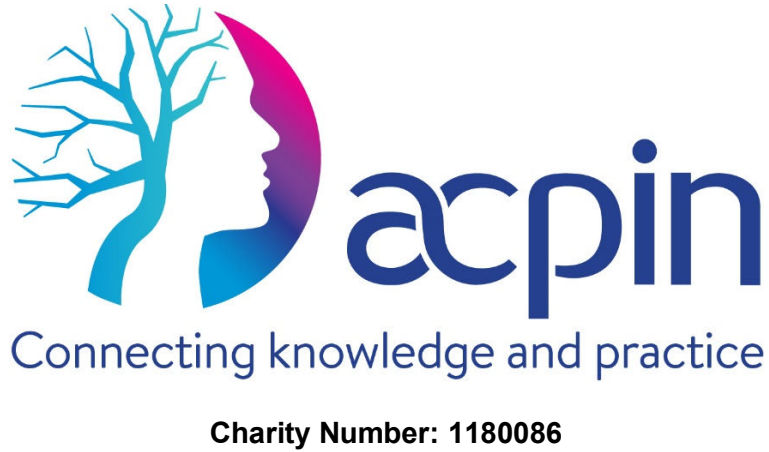
Please advise the Chair or Executive PA at least one hour prior to the start of the meeting of matters to be raised under this item.

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**ANNUAL GENERAL MEETING**

**23 MAY 2019**

**ORAL**



**Committee: ACPIN AGM**

<b>Report from:</b>	<b>Date:</b>	<b>Agenda Item:</b>
Catherine Blackwell Executive PA	23 <sup>rd</sup> May 2019	<b>1</b>

**Title: Apologies**

**Purpose: To note any apologies reported**

**Business Planning Reference:**

**Budget** – there are no adverse budgetary implications

**Membership considerations** – the ACPIN AGM will be broadcast to all those who are unable to attend in person and will be recorded.

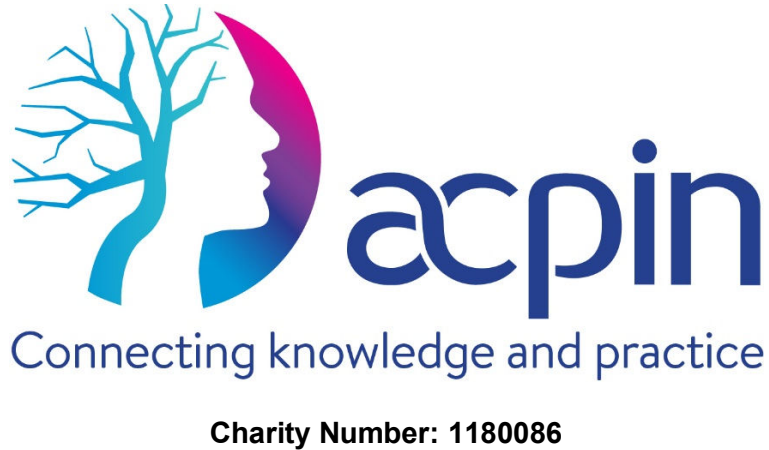
**Strategy** – strategic implications will be covered in any specific declarations which may be declared.

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

**ANNUAL GENERAL MEETING**

**23 MAY 2019**

**ORAL**



**Committee: ACPIN AGM**

<b>Report from:</b>	<b>Date:</b>	<b>Agenda Item:</b>
Jakko Brouwers - Chair	23 <sup>rd</sup> May 2019	2

**Title: Declarations of Interest**

**Purpose:** To note any personal or professional interests in relation to matters to be discussed and in consideration of the ACPIN AGM. Any declarations of interest must be disclosed at the start of the meeting and will be duly noted in the minutes.

**Business Planning Reference:**

**Budget** – there are no adverse budgetary implications

**Membership considerations** – the minutes of the ACPIN AGM will be made available to all ACPIN members.

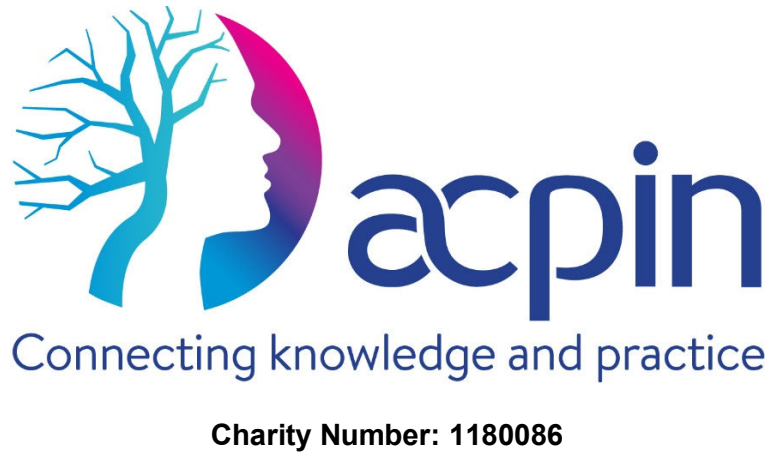
**Strategy** – strategic implications will be covered in any specific declarations which may be declared.

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

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### INFORMATION AND DISCUSSION



**Committee:** ACPIN AGM

**Report from:**

Catherine Blackwell - Executive PA

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

3

**Title:** Minutes of the AGM 2018 – 19<sup>th</sup> March 2018

**Purpose:** To review the minutes of the last AGM and to approve them as a true and accurate record of the meeting.

**Business Planning Reference:**

**Budget** – budgetary implications are provided where relevant

**Membership Considerations** – A copy of the minutes of the ACPIN AGM 2018 will be made available to members on request.

**Strategy** – minutes have been produced in line with ACPIN's due process and procedure.

**Risk management** – minutes document discussions and decisions made by ACPIN members and serve as a record of ACPIN's evolution and development.

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### Minutes of the ACPIN Annual General Meeting held at the Hilton Hotel, Manchester on 19 March 2018.

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#### Present

Jakko Brouwers, Chair	(1/1)
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)
Nicola Guck, Cabinet Member for Regional Affairs	(1/1)
Lorraine Azam, Cabinet Member for Membership Affairs	(1/1)
Eleanor Butler, Cabinet Member for Conferences and Sectorial Networks	(1/1)
Praveen Kumar – Cabinet Member for Publications and Knowledge Dissemination	(1/1)
Ruth Turk, Cabinet Member for Research	(1/1)
Karen Hull, Board Member without portfolio	(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)
Tabitha Mathers, Regional Representative, East Anglia	(1/1)
Anne Wildgoose, Regional Representative, North Trent	(1/1)
Kate Caldwell, Regional Representative, South Trent	(1/1)
Thomas Habgood, Regional Representative, Wales	(1/1)
Kelly Smith, Regional Representative, Northern	(1/1)

#### Apologies

Joanna Kileff, Honorary Treasurer	(0/1)
Jane Burridge, President (delayed)	(0/1)
Amanda Wong, Regional Representative, Scotland	(0/1)
Benjamin Ellis, Cabinet Member for Digital Communication and Development	(0/1)
Amanda Denton, Cabinet Member for Education (delayed)	(0/1)



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### **APOLOGIES**

Jakko Brouwers (the Chair) welcomed the AGM and ran through introductions, apologies and the agenda, explaining that due to unforeseen weather issues there would be some format changes to the ACPIN Conference 2018.

### **DECLARATIONS OF INTEREST**

The AGM confirmed there were no declarations of interest.

### **MINUTES OF THE ACPIN COUNCIL MEETING HELD ON 12 JULY 2017**

The Chair presented the approved minutes from the ACPIN Council on 12 July 2017. The AGM noted the contents of the minutes.

### **MINUTES OF THE ACPIN COUNCIL MEETING HELD ON 12 JANUARY 2018**

The Chair presented the draft minutes from the ACPIN Council on 12 January 2018, explaining that the minutes had been circulated to the Council and significant changes were unlikely. The AGM noted the contents of the minutes.

### **MINUTES OF THE ACPIN AGM 2017**

The Chair proposed the draft minutes from the ACPIN AGM 2017 for approval. Rowena Wright, Regional Representative, Yorkshire seconded the proposal and the minutes were approved.

### **CHAIRMAN'S REPORT**

The Chair presented ACPIN's activities since the last AGM. The Chair opened the presentation explaining that the ACPIN Board was formed following the ACPIN AGM 2017. The Chair thanked the Board for the hard work done throughout the year and all those who have given their time to support the Board and Council.

The Chair reflected on challenges, both personal and professional, throughout the year, noting that as a group, ACPIN supports individuals through difficult times which is a testament to the strong relationships ACPIN members form.

The Chair moved on to talk about the ACPIN Conference. In 2015 the ACPIN Conference was live broadcast to Northern Island, following this, the decision was taken to move the Conference around the UK. ACPIN also introduced WebEx, enabling members to join meetings remotely. The Chair highlighted the ACPIN International Conference 2016; this was ACPIN's first International Conference and built ACPIN's presence beyond the UK and forging ACPIN's relationship with INPA.

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The Chair highlighted ACPIN's relationship with the CSP assuring the AGM that it was healthy. Moreover, other associations affiliated with the CSP are now mimicking ACPIN's governance/structural changes on recommendation from the CSP.

2016 saw the appointment of the Interim Chief Executive Officer (the Interim CEO). The Interim CEO was hired to develop ACPIN's back office governance and structure. These changes saw the creation of the Board, the Council and registration with Companies House in 2017. ACPIN has also put in a charitable application with the Charity Commission which is due to complete in 2018.

In 2016 ACPIN set an objective to create the ACPIN Strategy (the Strategy). The Strategy would outline Neurophysiotherapy as a whole and role ACPIN should play in Neurophysiotherapy promotion and development.

To help inform the Strategy, ACPIN employed 'Arnold-Duncan' to gather information from associated parties. The Chair reminded the AGM that a survey, created by 'Arnold-Duncan', would be sent out to all members shortly after the AGM. He implored the AGM to take part in the survey and report back to other members to do the same. The Strategy is planned to be presented to the Council in September 2018.

The Chair confirmed the start of the ACPIN office, namely the Membership Secretary, Corinna Robinson and the Executive PA, Catherine Williams.

The Chair concluded his report by presenting the new ACPIN logo, explaining that the logo had been produced by Arnold / Duncan and informed by the Council. The Chair highlighting the fantastic speakers scheduled at Conference and wished all the delegates a brilliant few days in Manchester.

## **TREASURER'S REPORT AND FINANCIAL STATEMENTS**

The Treasurer's Report and draft Financial Statements 2017 were presented to the AGM by the Chair on behalf of the Honorary Treasurer.

The Chair explained that ACPIN's financial governance arrangements have changed due to ACPIN's Companies House registration and charity application. The end of year now coincides with the Companies House registration in August where it used to be on 31 December.

The Chair highlighted the Regional Treasurers Forum, which has been set up in response to ACPIN's Companies House registration to implement best practice and unified working practices across regions.





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The Chair proposed the change of accountants to Martins and Company to provide more stringent accounting. Nicola Hancock seconded the change and the motion was carried.

### **PORTFOLIO PERFORMANCE - EDUCATION**

The Education portfolio update was presented by the Chair on behalf of Amanda Denton, Cabinet Member for Education. Detail including the portfolio priorities, activities during the year and deliverables can be found on the ACPIN website.

### **PORTFOLIO PERFORMANCE – DIGITAL COMMUNICATIONS AND DEVELOPMENT**

The Digital Communications and Development portfolio update was presented by the Chair on behalf of Benjamin Ellis, Cabinet Member for Digital Communications and Development. Detail including the portfolio priorities, activities during the year and deliverables can be found on the ACPIN website.

### **PORTFOLIO PERFORMANCE – CONFERENCES AND SECTORIAL NETWORKS**

The Conferences and Sectorial Networks portfolio update was presented by Eleanor Butler, Cabinet Member for Conferences and Sectorial Networks. Detail including the portfolio priorities, activities during the year and deliverables can be found on the ACPIN website.

### **PORTFOLIO PERFORMANCE – PUBLIC AFFAIRS**

The Public Affairs portfolio update was presented by Jonathon McCrea, Cabinet Member for Public Affairs. Detail including the portfolio priorities, activities during the year and deliverables can be found on the ACPIN website.

### **PORTFOLIO PERFORMANCE – MEMBERSHIP AFFAIRS**

The Membership Affairs portfolio update was presented by Lorraine Azam, Cabinet Member for Membership Affairs. Detail including the portfolio priorities, activities during the year and deliverables can be found on the ACPIN website.

The Cabinet Member for Membership Affairs highlighted the [memsec@acpin.org](mailto:memsec@acpin.org) email account and urged anyone to get in contact if their membership information was incorrect or they would like to support in any ACPIN projects.

### **PORTFOLIO PERFORMANCE – REGIONAL AFFAIRS**

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The Regional Affairs portfolio update was presented by Nicola Guck, Cabinet Member for Regional Affairs. Detail including the portfolio priorities, activities during the year and deliverables can be found on the ACPIN website.

### **PORTFOLIO PERFORMANCE – PUBLICATIONS AND KNOWLEDGE DISSEMINATION**

The Publications and Knowledge Dissemination portfolio update was presented by Praveen Kumar, Cabinet Member for Publications and Knowledge Dissemination. Detail including the portfolio priorities, activities during the year and deliverables can be found on the ACPIN website.

### **PORTFOLIO PERFORMANCE – PROFESSIONAL DEVELOPMENT AND PRACTICE**

The Professional Development and Practice portfolio update was presented by Richard Pawsey, Cabinet Member for Professional Development and Practice. Detail including the portfolio priorities, activities during the year and deliverables can be found on the ACPIN website.

### **PORTFOLIO PERFORMANCE – RESEARCH**

The Research portfolio update was presented by Ruth Turk, Cabinet Member for Research. Detail including the portfolio priorities, activities during the year and deliverables can be found on the ACPIN website.

### **ANY OTHER BUSINESS**

The Chair highlighted the four items that were raised as any other business.

### **DEVELOPING ACPIN'S STRATEGY**

The Chair reiterated to the AGM the survey going out to inform the ACPIN Strategy stressing how important it is for ACPIN to capture the opinions of the membership.

### **NEW ARTICLES OF ASSOCIATION**

The Chair proposed the new Articles of Association to the AGM for approval. Rowena Wright, Regional Representative, Yorkshire seconded the proposal and the new Articles of Association were approved.

### **ACPIN ROLE OF COUNCIL**

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The Chair proposed the ACPIN Role of Council to the AGM for approval. A vote was cast with no AGM members raising their hands against the motion, thus the ACPIN Role of Council was unanimously approved.

### **ACPIN CODE OF ETHICS FOR THE BOARD AND COUNCIL**

The Chair proposed the ACPIN Code of Ethics for the Board and Council to the AGM for approval. A vote was cast with no AGM members raising their hands against the motion, thus the ACPIN Code of Ethics for the Board and Council was unanimously approved.

### **ACPIN CONSTITUTION 2018**

The Chair proposed the ACPIN Constitution to the AGM for approval. A vote was cast with no AGM members raising their hands against the motion, thus the ACPIN Constitution was unanimously approved.

**ANNUAL GENERAL MEETING**

**23 MAY 2019**

**INFORMATION AND DISCUSSION**



**Charity Number: 1180086**

**Committee: ACPIN AGM**

**Report from:**

Jakko Brouwers - Chair

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

**4**

**Title: Chairman's Report**

**Purpose: To present ACPIN's key achievements and activities from 2018 and to present the strategy for the year ahead.**

**Business Planning Reference:**

**Budget** – budgetary matters are considered within this report

**Membership Considerations** – the Chair's report will include an update on Charity status and the new Website project.

**Strategy** – The Chair's report explains ACPIN's strategy for the past year and presents strategic direction for the year ahead.

**Risk management** – This report serves to provide ACPIN members with the overall strategic focus for the coming year and aims to minimise risk through effective planning and communication.



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### CHAIRMAN'S REPORT

#### Overview

2018 represented a pivotal year for ACPIN as it achieved Charity Status on 26<sup>th</sup> September 2018. This major milestone was the culmination of many months' hard work and dedication and represented a truly collaborative effort from Board members, support staff, regions and of course our members. We are justifiably proud of this achievement which sets ACPIN in good stead to grow and develop in the future.

#### ACPIN's core objectives are to:

*preserve and protect good health for the public benefit within areas of neurology, physiotherapy and cognate health-related fields.*

#### ACPIN seeks to achieve this through:

*Education, training, scholarship, research, knowledge-creation, dissemination and exchange, leadership, and the continuous development of practice excellence and fostering dialogue on related health and social care policy.*

ACPIN's charitable priorities lie within three key areas:

#### 1. Accountability

We must insist upon clarity and transparency of finances and accounting throughout all areas of the organisation. This includes absolute transparency as to how our charitable funds are being used in order to satisfy the requirements set by the Charity Commission.

#### 2. Fundraising

ACPIN will seek to develop fundraising resources and opportunities throughout 2019 and will identify specific projects or distinctive causes where our fundraising efforts can be used to greatest effect. In tandem with this, we will seek out grant funding bids as well as garnering professional support where the opportunities arise.

#### 3. Delivery

Once we have identified the projects and causes ACPIN can support, our Board members and support staff will ensure that these are adequately managed and supported through effective planning, communication and delivery from inception to conclusion. We will seek feedback from the projects and/or causes themselves and will always look and improve and enhance our services as we progress through the year. All projects and causes which we undertake will be reported to the Charity Commission.

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### **ACPIN Board and Support Staff**

As reported at last year's AGM, the Board adopted a new structure after it was considered that a full-time employed CEO was no longer necessary for ACPIN to move forward with its business strategy.

The ACPIN Board had undergone some changes this year with the resignation of the following members:

- Ruth Turk
- Amanda Denton
- Ben Ellis
- Karen Hull

We would like to take this opportunity to thank these members for all their dedication and support over the last year or two.

Our current Board members are listed within the Treasurer's report and as at the last AGM we invite those members to stand for re-election. New Board members will always be considered and any applications for Board election should be submitted to the Chair. The Board would like to consider a one-year shadowing of Board roles and activities prior to standing for a Board election. This to help develop understanding in the role of the Board and level of commitment to be made.

### **Website development**

Although our ACPIN website had served well over the years, it was recognised that it needed significant upgrade and enhancement to be able to support the organisation's objectives over the coming years.

A Website Group was convened to take this major redevelopment forward and this included the delegation of oversight of the project to a paid member of ACPIN staff who would ensure the project was delivered to specification in a cost effective and timely manner. In addition, ACPIN sought independent advice from an IT consultant to explore which of the various software options available, could meet the needs of ACPIN including ensuring that any solution would be future proof. It was agreed by the Website Group that WordPress would be the most appropriate for website frontend as it allowed both normal user access and member-only access and would allow the ACPIN Office to update easily and quickly. SharpSpring was selected for the membership database and CRM system as it delivered both the functionality and accessibility for members.

A tender document was drawn up by the Group and advertised extensively on appropriate project. Five companies put forward a tender application. These ranged from small local companies to large international companies. Extensive discussions took place between the Website Group and

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from the five applications it was agreed that only two companies were in a position to deliver on all of ACPIN's specifications as well as being cost effective. Both Tenders were invited to give a presentation and answer questions. Following evaluation through this presentation and interview it was unanimously agreed that one provider, WSI, provided the best value for money and would be able to deliver both on timescale and ACPIN's vision. Further discussion with WSI was conducted to ensure best price and value for money was ensured after which a contract was setup.

The new website, membership database and CRM were launched on the 15<sup>th</sup> May 2019. The new website features both public and member-only areas. Members/non members are now able to view and book national and regional events directly, regardless of where they are being held in any region. Payment is now made directly online. Website content is still being developed and will grow as time goes on. The content includes video blogs, regional information, access to Synapse online and Facebook and Twitter feeds. The website format and layout has been future proofed and in testing it has been ensured that it works well on all devices.

**ANNUAL GENERAL MEETING**

**23 MAY 2019**

**REVIEW AND APPROVAL**



**Charity Number: 1180086**

**Committee: ACPIN AGM**

**Report from:**

Jo Kileff – Treasurer

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

**5**

**Title:**

**Treasurer’s Report and Financial Statements**

**Purpose:**

**To provide an update on ACPIN’s financial performance and to present Financial Statements for 2018 for approval**

**Business Planning Reference:**

**Budget** – – Financial statements confirming ACPIN’s financial performance for financial year ended 31<sup>st</sup> December 2018.

**Membership Considerations** – the report highlights membership considerations where relevant.

**Strategy** – an independent review of ACPIN’s financial statements has been completed in accordance with accepted governance and strategy guidelines.

**Risk management** – This report seeks to monitor and account for financial performance for ACPIN central and regional accounts, thereby minimising the risk of future financial challenges.





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**TREASURER'S REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE PERIOD  
1 JANUARY 2018 TO 31 DECEMBER 2018  
FOR  
ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS IN NEUROLOGY**

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### **COMPANY INFORMATION**

**FROM THE PERIOD 1 JANUARY 2018 TO 31 DECEMBER 2018**

#### **DIRECTORS**

Ms A B Adonis

Mrs L Azam

Mr A J J Brouwers

Ms E Butler

Ms N Guck

Ms J Kileff

Dr P Kumar

Dr J T McCrea

Mr C R Pawsey

#### **REGISTERED OFFICE**

ACPIN

Nelson House

Langstone Business Park

Langstone

Newport

NP18 2LH

#### **COMPANY NUMBER**

10898963

#### **REGISTERED CHARITY NUMBER**

1180086

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### REPORT OF THE DIRECTORS

#### FOR THE PERIOD 1 JANUARY 2018 TO 31 DECEMBER 2018

The Directors present their report with the financial statements of the company for the period 1 January 2018 to 31 December 2018.

#### INCORPORATION

The company was incorporated on 3 August 2017 and became a registered charity in England and Wales on 26<sup>th</sup> September 2018.

#### DIRECTORS

The Directors who have held office during the period 1 January 2018 to the date of this report are as follows:

- Ms A B Adonis – Appointed 3 August 2017
- Ms L Azam – Appointed 3 August 2017
- Mr A J J Brouwers – Appointed 3 August 2017
- Ms E Butler – Appointed 3 August 2017
- Ms A Denton – Appointed 3 August 2017 (resigned 2018)
- Ms N Guck – Appointed 3 August 2017
- Ms K J Hull- Appointed 3 August 2017 (resigned March 2019)
- Ms J Kileff – Appointed 3 August 2017
- Mr P Kumar – Appointed 3 August 2017
- Mr J T McCrea – Appointed 3 August 2017
- Mr R C Pawsey – Appointed 3 August 2017
- Ms R Turk – Appointed 3 August 2017 (resigned 8<sup>th</sup> March 2019)
- Mr B Ellis – Appointed 3 August 2017 (resigned 18 May 2018)

All the Directors who are eligible offer themselves for election at the forthcoming Annual General Meeting to be held on 23<sup>rd</sup> May 2019.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

#### ON BEHALF OF THE BOARD

Ms J Kileff - Director: \_\_\_\_\_

Date: \_\_\_\_\_

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### INCOME STATEMENT

FOR THE PERIOD 1 JANUARY 2018 TO 31 DECEMBER 2018

	Year Ended 31.12.2018 £	Period 03.08.2017 to 31.12.2017
<b>TURNOVER</b>	<b>200,059</b>	180,772
Cost of sales	<u>72,656</u>	<u>78,612</u>
<b>GROSS SURPLUS</b>	<b>127,403</b>	102,160
Administrative expenses	<u>95,140</u>	<u>86,405</u>
<b>OPERATING SURPLUS</b>	<b>32,263</b>	15,755
Interest receivable and similar income	<u>213</u>	<u>33</u>
<b>SURPLUS BEFORE TAXATION</b>	<b>32,476</b>	15,788
Tax on surplus	<u>40</u>	=
<b>SURPLUS FOR THE FINANCIAL PERIOD</b>	<b><u>32,436</u></b>	<u>15,788</u>

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### BALANCE SHEET

31 DECEMBER 2018

	Notes	31.12.2018		31.12.2017
		£	£	£
<b>FIXED ASSETS</b>	5			
Tangible Assets			4,861	4,103
<b>CURRENT ASSETS</b>				
Debtors	6	1,975		16,071
Cash at Bank		<u>226,857</u>		<u>184,764</u>
		<b>228,857</b>		<b>200,835</b>
<b>CREDITORS</b>				
Amounts falling due within one year	7	<u>3,040</u>		<u>6,721</u>
<b>NET CURRENT ASSETS</b>			<b><u>225,792</u></b>	<b><u>194,114</u></b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b><u>230,653</u></b>	<b><u>198,217</u></b>
<b>RESERVES</b>				
Income and expenditure account			<b><u>230,653</u></b>	<b><u>198,217</u></b>
<b>Members' Funds</b>			<b><u>230,653</u></b>	<b><u>198,217</u></b>

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The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2018 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

### Statutory Information

Association of Chartered Physiotherapists in Neurology is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

### Accounting Policies

#### Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on reducing balance
Computer equipment	- 33% on cost

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### **Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

### **Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

### **Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

### **Employees and Directors**

The average number of employees during the year was 1 (2017 - NIL).

## ANNUAL GENERAL MEETING

23 MAY 2019

### 4. Operating Surplus

The operating surplus is stated after charging:

	Year ended 31.12.2018	Period 03.08.2017 to 31.12.2017
	£	£
Depreciation – owned assets	<u>1,854</u>	<u>1,368</u>

### 5. Tangible fixed Assets

	Plant and Machinery £	Computer Equipment £	Totals £
Cost	5,471	-	5,471
At 1 January 2018	<u>510</u>	<u>2,102</u>	<u>2,612</u>
At 31 December 2018	<u>5,981</u>	<u>2,102</u>	<u>8,803</u>
Depreciation			
At January 2018	1,368	-	1,368
Charge for Year	<u>1,153</u>	<u>701</u>	<u>1,854</u>
At 31 December 2018	<u>2,521</u>	<u>701</u>	<u>3,222</u>
Net Book Value			
At 31 December 2018	<u>3,460</u>	<u>1,401</u>	<u>4,861</u>
At 31 December 2017	<u>4,103</u>	-	<u>4,103</u>

### 6. Debtors: amounts falling due within one year

	Year ended 31.12.2018	Period 03.08.2017 to 31.12.2017
	£	£
Prepayments and accrued income	<u>1,975</u>	<u>16,071</u>



## ANNUAL GENERAL MEETING

23 MAY 2019

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### 7. Creditors: amounts falling due within one year

	Year ended 31.12.2018	Period 03.08.2017 to 31.12.2017
	£	£
Tax	40	-
Other Creditors	-	3,517
Accrued Expenses	<u>3,000</u>	<u>3,204</u>
	<u>3,040</u>	<u>6,721</u>

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Association of Chartered Physiotherapists in Neurology for the year ended 31 December 2018 which comprise the Income Statement, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of Association of Chartered Physiotherapists in Neurology, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Association of Chartered Physiotherapists in Neurology and state those matters that we have agreed to state to the Board of Directors of Association of Chartered Physiotherapists in Neurology, as a body, in this report in accordance with ICAEW Technical Release 07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Association of Chartered Physiotherapists in Neurology and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Association of Chartered Physiotherapists in Neurology has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Association of Chartered Physiotherapists in Neurology. You consider that Association of Chartered Physiotherapists in Neurology is exempt from the statutory audit requirement for the year.



Connecting knowledge and practice

## **ANNUAL GENERAL MEETING**

**23 MAY 2019**

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We have not been instructed to carry out an audit or a review of the financial statements of Association of Chartered Physiotherapists in Neurology. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Martin and  
Company 25 St  
Thomas Street  
Winchester  
Hampshire  
SO23 9HJ

Date: 16.05.2019

**ANNUAL GENERAL MEETING**

**23 MAY 2019**

**REVIEW AND APPROVAL**



**Charity Number: 1180086**

**Committee: ACPIN BOARD**

<b>Report from:</b>	<b>Date:</b>	<b>Agenda Item:</b>
Jo Kileff – Honorary Treasurer	23 <sup>rd</sup> May 2019	6

**Title: Treasurer’s Report and Financial Statements**

**Purpose: To provide an overview of Regional Financial performance for 2018.**

**Business Planning Reference:**

**Budget** – Budgetary implications are highlighted where relevant.

**Membership Considerations** – these are highlighted in the report where relevant.

**Strategy** –The information provided has been submitted by regional treasurers and representatives and for the purposes of this report, it is assumed they are a true and accurate reflection of the region’s financial performance.

**Risk management** – This report seeks to monitor and account for financial performance for ACPIN’s regional accounts, thereby minimising potential financial risks in the future.



Connecting knowledge and practice

## **ANNUAL GENERAL MEETING**

**23 MAY 2019**

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### **REVIEW OF REGIONAL FINANCE REPORTS UP TO 31.12.2019**

#### **Executive Summary**

Our regional accounts all maintained a stable position throughout 2018 with income being generated through a range of courses being run for the benefit of ACPIN's members.

Collectively, ACPIN Regions generated a total surplus of **£4,668.96** at the end of the financial year 2018. Taking into account all the balances currently held in Region's accounts, the overall balance for 2018 stood at £123,209.



Connecting knowledge and practice

## Summary of Regional Account income and expenditure – year ended 31.12.2018

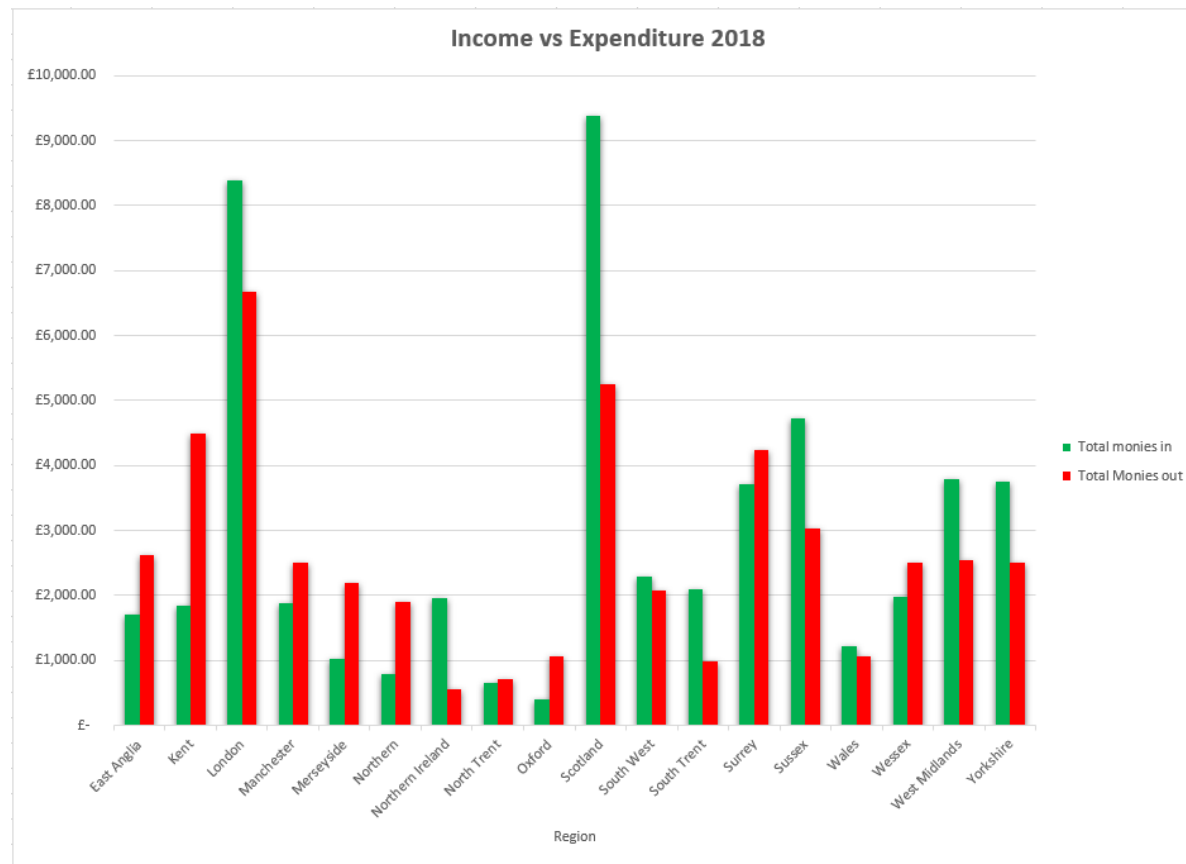
Region	Course income	Course outgoings	Expenses	Cheque payments	Cheque receipts	Bank Charges	Course Refunds	Monies transferred in from another account	Total monies in	Total Monies out	Balance in / out
East Anglia	£ 1,410.00	£ -	£ 200.00	£ 2,431.36	£ -	£ -	£ -	£ -	£ 1,700.00	£ 2,631.36	-£931.36
Kent	£ 1,670.00	£ -	£ -	£ 3,543.10	£ 110.00	£ -	£ 941.49	£ 65.00	£ 1,845.00	£ 4,484.59	-£2,639.59
London	£ 8,386.21	£ 336.15	£ 1,478.94	£ 4,867.70	£ -	£ -	£ -	£ -	£ 8,386.21	£ 6,682.79	£1,703.42
Manchester	£ 1,885.00	£ 900.00	£ 470.26	£ -	£ -	£ -	£ 1,140.00	£ -	£ 1,885.00	£ 2,510.26	-£625.26
Merseyside	£ 979.00	£ 1,678.94	£ 342.12	£ -	£ -	£ -	£ 167.00	£ 40.00	£ 1,019.00	£ 2,188.06	-£1,169.06
Northern	£ 787.00	£ 1,250.00	£ 658.52	£ -	£ -	£ -	£ -	£ -	£ 787.00	£ 1,908.52	-£1,121.52
Northern Ireland	£ 1,554.96	£ -	£ 126.64	£ 388.99	£ -	£ 26.00	£ -	£ 95.00	£ 1,965.46	£ 556.68	£1,408.78
North Trent	£ 648.00	£ -	£ -	£ 723.19	£ -	£ -	£ -	£ -	£ 648.00	£ 723.19	-£75.19
Oxford	£ 410.40	£ 100.00	£ 920.00	£ -	£ -	£ -	£ 50.00	£ -	£ 410.40	£ 1,070.00	-£659.60
Scotland	£ 4,140.00	£ 1,123.77	£ -	£ 4,128.00	£ -	£ -	£ -	£ 5,239.22	£ 9,379.22	£ 5,251.77	£4,127.45
South West	£ 2,301.00	£ 1,141.57	£ 930.00	£ 930.00	£ -	£ -	£ -	£ -	£ 2,301.00	£ 2,071.57	£229.43
South Trent	£ 1,949.40	£ 203.40	£ -	£ 775.00	£ 75.00	£ -	£ -	£ -	£ 2,094.40	£ 978.40	£1,116.00
Surrey	£ 3,710.00	£ 2,004.78	£ 1,828.56	£ 330.00	£ -	£ -	£ 75.00	£ -	£ 3,710.00	£ 4,238.34	-£528.34
Sussex	£ 4,265.00	£ 265.99	£ 2,740.02	£ -	£ 467.00	£ -	£ 35.00	£ -	£ 4,732.00	£ 3,041.01	£1,690.99
Wales	£ 1,145.00	£ -	£ 272.60	£ 687.02	£ 50.00	£ -	£ 100.00	£ 35.00	£ 1,230.00	£ 1,059.62	£170.38
Wessex	£ 1,979.69	£ 1,780.60	£ 732.88	£ -	£ -	£ -	£ -	£ -	£ 1,979.69	£ 2,513.48	-£533.79
West Midlands	£ 1,715.00	£ -	£ -	£ 821.43	£ -	£ -	£ -	£ 2,000.00	£ 3,796.00	£ 2,549.36	£1,246.64
Yorkshire	£ 2,117.81	£ 379.64	£ 2,038.86	£ -	£ 492.00	£ 84.23	£ -	£ 1,152.00	£ 3,761.81	£ 2,502.73	£1,259.08
<b>Total</b>	<b>£ 41,053.47</b>	<b>£ 11,164.84</b>	<b>£ 12,739.40</b>	<b>£ 19,625.79</b>	<b>£ 1,194.00</b>	<b>£ 110.23</b>	<b>£ 2,508.49</b>	<b>£ 8,626.22</b>	<b>£ 50,873.69</b>	<b>£ 46,148.75</b>	<b>£ 4,668.46</b>

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**ANNUAL GENERAL MEETING**

**23 MAY 2019**

**Chart showing total income vs. expenditure by region – financial year ended 31.12.2018**



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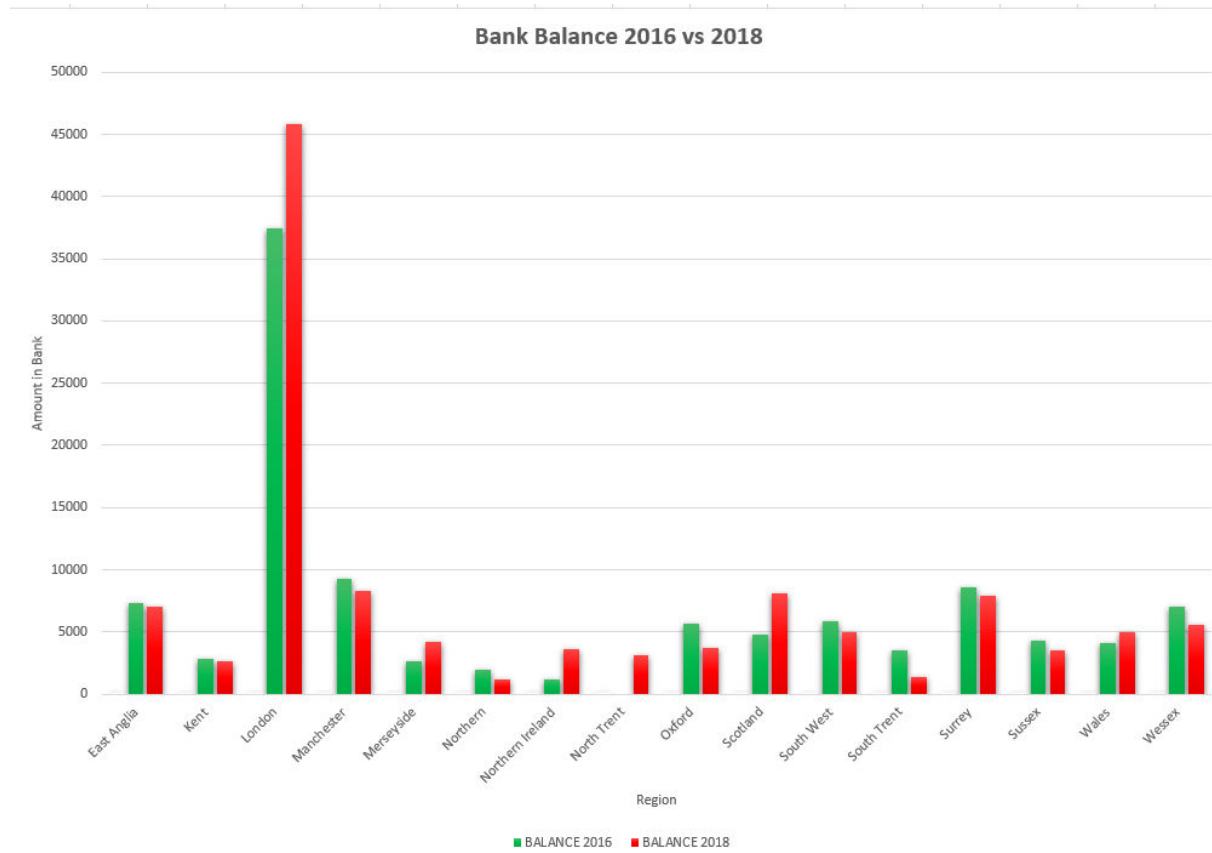


Connecting knowledge and practice

## ANNUAL GENERAL MEETING

23 MAY 2019

### Chart showing bank balances at the close of 2016 vs 31.12.2018

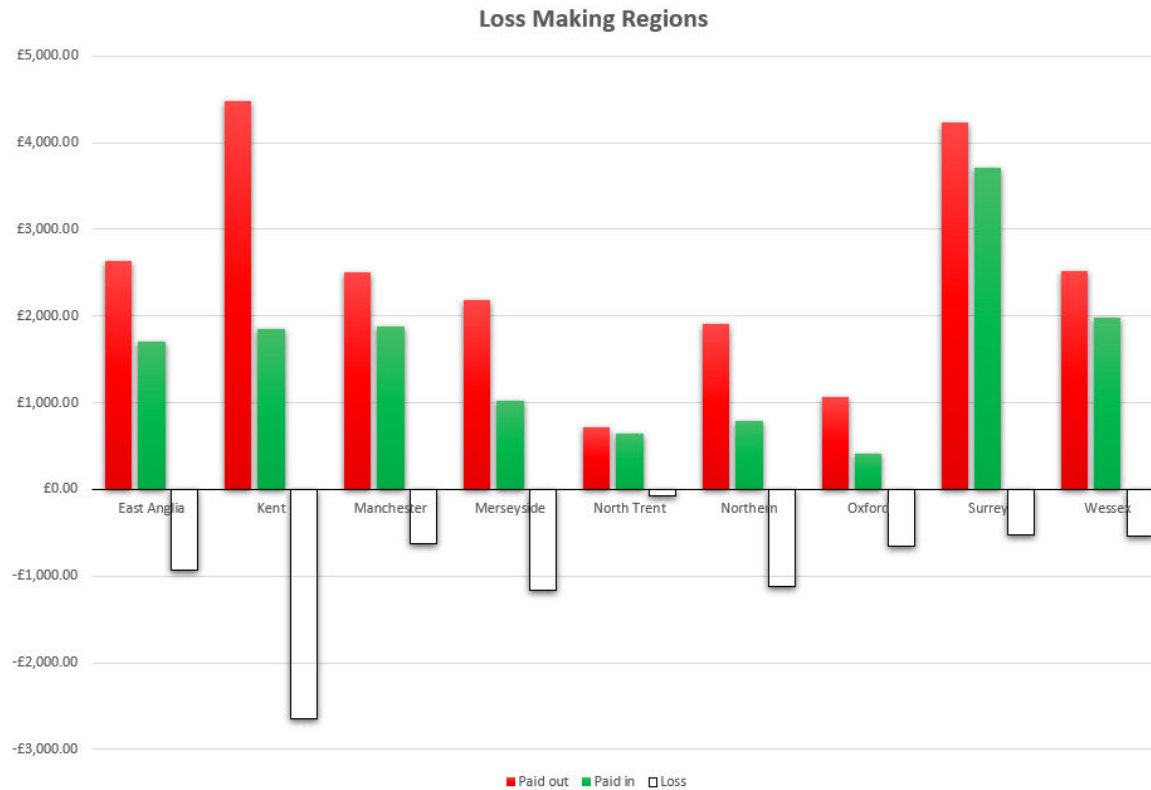


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**ANNUAL GENERAL MEETING**

**23 MAY 2019**

**Chart showing the regions who have made an overall loss - financial year ended 31.12.2018**





ORAL



Charity Number: 1180086

**Committee:** ACPIN Board

**Report from:**

Eleanor Butler - Conference and Sectoral Networks

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

7

**Title:**

**Impact and Portfolio Report – Conference and Sectoral Networks**

**Purpose:**

**To provide an overview of activities in 2018 and objectives for 2019**

**Business Planning Reference:**

**Budget** – budgetary implications have been taken into account during the preparation and submission of this report.

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

**Strategy** – the report presents the Conference and Sectoral Networks strategic plan for 2019.

**Risk management** – any risks to the portfolio have been outlined in the following report.

## ANNUAL GENERAL MEETING

23 MAY 2019

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### Impact Statement

#### Conference and Sectoral Networks

#### Key Achievements – 2018

- Delivery of a well-supported and hugely successful ACPIN Conference 2018, hosting some 200+ visitors
- A Sectoral Network strategy paper has been produced through collaboration with Board members (JB, AA, JMcC) to allow the formation of the first network
- Development of a five-year strategy to outline conference and sectoral network planning.
- Conference timeline has been developed with a view to organising these events on a two-yearly cycle. This is communicated to Board members/members through Board and Council meeting minutes and is managed by this portfolio holder. This has greatly improved the timely management of these events

<h3>Challenges</h3>
---------------------

#### Conference 2018

- Ensure value for money for participants
- Revenue from the conference was not at the level we expected but we will take away some key learnings from this for our next 2020 event to ensure improved profitability.
- Building a comprehensive schedule to optimise time, resource, speakers and attendance.
- Geographical challenges. The move towards the north was met with mixed feeling despite initial feedback indicating support for this. Membership has such a variety of opinions and specialist interests that it remains an ongoing challenge to satisfy all individuals.

#### Sectoral Networks

- As this strategy has only recently been communicated, it is still being accepted and approved by members.

## ANNUAL GENERAL MEETING

23 MAY 2019

- Ongoing management and development is essential to ensure that this is kept on track and in line with agreed objectives.

### Solutions

#### Conference

- The committee drew in many exciting and innovative speakers and presenters.
- New exhibitors offered opportunities for demonstration at conference and able to entice more well-known exhibitors
- Inclusion of a high calibre of thought-provoking lectures, seminars and workshops was packed into a busy timetable for delegates.
- Continued to have a high number of abstracts submitted to ACPIN conferences
- Continue to raise the high quality of conference through looking at innovative ways to collaborate with other professionals
- Start Conference planning with NNR for 2021 in 2020 and with Regions in UK for 2022 by end of 2020.

#### Sectoral Networks

- A Sectoral Network strategy paper has been produced and was approved by the Board in March 2019.
- These networks will comprise a committee of senior clinicians and academics working in a specialist field of neuroscience.

### Future Development/Objectives

- To continue to raise the profile of ACPIN on the national stage and to extend our reach and influence through collaboration and growth.
- Produce a long-term sponsorship plan for ACPIN which includes sponsorship for Conference and educational programmes with a specific aim/focus/output in liaison with other portfolio holders by end of 2019
- To establish collaboration with appropriate organisations to strengthen ACPIN through Conference events starting with planning Conference 2020
- To implement sectoral network strategy with Board support to create Stroke Network, audit this once established to ensure fit for purpose and meeting needs of members and then initiate further networks by June 2020

## ANNUAL GENERAL MEETING

23 MAY 2019

### ORAL



Charity Number: 1180086

**Committee:** ACPIN Board

**Report from:**

Jonnie McCrea - Public Affairs

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

8

**Title:** Impact and Portfolio Report – Public Affairs

**Purpose:** To provide an overview of activities in 2018 and objectives for 2019

**Business Planning Reference:**

**Budget** – budgetary implications have been taken into account during the preparation and submission of this 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 strategic plan for 2019.

**Risk management** – any risks to the portfolio have been outlined in the following report.

**ANNUAL GENERAL MEETING****23 MAY 2019****Impact Statement****Public Affairs****Key Achievements – 2018**

- Working with the CSP Press Office and ‘Physiotherapy Frontline’, articles have been published, bringing together commentary from national and international experts in the field (where appropriate), on published NICE guidelines and quality statements. These have included the ‘Parkinson’s Disease’ NICE Guideline and Quality Statement, ‘Osteoporosis’ guidelines and the ‘Stroke and TIA in over 16s’ guideline.
- I have ensured ACPIN is a registered stakeholder on all relevant new NICE guidelines.
- Communicated with ACPIN members about upcoming NICE consultations using ‘ACPIN Headlines’. (See list in Appendix).
- Collaboration with the CSP, ACPIN colleagues, and academics from Occupational Therapy and Speech and Language therapy to robustly respond to the planned update of the NICE ‘Stroke and TIA in over 16s’ guidelines in 2017. These efforts helped to ensure that a physiotherapist was a member of the ‘Stroke and TIA in over 16s’ guideline committee. This guideline was published in May 2019 and now includes specific guidelines on early mobilisation.
- ACPIN was approached by the editor of “New Pathways”, the magazine of MS UK leading to the publication of an article about the ‘Role of Physiotherapy in MS’ written in collaboration with clinical colleagues from the NHSCT, and another article by Professor Jenny Freeman, about the importance of Strengthening in MS.
- ACPIN was approached by the charity Tourette’s Action to work jointly on the development and implementation of a survey to identify the physical and physiotherapy related issues encountered by those suffering from Tourette Syndrome. This has now been completed and it is planned for this work to be jointly published.
- Due to my involvement with Tourette’s Action I was invited to speak on the Neurological Physiotherapy related aspects of Tourette’s Syndrome, and the findings of this survey, on both ‘BBC 5 Live Sunday Breakfast’ and on ‘BBC 5 Live Investigates’ in January 2019 with some of the leading national experts in the field. This was an opportunity to raise public consciousness and awareness of the Association of Chartered Physiotherapist in Neurology in the mainstream media and our role as neurological physiotherapists.

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## ANNUAL GENERAL MEETING

23 MAY 2019

- ACPIN has been specifically asked to bring other topics and content to be covered in future BBC 5 Live programs. Through informing ACPIN council / regional representatives, and by reporting on this in ACPIN 'Headlines' I have invited regions and membership regions to bring any such topics to our attention
- We were approached by a film production team to advise and train actors for the Amazon TV series, 'The Feed', "...a futuristic work where people suffer attacks of dopamine depletion affecting movement and speech." We were able to introduce them to and connect them with Fiona Lindop, with her expertise in 'Parkinson's movement, to "spend hours with the actor and coach them in demonstrating tremor, gait problems, etc." An extremely novel way to use the knowledge and skill we have as neurological physiotherapists in.

### Challenges

#### Timing and Priority

- Awareness, of the important role we play in restoring, maintaining and maximise the function and participation of our patients, by the general public, politicians, policy makers and charities continues to be a challenge...
- Another challenge is to encourage neurological physiotherapists / ACPIN members also engage in such activity.
- Responding to guidelines and other government documents and at times getting feedback from the membership has been fraught with obstacles including timely response and low numbers of respondents.
- Lack of framework for those who represent ACPIN on external bodies and organisations

### Solutions

#### Framework for those who represent ACPIN on external bodies and organisations

A framework has been recently developed and approved by the Board.

#### Responding to guidelines and other government documents

- Currently NICE Consultations, which ACPIN members can engage with, are listed, with timeframes, deadlines and contact details and are published in the

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## ANNUAL GENERAL MEETING

23 MAY 2019

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ACPIN Newsletter 'Headlines'. There has been a poor response to this, and we need to explore with the ACPIN Board and Council representatives how responses from ACPIN members can be better facilitated and improved and develop a robust engagement plan that will help facilitate this.

### Providing a voice to members

- Through collaboration with other portfolio holders for regions, knowledge creation and dissemination, for example, to explore how best to highlight key achievements of neurological physiotherapists throughout the UK.

<b>Future Development/Objectives</b>
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- Encourage greater collaborations and interdisciplinary working between Physiotherapy, and those outside of health, such as Journalism, Marketing and Public Affairs. A possibility may be that training in 'Public Affairs' (with help from the CSP) could be organised throughout the regional groups so physiotherapists can be trained, equipped and confident in 'extending the scope' of their professional activity to encompass Public Affairs.
- Explore how we can communicate beyond our own profession, in addition to communicating our message in ACPIN publications such as 'ACPIN Headlines' and 'Synapse', and the CSP publication 'Physiotherapy Frontline'
- To maintain the database of names for those who represent ACPIN on external stakeholder groups.
- To ensure that the feedback reporting format for those representing ACPIN on external stakeholder groups is linked to ACPIN face to face meetings & Council meetings
- To identify other bodies or organisations where representation by ACPIN would be of benefit to the membership and approach these with candidates for representation.
- To maintain the database of guidelines and other documents with dates, with adequate notice of deadlines, including actively recruiting members to online

## ANNUAL GENERAL MEETING

23 MAY 2019

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meeting platforms, detailing when ACPIN responses are required and use ACPIN Headlines to publicise the need for volunteer groups to respond.

### Upcoming NICE Guidelines

Upcoming NICE guidelines

ACPIN is a registered stakeholder on the following NICE guidelines:

- Advocacy for adults with health and social care needs
- Carers: provision of support for adult carers
- Brain tumours (primary) and brain metastases in adults (July 2018)
- Cerebral palsy in adults
- Dementia: assessment, management and support for people living with dementia and their carers (2016)
- Depression in adults: treatment and management (Update) (2018)
- Depression in adults with chronic physical health problem: recognition and management (2015) EU
- End of life care for adults in the last year of life: service delivery (July 2018)
- Home care: delivering personal care and practical support to older people living in their own homes (2017)
- Housing: planning to improve health and wellbeing
- Lyme Disease
- Neuropathic pain in adults: pharmacological management in non-specialist (2017)
- Parkinson's disease quality standard
- Persistent pain: assessment and management
- Physical activity and the environment (update)
- Physical activity: encouraging activity within the general population (QS)
- Rehabilitation after traumatic injury (Nov 2020)
- Safeguarding adults in care homes (Oct 2020)
- Stroke rehabilitation in adults (2017)
- Suspected neurological conditions
- Workplace health for employees with disabilities and long-term conditions



**ANNUAL GENERAL MEETING**
**23 MAY 2019**
**ORAL**


Charity Number: 1180086

**Committee: ACPIN Board**
**Report from:**

Lorraine Azam - Membership Affairs

**Date:**

 23<sup>rd</sup> May 2019

**Agenda Item:**
**9**
**Title: Impact and Portfolio Report – Membership Affairs**
**Purpose: To provide an overview of activities in 2018 and objectives for 2019**
**Business Planning Reference:**

**Budget** – budgetary implications have been taken into account during the preparation and submission of this 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 strategic plan for 2019.

**Risk management** – any risks to the portfolio have been outlined in the following report.

## ANNUAL GENERAL MEETING

23 MAY 2019

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### Impact Statement

#### Membership Affairs

#### Key Achievements – 2018

- An increase in membership numbers from 3100 in 2017 to 3209 at close of 2018, generating an increase in membership revenue of £3,815
- Complete review of Regional groups and proposed new structure for 2019 and beyond – approved by the Board on 11<sup>th</sup> April 2019
- Review of membership categories and suggestions for new categories to meet changing membership of ACPIN.
- Represented ACPIN on the Stroke Workforce Working Group that reports to the Stroke Programme Board of NHS England.
- Continuing participation in the Manchester regional committee where we have forged strong links with the universities in the region to provide up-to-date evidence based CPD
- Data compliance in line with GDPR regulations –Liaised with regions to ensure that they complied with GDPR via ensuring centralisation of course advertising as per ACPIN Board
- Achieved completion of the membership dashboard for Board members - including removal of data/wrong data fields and data requests. This is being held by membership support and membership, along with all board members and regions were advised they can contact if they required for info. Some challenges in sharing this information due to current limitations with Dropbox Awaited planned document storage solution.

<h3>Challenges</h3>
---------------------

#### Membership Database

- Original target implementation date – November 2018
- Work is almost complete with aim to launch by June 2019
- This has taken longer than initially anticipated however this is now at the stage where we can start to see integrated functions for members which enable them to book courses directly on the website whilst keeping data and information secure.

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## ANNUAL GENERAL MEETING

23 MAY 2019

- Some challenges with a system that has led to failed payments and has not updated due to age of the system

### Solutions

#### Membership Database

- Continued to work with other portfolio holders to streamline processes of getting information on research, courses and events out to members to improve access for all members to all ACPIN activities and opportunities.
- Enhanced through continued training of staff around membership which will allow much of the existing membership administration load to be completed by the ACPIN office.
- The addition of the membership support staff member of the ACPIN office has enabled us to respond to queries from members quickly.
- Review of membership categories with suggestions for new categories that will meet the changing membership requirements of ACPIN across a range of health and social care backgrounds.
- This new breadth of membership will support ACPIN in providing expertise and a voice for those with an interest in neurorehabilitation.

#### Regional Structure

- In conjunction with the portfolio holder for regions, review of the regional groups and proposed a new structure to simplify the regions with new hubs, using language that matches existing boundaries.

### Future Development/Objectives

#### Commitments over the next two years

- Support the completion of testing of the new membership database and integration of functions that link to individuals' records.
- By August 2019 complete the membership 5- year plan that will map a new inclusive fee structure that opens up membership to a range of appropriate individuals with an interest in neurorehabilitation. This will include a strategy to further increase membership numbers by use of the new categories and jointly with the other board members see improved communication of events, resources and opportunities to ACPIN members.

## ANNUAL GENERAL MEETING

23 MAY 2019

### ORAL



Charity Number: 1180086

**Committee:** ACPIN Board

**Report from:**

Nikki Guck - Regional Affairs

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

10

**Title:** Impact and Portfolio Report – Regional Affairs

**Purpose:** To provide an overview of activities in 2018 and objectives for 2019

**Business Planning Reference:**

**Budget** – budgetary implications have been taken into account during the preparation and submission of this 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 strategic plan for 2019.

**Risk management** – any risks to the portfolio have been outlined in the following report.

## ANNUAL GENERAL MEETING

23 MAY 2019

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### Impact statement

#### Regions

##### Key Achievements 2018

- The formal route for reporting and receiving information, between the membership and National Board, has enhanced communication; allowed the sharing of ideas and networking within regions which continues to drive the strategic change for ACPIN.
- 3 successful Council meetings with all regions present were held in London, Liverpool and Bristol respectively. Through hosting, a region gets to guide the Agenda, and provide local feedback on local gold standard initiatives. Additionally, it has ensured that the National ACPIN Board is held to account for the tasks it has set which is aimed at progressing ACPIN. This new look Council has ensured that each region has been able to become involved in the strategic planning, creating ideas and feeding back on local issues.
- Restructuring of regional committees to mirror National Board has been successfully implemented with all regions now sharing the same structure and common goals allowing regions to ensure succession planning and support areas of regional activity.
- Each region will have five main committee roles:
  - Chair
  - Vice Chair and member for council
  - Honorary Treasurer
  - Honorary Secretary
  - Publicity and Communications Officer or Education and Research Development Officer
- Regions have now worked collaboratively crossing boundaries, sharing CPD events and supporting smaller committees.

**ANNUAL GENERAL MEETING****23 MAY 2019**

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**Challenges**

- The struggles that occur at a Regional committee level have been highlighted and voiced as lack of membership support in regions with fewer individuals joining the regional committees.
- We are currently exploring ways on how this can be highlighted earlier, and what type of support is needed at regional level to ensure that regional committees continue to thrive.
- Stakeholder mapping to identify key individuals in the various regions has not been taken up by the regions and is therefore an outstanding action.

**Solutions**

- The current struggle regions are facing necessitates the reduction of the regions to ensure their continued survival. A new Board paper has been submitted outlining a review of Regional Boundaries and the development of Hubs. Therefore, it is proposed in this paper that the current 18 regions are reduced to 11 Hubs. Cost implications have been highlighted and further discussions will formulate future plans.
- The use of social media and bi-monthly virtual meetings has allowed an acceleration of communication and responses to both Regions and National Board requests. The aim is to ensure that successful projects, CPD events and sharing of ideas will ensure that there is limited duplication and more of the events are evidence based and of a high quality.
- The centralisation of advertising, booking and payments will reduce the pressure faced at a local level and ensure that Regional committees can spend their valuable time planning high quality CPD events and remain the conduit between the National Board and the membership.
- The new website will allow Regions to upload directly and provide direct access of local information.



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<b>Future Development/Objectives</b>
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- To ensure that strategic direction is jointly driven by the Regional committees
- To explore Regional boundaries, geographical areas, - discussed at the last Council meeting in January 2019 and documented in the Board Options Paper April 2019 - to commence a small working party to address and formulate the next steps.

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### Board discussion for regional boundaries and regional mapping

#### 1. Situation

- 1.1 This report presents the current situation with regards to regional boundaries for ACPIN so that as an organisation it can provide a two-way mechanism to the membership. This will ensure excellent networking, provision of links with all healthcare sectors and deliver excellent local evidence based continual professional development across the UK.

#### 2. Background

- 2.1 The current regional boundaries were set several years ago to try to ensure that all members had access to a regional committee. Currently there are over 3000 members for ACPIN supported by 18 regions. Each region has a committee and to date has been solely responsible for delivering local CPD events for their membership.

Figure 1: Membership report Sept 2018 (3180 members)

• East Anglia 187	• Scotland 192
• Kent 88	• South Trent 94
• London 704	• South West 258
• Manchester 161	• Surrey and Borders 139
• Merseyside 86	• Sussex 103
• None 27	• Wales 124
• North Trent 70	• Wessex 143
• Northern 126	• West Midlands 215
• Northern Ireland 53	• Yorkshire 282
• Oxford 128	

Figure 2: Current Map of the 18 regions across UK





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Figure 3: Current ACPIN Regions Boundaries descriptors highlighting towns and cities within each 18 regions

<b>East Anglia</b>	the counties of Norfolk, Suffolk, Essex (north & west) and Cambridgeshire. Major city/town landmarks include Norwich Ipswich, Colchester, and Cambridge
<b>Kent</b>	the county of Kent. Major city/town landmarks include Canterbury, Folkestone, and Maidstone
<b>London</b>	the city and boroughs of London, largely, but not exclusively, within the M25 motorway
<b>Manchester</b>	Manchester and surrounding area. There is a significant overlap with Merseyside. Major city/town landmarks include Manchester, Huddersfield, and Glossop
<b>Merseyside</b>	Liverpool and surrounding area. There is a significant overlap with Manchester. Major city/town-landmarks include Liverpool, Warrington, and Blackpool
<b>Northern</b>	the counties of Northumberland, Cumbria, Tyne & Wear and Durham. Major city/town landmarks include Newcastle, Durham and Carlisle
<b>Northern Ireland</b>	the country of Northern Ireland
<b>North Trent</b>	the counties of Nottinghamshire, Derbyshire, Lincolnshire and Yorkshire. There is a significant overlap with South Trent. Major city/town landmarks include Nottingham, Lincoln, Sheffield, Chesterfield and Derby.
<b>Oxford</b>	the county of Oxford but also including parts of Buckinghamshire, Warwickshire and Gloucestershire. Major city/town landmarks include: Oxford, Aylesbury

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<b>Scotland</b>	the country of Scotland
<b>South Trent</b>	the counties of Leicestershire and Northamptonshire with parts of Nottinghamshire and Derby. There is a significant overlap with North Trent. Major city/town landmarks include Leicester, Peterborough, and Northampton
<b>Southwest</b>	the counties of Cornwall, Devon, Somerset, Gloucestershire, and Wiltshire. Major city/town landmarks include Truro, Plymouth, Exeter, Taunton, Bristol & Gloucester.
<b>Surrey &amp; Borders</b>	the county of Surrey and parts of the south boroughs of London, east Berkshire and the eastern periphery of Hampshire. Major city/town landmarks include Guildford, Farnham, Hazelmere, Camberley, Reigate, Epsom, Staines, Dorking
<b>Sussex</b>	the county of Sussex. Major city/town landmarks include Brighton, Chichester, Crawley, and Eastbourne
<b>Wales</b>	the country of Wales
<b>Wessex</b>	including Dorset, parts of Hampshire and Wiltshire, and some of east Somerset. Major city/town landmarks include Bournemouth, Southampton, Portsmouth, Dorchester, Winchester, Isle of Wight
<b>West Midlands</b>	including but not limited to Birmingham and surrounding areas. Major city/town landmarks include Birmingham, Rugby
<b>Yorkshire</b>	the counties of Yorkshire. Major city/town landmarks include York, Leeds, Hull, Wakefield, Bradford and Doncaster

It has been highlighted in the last couple of years that some regions are struggling to find support locally to fill all committee roles and often it has been the same few enthusiastic physiotherapists that have held the committees together. This doesn't appear to be just related to ACPIN but across of professional networks with in physiotherapy.

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In the last 12 months, Surrey and Borders region has formally requested to cease activity with only one committee member left after resignations. South Trent has required support from North Trent with only 3 committee members and keen to ensure local events. Merseyside which has struggled in the past and has been reinvigorated has recently highlighted concerns with a reduction due to maternity leave and relocation of committee members. Finally, recently Northern Ireland has indicated that after their local AGM they will only have 2 committee members left.

This does demonstrate a growing trend and a concern at a National level to the survival of the existing regions and the financial implications of these regions. Each region currently holds their own bank accounts and is responsible for annual auditing and reporting to the National Treasurer. The adherence that the National committee must ensure we comply with our charitable status, it is imperative that the regional boundaries are reviewed, cross boundary working become the norm, and financial compliance is discussed.

### **3. Assessment**

- 3.1 The proposed restructuring of the regions into hubs, with smaller committees regionally supporting each other to deliver a national programme is the proposed future direction. A hub is defined as the centre of an activity, region or network.

Coupled with the future/potential Sectoral networks which will be boundary-less, addressing some of the professional and educational provision for ACPIN. It is imperative that new hubs do not work in silos. Rather, they should be sharing innovative practice and service delivery ideas, evidence-based education programmes and delivering a minimum of four high quality CPD activities/year for each hub.

The current struggle regions are facing necessitates the reduction of the regions to ensure their continued survival. Therefore, it is proposed in this paper that the current 18 regions are reduced to 11 Hubs. The executive committee of these hubs would mirror the new proposed committee structure for the regions with a maximum of 8 Exec Committee members in total., with a small number of co-opted committee members, up to 4 in local

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groups that would allow succession planning for the committees (12 committee members/hub).

Figure 4: New proposed Hub Boundaries including Under and Post Graduate Physiotherapy courses

<b>South Eastern</b>	Kent, Surrey and Sussex HEI's: University of Brighton, University of Christ Church Ke
<b>Greater London</b>	Within boundaries of the M25 motorway HEIs: Kings College University, University of East London, S Georges University, London South Bank University, Brunel University
<b>South Central</b>	Dorset, Hampshire, Berkshire, Buckinghamshire, Hertfordsh and Oxford HEIs: University of Southampton, University of Bournemouth University of Winchester, Oxford Brookes University, univers Hertfordshire
<b>South Western</b>	Cornwall, Devon, Somerset, Gloucestershire, Wiltshire HEIs: University of West of England, Bristol City, University o Plymouth, University of Gloucestershire,
<b>Central</b>	Northamptonshire, Leicestershire, Nottinghamshire, Shropsh Staffordshire and Warwickshire HEIs: University of Bedford, University of Leicester, Universi Nottingham, University of Coventry, University of Birmingham
<b>Eastern</b>	Essex, Cambridgeshire, Norfolk and Suffolk HEIs: University of East Anglia

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<b>North Eastern</b>	<p>North and South Yorkshire, East and West Yorkshire, Lincolnshire, Durham, Tyne and Wear and Northumbria</p> <p>HEI's University of Leeds, Sheffield Hallam, university of Northumbria, University of Huddersfield, University of Sunderland, Teesside University, York St John University,</p>
<b>North Western</b>	<p>Cheshire, Manchester, Merseyside, Derbyshire, Lancashire, Cumbria</p> <p>HEIs: University of Manchester, University of Salford, Manchester Metropolitan, University of Liverpool, University of Lancashire, University of Preston, University of Cumbria</p>
<b>Northern Ireland</b>	<p>the country of Northern Ireland</p> <p>HEIs: University of Ulster</p>
<b>Scotland</b>	<p>the country of Scotland</p> <p>HEIs: Robert Gordon University, Glasgow Caledonian University, Queen Margaret University Edinburgh</p>
<b>Wales</b>	<p>the country of Wales</p> <p>HEIs: Cardiff University</p>

To establish these hubs, it is essential to ensure postcodes are mapped to identify clusters and/or high-density numbers of members, so that ACPIN can continue to reach and grow its membership base and identify any potential unmet groups. This may include students, both under and post graduate, and other Allied Health Care Professionals which would fall into line with the National drive to become Multi-Disciplinary in the field of Neurology and Neurorehabilitation. Each current region has been asked to map their regions to include Trusts, HEI's, charitable organisations which will have to be included in this proposed piece of work ensuring accuracy.

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It is noted that despite the hubs having a greater geographical area, ACPIN has already had experience of cross boundary working with executive committee and smaller committees working together for the interest of their members. For example; South West and Wales in recent years redesigned their regional committees with an exec overarching committee and a smaller local regional committee. It will ensure that the work is shared, reduce duplication and the needs and wishes of the membership can be met.

The use of Web Ex/Skype, WhatsApp or other forms of video conferencing will allow the newly formed hubs to establish efficiency and timely decision making without the need to travel long distances for face to face meetings and thereby reduce travel and venue costs for hosting meetings and valued personal time for committee members. The new format will hopefully engage with the membership, creating links with HEI's, new committee members and with the potential merging of some regions the workload for delivery of high-quality education programmes will be shared.

### 4. Business Planning Reference

#### 4.1 Budget

4.1. The budgetary implications for the current proposal are:

- 1
  - Potential savings on Regional Banking costs with the reduction of 18 regions to 11 hubs, with associated costs for cheques transactions and reduced annual accountancy fees
  - Reducing annual council meeting costs of accommodation and travel, 18 to 11 hubs = 7 less people at £250 (accommodation for 1 night + travel) = £1750 x two council meetings per year, **£3500 savings**
  - Reducing national conference costs 7 x £500 (accommodation for 1 or 2 nights, conference ticket for 2 days + travel) = **£3500 savings** when in UK
  - Reducing international conference costs 7x£700 (accommodation for 2 nights + conference tickets 2.5 days + travel) = **£4900 savings** when in Maastricht
  - With the merging of some regions and redesigning of boundaries for the new 11 hubs will mean the sharing of four CPD events to be run each year with in each hub, there will be savings on venue costs, lecture fees, travel and accommodation.

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Lecture costs £300 (senior lecture university fee rate/day)

Travel costs for lecturers £50

Refreshments £50

Venue costs £100

=£500 x 4CPD events = £2000 x 7 less regions = **£14000 savings**

It must be acknowledged that larger events might incur higher costs with potential overseas speakers, travel and accommodation costs.

Collaboration between hubs will possibly share these costs with a cohesive activities programme

- Regional meeting costs 18 regions meetings x4 per year = 72 meetings, reducing the hubs and therefore the meeting to 11 x 2 face to face meetings and 4 on line = 22 face to face and 44 on line. Each meeting should have a quorum of an average of 8 people per meeting @ £20 for travel costs = £11,520 currently, but will potentially be reduced to £3500 with 11 hubs - **£8000 savings**

**This would indicate a potential savings of £29,000/ year reducing from 18 regions to 11 hubs. Within these costs there are definite savings for example; - council meetings and conference attendance costs and potential savings encompassed with potential savings with banking, regional events and local regional meetings.**

#### 4.2 Public benefit

- To have higher quality education for the ACPIN membership
- One stop shop solution to increasing the boundaries sizes
- Sustainability of hubs
- Creation of a broader activity base for ACPIN members around the UK

#### 4.3 Strategy

This proposal is in line with ACPIN's strategy to enhance education and CPD activities which will become sustainable and cost effective. It will enhance the plans to deliver a multi-disciplinary approach for Allied Health Professionals working in the field of Neurology and Neuro Rehab, raising the Profile of ACPIN. The aim in 2015 was to become more collaborative with HEI's and this proposal will enhance working relationship for both CPD and evidence-based practise

#### 4.4 Timeline

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4.4. This regional restructure was initially discussed at the Council meeting  
1 20/01/2019, where there was unanimous agreement to address some of the concerns.

### 4.5 Risk management

- Risks identified is regional bank accounts not be transferred back to National account and the regions not accountable for this action
- Risk of current committee members not wishing to join the new hubs and the implementation process stalled in some areas.
- Risk of reduced face to face engagement and personal contact with membership by using more venues across a larger geographical area. This may be offset by engagement through electronic means

## 5. Recommendation

5.1 The Board is asked to note the contents of this report and decide to:

### Option 1

Complete the Regional mapping process by July 2019

Complete the Postcode mapping of the current membership July 2019

Create working party to review both above, to feedback information to September Council meeting 2019 (Wales TBC)

Make further plans to work with regions and create hubs with an implementation date of ACPIN National AGM 2020

This will involve fusing regions from the 1<sup>st</sup> January 2020 to develop the new Hub programme. Followed by new elections at their joint AGM for Committee roles to serve the new Hub from the National AGM 2020.

### Option 2

Even further reduction of hubs

### Option 3

Alternative UK split to create hubs

### Option 4

Keep Regions as they are and not consolidate where they are struggling and risk more folding.

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### Regional Impact Reports

*Please note that not all regions have supplied a regional impact report. The following are submitted in alphabetical order by region.*

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#### East Anglia

##### Achievements

Achievements include successful collaboration with the UEA team members to develop Move Tec and see the collaboration results published in Synapse. Courses held in 2018 included a Vestibular Rehabilitation for Neurological Conditions held jointly with ACPIVR in Kings Lynn, an Orthotics course with Elaine Owen in Colchester, and a Move Tec evening at Icanho, Stowmarket.

This year (2019) we have held a 'Research into Clinical Practice' at UEA in March with comments that "knowledge gained was directly transferable to clinical practice the next week". We are due a local Stroke research topic at the Regional and National AGM on 23rd May, a session focussing on assessment skills and outcome measures including Move Tec in July, and a study day on Hemiplegic shoulder pain management by Ben Beare, in November.

##### Challenges

We have had a lot of long-standing committee members depart in 2018 and we are very grateful for the help and positive influence they have left behind. We are now going into a period of maternity leave for the current Rep and Chair so the remaining committee will aim to support each other while no-one is directly in these roles.

##### Objectives 2019

- Commitment to connect knowledge and practice and promote neuro-physiotherapy specialism.

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- Organise a range of CPDs and educational events for members, students and non-members across the region.
  - Support networking amongst members and collaborate with local networks and other specialist interest groups.
  - We have most areas of the region represented but we are always very happy to welcome new members to the committee and encourage people to get in touch if they are interested.
- 

### **Kent**

2018 has been a year of transition for Kent ACPIN with some long term committee members retiring and others planning to retire and scale back their active involvement. This has undoubtedly been a challenge to both the organisation and running of courses. Fortunately, new committee members have joined, but it has been a year of “finding their feet” prior to accepting additional roles and responsibilities.

Whilst there is some uncertainty over the future role of the regional treasurer and the new role of Vice Chair, committee members have been understandably reluctant to step into these roles

We have attempted to explore diverse and varied topics for courses in response to our members feedback. Unfortunately we have been unsuccessful in bringing a couple of these days to fruition despite considerable work and effort put in by committee members.

We have however been able to run three successful events which were well attended with many people placed on reserve lists due to the level of interest. Advertising through National ACPIN and to all members has been really successful for Kent ACPIN.

We hope in the coming year to liaise more closely with other Regional ACPIN colleagues to bring successful study days from their region to the Kent Area.

There is a good representation on the committee from all areas of Kent. This has previously been a challenge to organising face to face meetings however we have been able to utilise Skype meetings really productively for organising and planning events in 2018.

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Over the next couple of years we hope to forge greater links with our academic organisations in the region. With a new Physiotherapy and Medical School opening up in Kent we plan to pursue opportunities to work with these institutions.

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### London

#### Achievements

Over this course of 2018, we had a number of very successful events with some really excellent speakers to whom we are very grateful. We covered a range of topics that were new to us at London ACPIN, hopefully giving people a chance to hear/learn about some less familiar areas but still hugely important ones.

We started the day with an amazing Service Improvement/innovation morning. Anyone who attended will no doubt have felt the buzz in the room as we heard about a wide range of amazing projects being led by physios and their MDT colleagues across the London region. From big to small, the work taking place was incredible to hear about. This is something that we would like to replicate next year so we will be looking for other projects to showcase over the coming year.

This was followed by four excellent study days/mornings. Firstly on the challenges faced by adults living with CP, then all things peripheral nerve injury related, bladder and bowel function in neurology in September, and finishing the year with our day on Enriched Environments by Heidi Jansen who we were fortunate enough to fly over from Australia. We were so lucky that each of these days proved to be both hugely informative and, really without exception, excellently presented. We hope to build on some of these topics a bit more over the coming while.

We hope to follow last year with an equally good programme this year. We will be returning to our more traditional format of three days/part days and then the evening wine and nibbles in November. In June, we are hosting a joint neuro/respiratory day with the ACPRC and in September, although still at the stage of planning, we hope a half day on cervical dystonia.

One aspect that was different at our study days last year was that number of attendees were smaller than we have had before. We suspect that this is for a number of reasons, but as we go forward over 2019, this is something that we would like to try to

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understand more about. Any feedback about why people might not be wanting to come to the events, would be grateful received. If attendance is unrelated to what we are doing, we will plough on, but if we aren't doing what our members would find most useful, we will try to do things differently.

### **Committee Update:**

Over 2018, there was quite a change to the membership of the London ACPIN committee. Farewells and enormous thanks were said to Helle Sampson, Andrea Shipley, Katie Eves, Kate Holt and Annys Fairweather. Joining us are: Jenny Barrass, Michele Walsh, Vicky Hudson, Claire Speed and Dhiren Shivji.

#### Voting:

Amanda Strawson as honorary treasurer – Proposed Cherry Kilbride, seconded Anne Rogers

Rebecca Gibbs as honorary secretary – Proposed Anne Rogers, seconded Will Chegwidden

Jenny Barrass as committee member – Proposed Sarah Moloney, seconded Cherry Kilbride

Michele Walsh as committee member – Proposed Steve Ashford, seconded Michelle Liddicut

Vicky Hudson as committee member – Proposed Cherry Kilbride, seconded Michelle Liddicut

Claire Speed as committee member – Proposed Steve Ashford, seconded Sarah Moloney

Dhiren Shivji as committee member – Proposed Michelle Liddicut, seconded Will Chegwidden

### **Treasure's report:**

Despite the slightly smaller numbers of attendees at our events and the loss of capitation money, we made a very small surplus last year. We are lucky to have some reserves, but as we go forward, we will need to look at the viability of days and if they don't look viable to break even, we might need to cancel events in the future. We hope not, but something to be aware of.

The other implication of a reduced income is how much we can offer in research and travel awards. Last year we awarded four of these (Nicki Hare, Dr Cherry Kilbride, Dr Meriel Norris, Amanda Strawson). We very much want to carry on awarding these, but can really only continue to do so in the open form that we have done to date if we have

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the reserves to do this. Looking again at these awards is another job for the coming year.

Finally, to say an enormous thank you to all the committee who put in an unceasing amount of hard work behind the scenes to enable the study days to happen. Without all of their hard work we couldn't do it.

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### **Merseyside**

In 2018 Merseyside ACPIN successfully ran two courses, on shoulder management and on the 24 hour approach to rehab. These courses were fully attended and the feedback received was very positive.

Unfortunately, due to relocations, maternity leaves and other commitments, the Merseyside ACPIN committee has shrunk considerably and so our biggest challenge and main focus for the next year is to recruit more members to our very friendly committee. This will enable us to continue to run high quality events for members around our region. We are due to run a joint conference with Manchester ACPIN and the Universities around later this year and hope to provide some evening lectures.

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### **North Trent**

#### **Achievements**

North Trent ACPIN has delivered a great year of organised courses and events, whilst gaining 3 new committee members that have done an excellent job throughout the year.

We have been particularly interested in including events on different rehabilitation approaches and advances in rehabilitation technology for a variety of neurological conditions. Our evening lectures included an introduction to PD Warrior and advanced orthotic devices. Our 1-day courses included the Movement Science approach to gait rehabilitation and outpatient techniques in neurology for the assessment and treatment of the shoulder. We also had a fun morning trialling the Indego Exoskeleton. This year, we are excited to have our AGM incorporated into a local research and improvement study morning, with focus on advances in neurological rehabilitation.

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### **Objectives 2019**

- Our main objective over the next year is to continue to deliver a high standard of varied educational and inspiring events that can be translated into clinical practice.
  - We would love to gain more committee members from a diverse background in order to achieve this.
  - We intend to build better links with HEI's and clinical academics in our area and hopefully secure an international speaker to present their research to our members.
  - We are also excited to be hosting an educational evening event alongside the first live link to national ACPIN AGM held in Maastricht at the Congress on Neurorehabilitation and Neural Repair.
- 

## **Northern**

### **Achievements 2018**

After some historical challenges, Northern ACPIN is pleased to report significant growth to its committee, following some extended absences from key members. The Regional committee has been able to allocate new committee roles and is particularly pleased to be able to share their news and developments with the membership through social media.

Over the past year, Northern ACPIN has hosted a variety of successful events, including a 1-day course on the 'Management of Ataxia' and several evening seminars covering exercise in Parkinson's Disease, an introduction to Dru yoga, Neurophysiotherapy in a humanitarian crisis and optimising spasticity management. We are excited to present a study day, 'Managing Unilateral Neglect in Stroke: A Neurophysiotherapy Perspective' in July and future events will be announced in due course.

### **Objectives 2019**

Northern ACPIN continues to be challenged by the geographical area which it covers as well as engaging its members, particularly those located in the West of the region and working in the more rural hospitals. Nevertheless, our aim is to continue to provide

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a programme of worthwhile educational events for our members within the region, as we continue to grow and develop as a committee.

We aspire to develop links with the CSP and other specialist interest groups within the region, in addition to exploring student engagement.

Our activity is regularly updated through our social media platforms and we actively encourage our members to follow/like our activities and engage and contribute to our future development and success.

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### **Oxford**

#### **Achievements**

Oxford has welcomed some new committee members this year and some roles have been reorganised which has greatly improved organisation, communication and future succession planning.

We have succeeded in hosting a variety of events in most months. The broad topic spectrum has achieved high attendance figures. As well as full day events, we have also run several half day clinical reasoning sessions at minimal cost which were well received.

We have actively been using Facebook and Twitter for advertising our events and this has had a positive effect with increased attendance figures as well as encouraging people to attend from further afield.

#### **Challenges:**

We have experienced some issues with availability of our preferred event venue however we are researching other options.

#### **Solutions:**

We are in contact with a new stroke research building and they have already shown interest in hosting our events from July onwards

#### **Future plans and objectives**

We aim to continue with our monthly events and to hold a series of successful courses and evening talks which we envisage will continue to generate income for the region.

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### **South Trent**

#### **Achievements 2018**

South Trent has had a busy year with some key achievements being the successful organisation of the 1-day Facia Course which generated over £800 in revenue. In addition we held a Mindmaze evening lecture as well as hosting our AGM in Northampton.

Although a relatively small region, South Trent has been actively trying to increase its membership and has run successful campaigns through Survey Monkey and various recruitment drives.

#### **Objectives 2019**

Our singular biggest challenge for the coming year is to increase membership and secure a robust structure for our Board as currently our committee is comparatively small.

Nevertheless, we remain enthusiastic in participating at Council meetings and further to the successful hosting of the AGM in Nottingham last year, will be very pleased to welcome other ACPIN regions in any upcoming meetings.

We will continue to work on solutions to increase our membership and raise the profile of ACPIN locally, however South Trent continues to face challenges with membership numbers and in generating sufficient revenue to cover course costs and expenses.

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### **South West**

#### **Achievements**

ACPIN South West have continued to have an active year running regular weekend courses and evening lectures. These topics have included Fitness for Neurological Conditions, a joint collaboration on respiratory care with ACPRC, a Myofascial release course and a Yoga course for Neurological Conditions. The practical based courses have been particularly oversubscribed and well received.

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We continue to have an enthusiastic dedicated committee who meet regularly and are always considering new ideas and suggestions from members. We have become more established at using social media to promote events and for communication. Our local AGM has been organised to include patient partners to enhance the experience and widen the discussions.

### Objectives 2019

- To run a spasticity 1-day course in June 2019 at UWE which we know will be hugely popular.
- To build on events already run in the last few years and organise again.
- We are also interested in joint Neurology/musculoskeletal topics.
- Our sub-committee in Devon and Cornwall are keen to plan an Ataxia course and an event focused on Parkinson's Disease.

### Sussex

2018 has been a busy year for Sussex ACPIN. We hosted the ACPIN Council meeting in September for the regional reps and ACPIN board members in Brighton. Our committee also met 3 times during the year and organised five successful local study events across Sussex. In March 2018 our AGM took place with a study day on **postural management and sleep systems** and in May 2018 we had an evening talk by **Karen Poole on her research exploring patients' experiences of Botox**. In August 2018 Jackie Pattman taught a two day **hydrotherapy course**, in September 2018 we run a full study day on **yoga for neurological patients** and in November 2018 we enjoyed half a day teaching on latest research on **functional neurological disorders** with Glenn Nielsen. All these events were well attended and organised by the Sussex ACPIN committee members.

We have already held 1 successful event this year, **BBTA ataxia study day** with Ann Holland in March with our AGM in March and have 4 other events planned. These include an evening lecture on **long-term neurorehab planning** with live streaming of the National AGM in May, **Activator Training for rehab professionals** in July, **yoga for neurological patients** in September (due to the high demand for this course last year) and an **orthotics update** in November. Thank you to our committee members for all contributions during this past year. We at Sussex are proud of the success of our local CPD events and welcome suggestions for any future events! Email us

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([sussex@acpin.net](mailto:sussex@acpin.net)) or find us on Facebook (Sussex ACPIN) or Twitter (@sussexACPIN).

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### **West Midlands**

#### **Key achievements**

Two successful practical day courses on gait and balance organised and run. Both were evaluated positively. End of year evening lecture with Dr Melrose Stewart from television's "Old People's Home for 4-year olds"

#### **Challenges/set backs**

Our committee remains small and there is a lack of interest among members to join. We have also had several members leaving the committee recently so not all of the roles are filled. Our events often attract students and non-members, so not always the best forum to recruit new committee members. Numbers have been smaller than usual at recent evening lectures. We have tended to hold events in and around Birmingham as this is where the majority of our membership live but we may be missing people who live further afield.

#### **Solutions**

Continue to promote the benefits of joining the committee at every event we hold. To follow up people who show an interest in joining.

#### **Plans for the coming year/two years**

To aim to recruit more members to the committee to share the workload. To have a member responsible for social media, and to restart use of the West Midlands ACPIN Twitter account. To aim to engage more with our members to find out what types of events would attract more people.

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### **Yorkshire**

#### **Achievements**

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Connecting knowledge and practice

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Yorkshire ACPIN have had another very busy year having hosted 8 events throughout the year.

To our knowledge the largest proportion of members are in the Leeds & Bradford area so we have focused on Leeds Beckett University as a venue for most of our courses. We have been achieving an average of 85 people per lecture and have received excellent feedback. The venue is great for accommodating large volumes of people and the technical equipment we need to present interactive and interesting topics and it does not cost us anything to hire. We have also seen a huge increase of students attending the lectures which we feel is a positive move to educating the next generation. Our committee is a strong committed team of 13 people with another 2 people expressing their interest to join at the AGM. We are proud to be the second largest group.

### **Objectives 2019**

- This year we are going to consider other venues to accommodate our members in the East and North of the region if there is a demand.
- We are working hard within our busy schedules to complete the necessary work for the Board to facilitate the changes that are happening and well as organising several events for the rest for the year, and we have invited our members to make us aware of topics that they would like us to organise for them.
- We are excited about the new website and are keen to have the opportunity technology to stream lectures to people who cannot attend in person where necessary if this was made available to us.

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### ORAL



Charity Number: 1180086

**Committee:** ACPIN Board

**Report from:**

Praveen Kumar - Publications and Knowledge  
Dissemination

**Date:**

23<sup>rd</sup> May  
2019

**Agenda Item:**

11

**Title:** Impact and Portfolio Report – Publications and Knowledge Dissemination

**Purpose:** To provide an overview of activities in 2018 and objectives for 2019

**Business Planning Reference:**

**Budget** – budgetary implications have been taken into account during the preparation and submission of this 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 strategic plan for 2019.

**Risk management** – any risks to the portfolio have been outlined in the following report.

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**Impact Statement****Publications and Knowledge Dissemination****Key Achievements – 2018**

- Separated and Published ‘Synapse’ – official peer-reviewed Journal of ACPIN, and ‘Headlines’ official newsletter of ACPIN. Synapse is published twice/year and Headlines are published every 2 months.
- Enabled Synapse and Headlines to be published online resulting in a cost savings for ACPIN
- Invited experts to act as peer-reviewers for Synapse thus developing a reviewer database
- Initiated contacts and discussions with Publishers – SAGE, Elsevier’s and gathered information to inform future plans.
- Encouraged members and other professionals to submit research work / good clinical practice cases, good news stories to publish in Synapse and Headlines.
- Worked with other portfolio holders Education / Research board members providing opportunities for knowledge creation that resulted in submission of work for publication in Synapse and Headlines

<b>Challenges</b>
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- |  |
|--|
| <ul style="list-style-type: none"><li>• Sourcing material/contribution for Synapse and Headlines is the main challenge.</li><li>• It can at times be difficult to get enough material/information together for publication.</li><li>• Maintaining interest in the publications, ensuring diversity and relevance of content.</li></ul> |
|--|

<b>Solutions</b>
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- |   |
|---|
| <ul style="list-style-type: none"><li>• Collaboration with other members for ideas/solutions to enable a greater diversity of articles for Synapse. This includes liaising with other professionals (occupational therapists, speech and language therapist).</li></ul> |
|---|

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- Ensure that the membership voice for developments in their respective areas are highlighted in Headlines
- Source case studies from various regions within UK but also through network and collaboration with international partners – NNR, international neuro-organisations.
- Workplan for future Synapse topics
- Workplan to assign regions specific headline issues thereby showcasing work in regions
- Collaborating with a list of researchers and clinicians
  - Set up a working group
- Utilise student/ undergraduate studies and materials for publication
- More work to be done in collaboration with regions, education and professional development portfolio board members to facilitate publication by having themed calls / specific topics for publications.

<b>Future Development/Objectives</b>
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- To continue to publish Synapse and Headlines as planned. To do this, we need to ensure sufficient articles are received for publication in Synapse.
- To expedite the peer-review process by having a pool of reviewers and setting deadlines for task completion.
- To contact HE's and facilitate undergraduate and post-graduate project to submit for publications in Synapse. This would be through collaborative working with Education, Research and professional development portfolio board members.
- In future, revisit renown publishers if we achieve required number of articles and indexing through Pubmed/Medline.
- Student conference was on 2018 objectives, however was not delivered. The aim is to run in the next 2 years and provide students opportunity and support with publication.

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### ORAL



Charity Number: 1180086

**Committee:** ACPIN Board

**Report from:**

Richard Pawsey – Professional Development and Practice

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

12

**Title:** Professional Development and Practice

**Purpose:** To provide an overview of activities in 2018 and objectives for 2019

**Business Planning Reference:**

**Budget** – budgetary implications have been taken into account during the preparation and submission of this 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 strategic plan for 2019.

**Risk management** – any risks to the portfolio have been outlined in the following report.

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### Impact Statement

#### Professional Development and Practice

##### Key Achievements – 2018

- Activity has focused on identifying existing resources and building a comprehensive compendium of web-based e-learning courses and materials which will be accessible through the newly developed website.
- ACPIN has taken the opportunity over the last year to support the work of the ADAPT Project group based at London South Bank University, whose project aims have been to:
  - Identify advanced practitioner profiles across the AHP network of professionals' fields,
  - Identify the skills, attributes and experiences of advanced practitioners and
  - To explore new models of care amongst advanced practitioners.
- A report has been submitted to Health Education England (HEE) and it is anticipated the outcome of further publications will influence the development of advanced practitioner roles and the training and development of individuals in these posts

##### Challenges

- In December 2017, ACPIN submitted an opinion to the Department of Education on the development of an Assessment Plan for a Level 7 Advanced Clinical Practitioner Apprenticeship, in the hope we would be further invited to contribute to the formation and delivery of an Advanced Practitioner Apprenticeship however further engagement has not been forthcoming.
- Acknowledging the objects of ACPIN in terms of preserving and protecting good health and focussing on those aspects relevant to the Portfolio for Professional Development & Practice, the last year has been one of consolidation and preparation.
- In acknowledging the results of its commissioned research (Phase One – ACPIN Stakeholder Views-using qualitative research to inform policy and as a precursor to effective quantitative research & Phase Two-ACPIN Membership Views-using qualitative research to inform policy) the need still remains to develop a definition of what a neuro-physiotherapist is, alongside capturing the

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aspects of practice that are core to the beliefs and behaviours of neuro-physiotherapists.

### **Solutions**

- ACPIN needs to maintain its strong tradition of supporting physiotherapists within the areas of neurology, neurosciences, neuro-technology, neurosurgery, neuro-rehabilitation and adjacent sub-disciplines whilst welcoming new members other disciplines.

### **Future Development/Objectives**

A robust framework for Continued Professional Development (CPD) including work-based learning activities and mentorship/coaching support will be proposed.

To get together a small working party to formulate the CPD Framework, which will forge the identity of neuro-physiotherapy and support ACPIN members in their professional development across the spectrum of roles. Establishing this framework was an aim for last year, to be completed in conjunction with colleagues with their portfolios of Education, Research and Digital Communications. This work has not yet commenced.

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**ORAL**



Charity Number: 1180086

**Committee: ACPIN Board**

**Report from:**

Corinna Robinson – Membership Secretary

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

**13**

**Title: Research and Commercial Mailings**

**Purpose: To provide an overview of activities in 2018 and objectives for 2019**

**Business Planning Reference:**

**Budget** – budgetary implications have been taken into account during the preparation and submission of this report.

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

**Strategy** – the report presents the research and mailings strategic plan for 2019.

**Risk management** – any risks to the portfolio have been outlined in the following report.

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### Impact Statement

#### Research and Commercial Mailings

##### Key Achievements – 2018

ACPIN offers a service to external parties to send out a mailing on their behalf to members.

In line with GDPR regulations, we ensure that no mailing lists are shared with external parties. All mailing is undertaken by the Membership Administrator through Mailchimp, an independent third-party direct mailing supplier. This is a chargeable service dependent on the type of mailings. The current charges are:

- Full ACPIN members GBP£0.10 per name
- Associate members GBP£0.10 per name
- Students who are ACPIN members: GBP£5 for 50 names
- Students who are not ACPIN members: GBP£8 for 50 names
- Commercial: GBP£0.20 per name

In 2017 a new form was developed for completion by those who wished to make an application to purchase a mailing from ACPIN. In 2018 it was amended to include the type of academic course, if they were a student, or type of research if not.

In **2018** the following number of mailings were undertaken:

- Student Non ACPIN = 8 at £8 for 50 email address (Total income £998.92)
- Research ACPIN Members = 2 at £0.10 per email address (Total income £343.10)
- Events ACPIN Members = 3 at £0.10 per email address (Total income £326.90)
- Commercial = 2 at £0.20 per email address (Total income £412.20)

Six other enquires were made in this period but were not taken forward. Two commercial, one student ACPIN member, 3 ACPIN members for events.

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### Challenges

- The process for contacting members via email can be laborious and time consuming.
- We are also often approached to advertise jobs and courses on our website and the currently the only route for members to do this is to send an email to [secretary@acpin.net](mailto:secretary@acpin.net). These emails are forwarded to Membership support, but this can result in a delay in response to the enquiry.
- The fact that there are 2 'membership' email addresses has hitherto caused some confusion among members as to which is the right one to use. It is envisaged that the [membership-support@acpin.net](mailto:membership-support@acpin.net) will become the 'default' email address going forward, and this will be communicated to members accordingly, via the new website.

### Solutions

Mailchimp has assisted with the development of mailing lists and this represents the only additional cost to ACPIN. This is also used for other large-scale mailings for ACPIN matters.

Not undertaking the mailings denies members becoming involved in research and training relevant to their profession

### Future Development/Objectives

The launch of the new website will significantly improve communication between ACPIN and its members. With the enhanced social media coverage and interactive sessions, it is envisaged that members will become more engaged with ACPIN's activities and this will in turn help to increase membership numbers and overall exposure for ACPIN. Google Analytics and similar tools will enable us to analyse and evaluate the increased internet traffic through the new website.

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### DECISION



Charity Number: 1180086

**Committee:** ACPIN Board

**Report from:**

Jakko Brouwers – Chair

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

14

**Title:** ACPIN Role of the Council

**Purpose:** To present the ACPIN Role of the 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 responsibility for ACPIN Council members enabling them to support the membership in their duties.

**Strategy** – alignment to ACPIN's desire to implement strong governance which is a requirement as part of registered Charity status.

**Risk management** – sets clear roles and responsibilities minimising the risk of Council members not fulfilling their duties.

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### ROLE OF COUNCIL (already approved 2017)

1. The **Council of ACPIN was originally created** as part of the new governance structure and the revised Constitution (Cons) which was unanimously approved at the ACPIN Annual General Meeting (AGM) held 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 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 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 the Council** and AGMs for discharge of its mandate in the interests of the organisation as a whole, including

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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.. 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 agreed Code of Ethics for Board and Council members; 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 ; Honorary Treasurer and Past chair) declares that an emergency situation exists, a minimum of 14 days’ **notice** must be given ahead of a Council meeting. So far as is 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

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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

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(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.

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**23 MAY 2019**

**DECISION**



Charity Number: 1180086

**Committee:** ACPIN Board

**Report from:**

Adine Adonis – Vice Chair

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

**15**

**Title:** ACPIN Role of the Trustees

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

**Business Planning Reference:**

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

**Membership Considerations** – the ACPIN Role of Trustees document sets roles and responsibility for ACPIN Trustees enabling them to support the membership in their duties.

**Strategy** – alignment to ACPIN’s desire to implement strong governance which is a requirement as part of registered Charity status.

**Risk management** – sets clear roles and responsibilities minimising the risk of Trustees not fulfilling their duties.

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### ACPIN Trustees Executive Summary

#### **The role of the ACPIN Trustees**

In general, all trustees, regardless of how they are appointed, must act solely in the interests of the ACPIN charity as a whole; it's not their role to act on behalf of any other particular group inside or outside of ACPIN. They must also manage and report any conflicts of interest, including conflicts of loyalty to their appointing body.

#### **Specifically Trustees are expected to:**

##### **1. Ensuring delivery of the organisations charitable purpose**

- Ensure that the strategic aims of the ACPIN charity are aspirational yet achievable

##### **2. Manage the ACPIN charity's resources responsibly**

- Trustees must make sure the charity's assets are only used to support or carry out its purposes and avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- ensure healthy financial management, accountability and risk and take special care when utilising charity resources
- comply with any restrictions on spending funds

##### **3. Act with integrity, adopting values and creating a culture which helps achieve the organisation's charitable purposes**

- As someone responsible for governing a charity, trustees must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to their role, for example by preparing for, attending and actively participating in all trustees' meetings
- Trustees are to provide support in conflict resolution arising in other parts of the ACPIN's operational or other elements
- Trustees are to approve of ACPIN Board nominations prior to bringing to the vote at the AGM

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- Trustees are to consider a balance of backgrounds at Board level including representation from sufficient variety of countries in the UK. The ACPIN Board should not be dominated by Board members from a single institution, geographical location or sub-section of the profession.
- 4. The Trustees manage and monitor organisational performance through evaluation of effectiveness of the Board and will hold the Board to account at times of poor or disappointing performance including setting of sanctions**
  - 5. The Trustees lead the organisation in being transparent, accountable and embracing diversity both in the organisation's functions as with the reach of its activities**

## ACPIN Trustees

### **Background:**

Since 2015, ACPIN has been developing a structure that supports its ambitious plans and aims. By achieving charity status in 2018, ACPIN has re-affirmed these commitments to ensure that it delivers on these ambitions. At the time of achieving charity status, the ACPIN Trustees members fulfilled a dual role: being Board members and Trustees. Trustees can come from sectors outside of physiotherapy and healthcare. Therefore, the varied experiences and specific skills that they bring would be highly beneficial for ACPIN.

The separation between the Trustees and board provides another layer of accountability and governance within the ACPIN charity, ensuring that it will continue to meet its objects. The review of the effectiveness of the current structure will help continue to develop strong governance within the organisation and ensure ACPIN meets its aspirational aims.

Trustees can come from sectors outside of physiotherapy and healthcare. Therefore, the varied experiences and specific skills that they bring would be highly beneficial for ACPIN.

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### **Current needs/Gap Analysis**

A skills appraisal of Trustees has highlighted that currently, since all board members are physiotherapists and taking into account the dual role that these “*Board member / Trustees*” hold, all current Trustees of ACPIN are physiotherapists. This is not sustainable nor suitable in the longer term. In order for ACPIN to continue to thrive, we need to invite Trustees who have a knowledge of communities and areas which a charity serves and importantly we need to have diversity at every level of the organisation especially the including Board and Trustees.

### **What is the role of Trustees?**

The Trustees role is to ensure that the charity has a clear strategy, and that its work and goals are in line with the objects and agreed vision. Trustees' role in a charity is to be the ‘guardians of purpose’, safeguarding the charity’s assets both concrete and the intangible ones, such as its reputation, by supporting and shaping the work and strategic direction of the charity both in the short and longer terms. Crucially, they make sure that all decisions put the needs of the beneficiaries first. The core role of Trustees is a focus on strategy, performance and assurance.

### **1. Determining organisational purpose & Leadership**

- 1.1. The Trustees periodically reviews the organisation’s charitable purposes, and the external environment in which it works, to make sure that the charity, and its purposes, stay relevant and valid.
- 1.2. The Trustees lead the development of, and agree with the Board, a vision and a strategy or plan which aims to achieve the organisation’s charitable purposes and is clear about the desired outputs, outcomes and impacts.
- 1.3. Strong and effective leadership helps the charity adopt an appropriate strategy for effectively delivering its aims. It also sets the tone for the charity, including its vision, values and reputation.
- 1.4. Through strong leadership of the Trustees and by taking responsibility for ensuring the Trustees has agreed priorities, appropriate structures, processes and a productive culture and has trustees who are able to govern well and therefore add value to the charity.

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1.5. Ensuring the governance arrangements are in place for appointment, supervision, support, appraisal, remuneration and, if necessary, dismissal of both paid and unpaid charity workers. If the charity has volunteers, the Trustees make sure there are proper arrangements for their recruitment, support and supervision.

1.6. The Trustees functions are formally recorded.

1.7. There are role descriptions which define trustees' responsibilities for all trustees that differentiate clearly between the responsibilities those of the chair and other officer positions and outline how these roles relate to staff or volunteers where they exist.

1.8. The Trustees collectively ensure all staff and volunteers working for the charity including its various Boards operate within the parameters of the 7 principles set out by Nolan as "*the Nolan Principles of public life*" which apply to anyone who works as a public office-holder.

### 2. Achieving the purpose

2.1. The Trustees evaluate the charity's impact, outputs and outcomes on an ongoing basis.

### 3. Analysing the external environment and planning for sustainability

3.1. The Trustees regularly review the sustainability of its income sources and their impact on achieving charitable purposes in the short, medium and longer term.

3.2. Trustees consider the benefits and risks of partnership working or merger if other organisations are fulfilling similar charitable purposes more effectively and/or if the charity's viability is uncertain.

### 4. Integrity

4.1. The Trustees act with integrity, adopting values and creating a culture which helps achieve the organisation's charitable purposes.

4.2. The Trustees act in the best interests of the charity and its beneficiaries. The Trustees are not unduly influenced by those who may have special interests and place the interests of the charity before any personal interest. This applies whether trustees are elected, nominated, or appointed. Collectively, the Trustees are independent in decision making.

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**4.3.** Maintain ACPIN's reputation by adopting and maintaining a suitable code of conduct

**4.4.** The Trustees consider how the charity is perceived by other people, and organisations involved with the charity and the public. It makes sure that the charity operates responsibly and ethically, in line with its own aims and values.

**4.5.** The Trustees ensure that the charity follows the law. It also considers adherence to non-binding rules, codes and standards, for example relevant regulatory guidance, the 'Nolan Principles' and other initiatives that promote confidence in charities.

### 5. Conflicts of Interest

**5.1.** The Trustees understand how real and perceived conflicts of interests and conflicts of loyalty can affect a charity's performance and reputation.

**5.2.** Trustees should at all times avoid putting themselves in a position where their duty to the ACPIN charity conflicts with their personal interests or loyalty to any other person or body.

**5.3.** Trustees should not receive any benefit from the charity unless it is properly authorised and documented and is clearly in the charity's interests; this also includes anyone who is financially connected to a Trustee, such as a partner, dependent child or business partner.

**5.4.** Trustees disclose any actual or potential conflicts to the Board of Trustees, and deal with these in line with the charity's governing document and a regularly reviewed conflicts of interest policy.

**5.5.** Any conflicts of interest need to be declared by the Trustee in a declaration of interest form.

**5.6.** Registers of interests, hospitality and gifts are kept and made available to stakeholders in line with the charity's agreed policy on disclosure.



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5.7. Trustees keep their independence and tell the Board of Trustees if they feel influenced by any interest or may be perceived as being influenced or to having a conflict.

### 6. Decision making, Risk and Control

6.1. Trustees delegate authority but not ultimate responsibility.

6.2. The Trustees need to implement suitable financial and related controls and reporting arrangements to make sure it oversees these delegated matters.

6.3. Trustees must also identify and assess risks and opportunities for the organisation and decide how best to deal with them, including assessing whether they are manageable or worth taking.

6.4. The Trustees make sure that its decision-making processes are informed, rigorous and timely, and that effective delegation, control and risk-assessment, and management systems are set up and monitored.

6.5. The Trustees regularly review which matters are reserved to the Trustees and which can be delegated. It collectively exercises the powers of delegation to committees or individual trustees, or staff and volunteers.

6.6. The Trustees describe its 'delegations' framework in a document which provides sufficient detail and clear boundaries that the delegations can be clearly understood and carried out.

6.7. The Trustees make sure that its committees have suitable terms of reference and membership and that:

6.7.1. the terms of reference are reviewed regularly

6.7.2. the committee membership is refreshed regularly and does not rely too much on particular people

6.7.3. committee members recognise that the Trustees have ultimate responsibility.

6.8. Where a charity uses third party suppliers or services – for example for fundraising, data management or other purposes – the Trustees assure itself that this work is carried out in the interests of the charity and in line with its values and the agreement between the charity and supplier.

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6.8.1. The Trustees make sure that such agreements are regularly reviewed to make sure they are still appropriate.

**6.9.** The Trustees regularly check the charity's key policies and procedures to ensure make sure that they still support, and are adequate for, the delivery of the charity's aims.

6.9.1. This includes; policies and procedures dealing with Trustees strategies, functions and responsibilities, finances (including reserves), service or quality standards; where needed, good employment practices and encouraging and using volunteers; key areas of activity such as fundraising and data protection.

### **7. Managing and monitoring organisational performance**

**7.1.** The Trustees make sure that operational plans and budgets are in line with the charity's purposes, strategic aims and resources.

**7.2.** The Trustees regularly monitor performance using a consistent framework and checks performance against the charity's strategic aims, operational plans and budgets.

**7.3.** The Trustees agree what information is needed to assess delivery against agreed plans, outcomes and timescales. Trustees share timely, relevant and accurate information in an easy to understand format.

**7.4.** The Trustees regularly consider information from other similar organisations to compare or benchmark the organisation's performance.

**7.5.** Actively identify and manage risks

**7.6.** The Trustees retain overall responsibility for risk management and discuss and decide the level of risk the charity is prepared to accept for specific and combined risks.

**7.7.** The Trustees regularly review the charity's specific significant risks and the effect of these risks added together.

7.7.1. The Trustees make plans to mitigate and manage these risks appropriately.

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7.7.2. Trustees consider risk which relates to their situation and where they work, for example charities working with children or vulnerable adults will probably look at risks relating to safeguarding.

7.8. The Trustees puts in place and regularly check the charity's process for identifying, prioritising, escalating and managing risks and, where applicable, the charity's system of internal controls to manage these risks.

7.8.1. The Trustees review the effectiveness of the charity's approach to risk at least every year. The Trustees describe the charity's approach to risk in its annual report and in line with regulatory requirements.

7.9. Appointing external examiners or auditors

7.9.1. The Trustees agree and oversee an effective process for appointing and reviewing its external examiners or auditors if they are required.

### 8. Trustee Effectiveness through the Trustee Board

8.1. The board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.

8.1.1. The board meets as often as it needs to be effective.

8.1.2. The chair, working with board members and where they exist staff, plans the board's work and meetings, making sure trustees have the information, time and space they need to explore key issues and reach well-considered decisions.

8.1.3. The board regularly discusses its effectiveness and its ability to work together as a team, including individuals' motivations and expectations about behaviours. Trustees take time to understand each other's motivations to build trust within the board and the chair asks for feedback on how to foster an environment where trustees can constructively challenge each other.

8.1.4. Where significant differences of opinion arise, trustees take time to consider the range of perspectives and outcomes, respecting all viewpoints and the value of compromise in board discussions.

8.1.5. The board collectively can get independent, professional advice in areas such as governance, the law and finance. This is either on a pro-bono basis or at the charity's expense if needed for the board to discharge its duties.

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- 8.2. The board's culture, behaviours and processes help it to be effective; this includes accepting and resolving challenges or different views.
- 8.3. All trustees have appropriate skills and knowledge of the charity and can give enough time to be effective in their role.
- 8.4. The chair enables the board to work as an effective team by developing strong working relationships between members of the board and creates a culture where differences are aired and resolved.
- 8.5. The board takes decisions collectively and confidently. Once decisions are made the board unites behind them and accepts them as binding.

### 9. Reviewing the Trustee Board's composition

- 9.1. The Trustee board has, and regularly considers, the skills, knowledge and experience it needs to govern, lead and deliver the charity's purposes effectively.
  - 9.1.1. It reflects this mix in its trustee appointments, balancing the need for continuity with the need to refresh the board.
  - 9.1.2. A board of at least five but no more than twelve trustees is typically considered good practice.

### 9.2. Overseeing appointments

- 9.2.1. There is a formal, rigorous and transparent procedure to appoint new trustees to the board, which includes advertising vacancies widely.
- 9.2.2. The search for new trustees is carried out, and appointments or nominations for election are made, on merit, against objective criteria and considering the benefits of diversity. The board regularly looks at what skills it has and needs, and this affects how new trustees are found.
- 9.2.3. Trustees are appointed for an agreed length of time, subject to any applicable constitutional or statutory provisions relating to election and re-election. If a trustee has served for more than nine years, their reappointment is
  - 9.2.3.1. subject to a particularly rigorous review and takes into account the need for progressive refreshing of the board
  - 9.2.3.2. explained in the trustees' annual report.

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### 9.3. Developing the board

9.3.1. Trustees receive an appropriately resourced induction when they join the board that includes meetings with other members and staff (if the charity has staff) and covers all areas of the charity's work.

9.3.2. The board reviews its own performance, including that of the chair. These reviews might consider the board's balance of skills, experience and knowledge, its diversity, how the board works together and other factors that affect its effectiveness.

9.3.3. Trustees check their performance through "360 degree performance reviews" at least annually

### 9.4. Board Diversity

9.4.1. Encouraging inclusive and accessible participation

9.4.2. The board makes a positive effort to remove, reduce or prevent obstacles to people being trustees, allocating budgets, where necessary, to achieve this within the charity's available resources.

9.4.3. The chair regularly asks for feedback on how meetings can be made more accessible and how to create an environment where trustees can constructively challenge each other, and all voices are equally heard.

### 9.5. Recruiting diverse trustees

9.5.1. The board regularly looks at the skills, experience and diversity of background of its members to find imbalances and gaps, informing trustee recruitment and training.

9.5.2. When deciding how to recruit trustees, the board thinks about how to attract a diverse pool of candidates. It tries to have diversity in any trustee appointment panels.

9.5.3. Trustees ensure that there are plans in place to monitor and achieve the board's diversity objectives.

9.6. The board publishes a description of what steps it has taken to address the diversity and accessibility of the board.

## 10. Openness and Accountability

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- 10.1. The Trustee board leads the organisation in being transparent and accountable.
- 10.2. The board identifies the key stakeholders with an interest in the charity's work.
- 10.3. The board makes sure that there is a strategy for regular and effective communication with these stakeholders about the charity's purposes, values, work and achievements, including information that enables them to measure the charity's success in achieving its purposes.
- 10.4. As part of this strategy, the board thinks about how to communicate, how the charity is governed, who the trustees are and the decisions they make.
- 10.5. The board ensures that stakeholders have an opportunity to hold the board to account through agreed processes and routes, for example question and answer sessions.
- 10.6. Developing a culture of openness within the charity
  - 10.6.1. The board gets regular reports on the positive and negative feedback and complaints given to the charity. It demonstrates that it learns from mistakes and uses this learning to improve performance and internal decision making.
  - 10.6.2. The board makes sure that there is a transparent, well-publicised effective, and timely process for making and handling a complaint, and that any internal or external complaints are handled constructively, impartially, effectively and timely.
  - 10.6.3. The board keeps a register of interests for trustees and agrees an approach for how these are communicated publicly in line with Principle 3.

## 11. Member engagement

- 11.1. In charities where trustees are appointed by an organisational membership wider than the trustees, the board makes sure that the charity:
  - 11.1.1. has clear policies on who can be a member of the charity
  - 11.1.2. has clear, accurate and up-to-date membership records
  - 11.1.3. tells members about the charity's work
  - 11.1.4. looks for, values and takes into account members' views on key issues

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11.1.5. is clear and open about the ways in which members can participate in the charity's governance, including, where applicable, serving on committees or being elected as trustees.

### **11.2. Time commitment**

11.2.1. All trustees give sufficient time to the charity to carry out their responsibilities effectively. This includes preparing for meetings and sitting on Trustees committees and other governance bodies where needed.

11.2.2. The expected time commitment is made clear to trustees before nomination or appointment and again on acceptance of nomination or appointment.

11.2.3. Frequency of meetings: Most trustee boards meet four to eight times a year.

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### DECISION



Charity Number: 1180086

**Committee:** ACPIN Board

**Report from:**

Jakko Brouwers - Chair

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

16

**Title:**

**ACPIN Role of the Board**

**Purpose:**

**To present the ACPIN Role of the Board revised document for approval**

**Business Planning Reference:**

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

**Membership Considerations** – the ACPIN Role of the Board document sets roles and responsibility for the ACPIN Board enabling them to support the Council, Trustees and membership in their duties.

**Strategy** – alignment to ACPIN's desire to implement strong governance which is a requirement as part of registered Charity status.

**Risk management** – sets clear roles and responsibilities minimising the risk of Board members not fulfilling their duties.

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### **The Role of the ACPIN Board**

The role of the ACPIN Board forms part of the governance structure within the ACPIN Charitable organisation. The Board comprises of portfolio holders who are responsible for managing and developing their specified portfolios, in conjunction with the senior leadership team and in the interests of ACPIN, its members and stakeholders and in the interests of ACPIN's core business.

The Board is operationally responsible for delivering on any ACPIN strategies and any objectives related to their portfolio.

The Board should be sufficiently knowledgeable about their relevant subject matter and their portfolio in relation to their science and landscape and in relation to their knowledge base from a local and regional perspective.

Throughout their tenure, ACPIN Board members shall be collectively responsible for delivering on the following key objectives.

- Ensure effective communication
- Accountability
- Representing ACPIN to the best of their knowledge and capability
- Always act in the best interests of ACPIN
- Be diverse and bring ideas
- Complete and action the tasks set to them
- Exercise a duty of care and loyalty towards ACPIN and its members
- Drive the business forward and oversee ACPIN's activities to ensure it always delivers to the benefit of its members and the public benefit
- Contribute to decision making and to make decisions in the best interests and in line with their tasks and in collaboration with the senior leadership and other Board and portfolio holders.
- Ensure the Board's practice is conducted with transparency and accountability.
- Develop and implement processes, systems and procedures.
- Manage risk
- Undertake fiscal responsibility for the accounts of ACPIN both in their own and ACPIN's conduct
- To uphold the highest standards of professionalism

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## ANNUAL GENERAL MEETING

23 MAY 2019

### DECISION



Charity Number: 1180086

**Committee:** ACPIN Board

**Report from:**

Current Board Members

**Date:**

23<sup>rd</sup> May 2019

**Agenda Item:**

17

**Title:** ACPIN Board Elections

**Purpose:** To present impact statements provided by current Board members in support of their election to the ACPIN Board for the successive term.

**Business Planning Reference:**

**Budget** – the Impact statements have written with the ACPIN budget in consideration.

**Membership Considerations** – the Impact statements summarise the achievements of each Board member during the previous year and their aims and objectives for the coming year.

**Strategy** – alignment to ACPIN's desire to implement strong governance which is a requirement as part of registered Charity status.

**Risk management** – outlines the Board members' objectives in respect of minimising risk and maintaining good governance and practice.

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### **ACPIN Board Election Statements**

#### **Chair – Jakko Brouwers**

Since 2006, I have been a member of the Board (National Executive Committee) of ACPIN. In the last 5 years, I have been elected Honorary Chair for three successive terms during which time I have led a transformation of ACPIN's organizational structure to its current form as Charity representing a professional organisation with a formal office and dedicated staff. Throughout this time, ACPIN has remained financially viable and has retained and increased its financial reserves. During my tenure, ACPIN has reached out to an international audience with the development of the ACPIN International Conference which is now widely seen as the best international neuro physiotherapy conference.

It is my intention to now, after 5 years in post, stand down as Honorary Chair of ACPIN at the AGM on the 23<sup>rd</sup> May 2019 and hand over the reins to the Vice Chair.

During the elections to be held at the AGM, I wish to stand for a Board position for a single term of at least one year to support the Board as the past Chair. By standing for election as a Board member, I will commit to volunteer 4 to 7 hours per week to support the activities of ACPIN.

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#### **Vice Chair – Adine Adonis**

Since 2017, ACPIN has continued to grow and flourish with strong leadership and a clear direction. I am proud to be an integral part of that strategic leadership dynamic and to have been a driving force in its many successes.

To continually expand ACPIN's horizons, we have strived toward and successfully achieved an application to become a charity that will help ensure we are acting in and for the benefit of the public and our patients. My focus on ensuring we deliver high quality continuous professional development has resulted in ACPIN delivering high quality conferences for its members, which attract international delegates and speakers and has seen a steady growth in conference attendances. My passion for research, collaboration and networking has resulted in successfully securing professional network funding, in collaboration with the FES community, to begin developing FES guidelines. My drive for collaborating and networking with other

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professional networks abroad and in the UK, has resulted comprehensive discussions that are paving the way for future collaborations for ACPIN. I have actively supported ACPIN portfolio holders to innovatively seek sustainable solutions that help deliver meaningful outcomes to better serve the ACPIN membership.

Neurological physiotherapy has been my passion for more than 20 years, and I have a strong desire to continue raising its profile. My experience clinically, within higher education and research helps me to do so across different platforms.

My clinical experience has afforded me the opportunity to have worked with patients, carers and multidisciplinary colleagues across local and regional strategic networks; and led teams of neurological physiotherapists. I am currently at St Mary's Hospital in London, part of Imperial College Healthcare NHS Trust. My passion is nurtured by my interaction with patients and specifically, my cohort of neurological patients seen at our specialist national centre. Our national and international collaboration, and our satellite clinics throughout the UK, provide many opportunities to advocate for neurological physiotherapy.

My supervisory experience of undergraduate and postgraduate research projects, as well as my higher education institute teaching experience, has allowed me to demonstrate my passion and commitment to neurological physiotherapy and continually transmit it to undergraduates and post graduates. My research experience has seen me progress from supporting research to actively growing my research capability by successfully leading my own research projects. An example of this is through the attainment and completion of a research fellowship as well as successful funding for a patient and public involvement (PPI) grant. The experience of leading my own research program has drawn on project management, organisational, budgetary and practical skills.. I regularly peer review abstracts for conferences and articles for journals. I have published my work in peer reviewed journals and presented my research at national and international conferences.

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I am excited and passionate about ACPIN's past, our achievements thus far and our future. I enjoy working with individuals who like me, are driven to succeed and who are committed to working towards a common goal. I firmly believe that as an ACPIN community we can continue to achieve more together and I am committed to ACPIN's vision which shares my own personal values. I hereby seek election to the ACPIN board to continue the work we started.

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### **Publications and Knowledge Dissemination - Praveen Kumar**

I am Dr Praveen Kumar currently working as a Senior Lecturer in Physiotherapy at the University of West of England that was awarded a Gold rating in the Teaching Excellence Framework (TEF) in 2018, the Government's higher education ranking system. I teach on UG physiotherapy, Sports Rehabilitation and MSc Rehabilitation programmes.

My post-doctoral research includes development of assessment and treatment of shoulder pain and subluxation in people with stroke. I have several publications in peer-reviewed international journals some of which are in high impact journals. I have also presented my research at both national and international conferences and received awards for best abstract.

My early-stage but growing research expertise and portfolio has seen me contribute to the 4<sup>th</sup> and 5<sup>th</sup> National Stroke Guidelines. In addition, I regularly review articles for international journals and grant applications.

I am currently Editor for Synapse, official journal and 'Headlines' newsletter of ACPIN.

We have achieved a lot in the last two years, including the separation of Synapse and Headlines and enabling these to be published online, increasing readership and improving accessibility for the wider online community.

It is my intention to grow upon experiences and key learnings over the last 2 years and to raise the profile of our publications through renown publishers.

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### **Public Affairs – Jonnie McCrea**

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Since the position of Public Affairs was created 2 years ago, my primary objectives have been to raise awareness of ACPIN through media appearances, the CSP Press office and by having articles published in Frontline magazine. I have also been actively supporting those who represent ACPIN to external bodies and giving our members a voice in the public domain.

Throughout the year, I have regularly updated ACPIN members of NICE consultations and publications using our regular ACPIN Headlines newsletter as a vehicle to communicate this information. I have encouraged ACPIN members to really think about how they can contribute to future opportunities and have taken a collaborative approach with them to feed back our collective submissions to NICE.

My professional focus over the past year has been with Tourette's Action and I have been instrumental in the development and implementation of a survey they carried out to identify the problems experienced by those living with Tourette Syndrome. I was invited to participate in BBC 5 Live's Sunday Breakfast show earlier this year and I seized this opportunity not only to discuss Tourette's syndrome, but also to raise awareness of ACPIN and the work that it does to support neuro-physiotherapists across the UK.

Going forward, my aim is to continue this positive momentum of media exposure for ACPIN and endeavour to make us a 'household name' in the field of neuro-physiotherapists. I will enthusiastically grasp any opportunities which may arise either through the press, radio, television or via professional publications to raise the profile of ACPIN and get our message out to the public. We find ourselves at an exciting point in ACPIN's development and I stand ready to support where needed and work in collaboration with our ACPIN board in the delivery of our business strategy.

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### **Conference & Sectoral Networks – Eleanor Butler**

A five year strategy for this portfolio has been developed to outline conference and sectoral network planning. Conference timeline has been developed with a view to organising these events on a two yearly cycle to reduce the challenges of short time lines.

With the help and support of the Board and local membership the International ACPIN Conference 2018 in Manchester was a well supported and hugely successful event. Building on previous successful conferences and a desire to expand and compete on

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the international stage in the field of neuro-rehabilitation inspired the committee to draw in many exciting and innovative speakers and presenters. The exhibitors, some new and others well known, offered opportunities for demonstration and exciting clinical implications. A high calibre of thought provoking lectures, seminars and workshops was packed into a busy timetable for delegates. The quality of the current evidence base within the field was highlighted by the excellence of the abstracts brought to conference and both the research and education forums demonstrated drive and enthusiasm to support moving new and innovative ideas forward within ACPIN. The mix of high quality current research topics and discussion forums for better known subjects, such as Parkinson's Disease, provided interest and stimulated discussion among delegates and speakers alike.

The geographical move towards the north was met with mixed feeling, demonstrated by less than optimal attendance, despite previous feedback indicating support for this. Ian Arnold's survey of membership regarding conference suggested the events are seen as a valuable aspect of membership although the membership has such a variety of opinions and specialist interests that it remains an ongoing challenge to satisfy all individuals.

The conference vision, in line with strategy and charitable objectives, remains to continue to raise the profile of ACPIN on the international stage and to extend our reach and influence through collaboration and growth. In order for success in conference to be consolidated and further developed it is essential that we continue to drive the high standards that have been set. Sponsorship across ACPIN as a whole needs to be further investigated to financially support the charity across each year rather than income generation being event specific. Engagement with the membership remains crucial to support the events and to provide enthusiasm and inspiration to continue to drive the standards from ACPIN conference higher and further reaching. The ongoing collaboration with the International Congress of Neurorehabilitation and Neural Repair in alternate years will expand horizons with their bias towards research and with a membership containing many different professions. This is an excellent opportunity for ACPIN to promote ourselves internationally and benefit from the links that can be established through collaboration.

A Sectoral Network strategy paper has been produced through collaboration with Board members (JB, AA, JMcC) to allow the formation of the first network shortly. This draft strategy paper was approved by the Board in March 2019. Networks will adopt the structure of a special interest group within ACPIN and be defined by disease or

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diagnosis. They will comprise a committee of senior clinicians and academics working in appropriate fields. Networks will be open to all members. It is hoped that the establishment of these will provide additional support, increase professional communication and sharing of knowledge within groups.

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### **Professional Development and Practice - Richard Pawsey**

In standing for re-election I would like to commit to focussing on the singular aim of developing a robust and cohesive Framework of Continued Professional Development which is fit for purpose and eligible for accreditation.

This will involve recruiting a working group of educators and clinical practitioners to identify the knowledge, skills and behaviours required for an ACPIN Accredited Qualification, engaging with other professional networks and Higher Education Institutes (HEIs) to generate a model of how accreditation will be achieved.

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### **Membership Affairs – Lorraine Azam**

ACPIN membership has continued to grow with over 3000 now forming part of the ACPIN community. The current database is outdated and not able to cope with new platforms and therefore the main priority for the portfolio has been to focus on the planning and implementation of a new membership database. This will be launched within the coming months and see members be able to book any ACPIN course online and access new content. It will remove the use of cheques and move fully to secure online payments that should be easier for members and reduce process delays.

It is essential that all members have access to all opportunities that ACPIN provides therefore I have continued to work with other portfolio holders to stream line processes of getting information on research, courses and events out to members to improve access for all members to all ACPIN activities and opportunities. Utilising the membership support staff member of the ACPIN office has enabled us to respond to queries from members quickly and circulate events more widely, this will be further enhanced with the new integrated database and website.

I have reviewed the membership categories with suggestions for new categories that will meet the changing membership of ACPIN allowing for membership for individuals

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from a range of health and social care backgrounds and the public who can join the ever growing number of neurophysiotherapists who form the ACPIN community. This new breadth of membership will support ACPIN in providing expertise and a voice for those with an interest in neurorehabilitation.

As I work within a centralised stroke service I have represented ACPIN on the Stroke Workforce Working Group that reports to the Stroke Programme Board of NHS England. This group has been tasked at looking at the workforce requirements for stroke within England with task and finish groups looking at Hyperacute care, Specialist Assessment and Rehabilitation, Life after Stroke and Prevention and detection with an overarching group looking at the skills, capabilities and education requirements of the workforce. This group fed information directly into the Stroke recommendations in the NHS plan that was released in January 2019 helping to make sure that rehabilitation formed a strong focus of the plan. Physiotherapy is essential to stroke survivors and it is essential that we see services improved with greater access in both the acute and community setting.

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### **Regional Affairs – Nikki Guck**

Given the achievements outlined in my Impact report, I believe that for this post, there will on-going requirements to ensure that strategic change is challenged and driven by not only the Board but also by the Regional committees.

I would like to stand again for the National Board with the same vigour and passion, in whatever role is deemed appropriate by the Senior Team. In the last 2 years I have been able to support the ACPIN board with various projects, conference planning and delivery and I am aware of the requirements and expectations of a Board portfolio holder, this often means between 3-6 hours commitment per week on a voluntary basis. I am more than happy to have further discussions if any questions are raised regarding this report.