

The Institute of Maxillofacial Prosthetists & Technologists



IMPT Council minutes from meeting dated Wednesday 1st December 2021

Venue: via IMPT Zoom.

Minutes taken by C. Louise Watson – Council member

Attendees:

Adrian Sugar	President	AS
Jason Watson	Chair	JW
Pauline Paul	Honorary Secretary	PP
Richard Eggleton	Honorary Treasurer	RE
Hitesh Korla	Honorary Registrar	HK
Steve Hollisley-McLean	AIB Chair	SHM
Karen Boyd	Continued Professional Development Lead	KB
James Dimond	Website Editor	JD
Catherine Turner	Communication Officer	CT
C. Louise Watson	Minutes Officer	CLW
Paramjit Kaur	Council Member	PK
Oliver Burley	Council Member	OB
Kirsty Galt	Co-opted Council Member	KS
Carwyn Harries	Members in Training Representative	CH
Anthony Simpson (update only)	Invited to update on 2022 Congress	TS

Apologies:

Trevor Coward	Education Officer	TC
Barry Edwards	Journal Editor	BE
Edward Malton	Newsletter Editor	EM
Siân Campbell	Council Member	SC
Adrian Kearns	Council Member	AK
Naimesha Patel	Council Member	NP
Paula Garraway	Council Member	PG

Action List	Actions sent out to the Council on 26 th January 2022 from the meeting dated 1 st December 2021.
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Last Minutes	Minutes dated 29 th September 2021 - proposed by Pauline Paul, seconded by Hitesh Koria.
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Subject	Note	Action
Welcome and Introductions	Jason Watson welcomed everyone to the meeting at 10.15am, including Carwyn Harries (CH) the new MiT representative.	To Note
1. Apologies for absence	As detailed above	To Note
2. Approval of Minutes from last meeting dated 29.09.2021	Corrections noted	
3. Matters arising	Matters arising covered in Officers reports.	
4. Correspondence and Reports		
Chair Report	<p>As detailed in Report submitted to Council 30th November 2021.</p> <ul style="list-style-type: none"> JW would like to thank AS, RE, SC & NP for all the work that went into organising the BAOMS event, there has been some positive feedback. Application to move the allocated QVH STP funding has been made, and a decision is likely in January 2022. There has been no update or contact from Huw Jones in Norwich with regards to the matter highlighted during the last meeting – the situation will be monitored. No progress has been made with regards to the MiT social media information. EM needs additional support with the Newsletter, OB plus 1 other (in lieu of PG) to assist. OB to do next edition, plus arrange meeting in January with EM plus additional volunteer. EM to chase council members for volunteers. Discussion around closer affiliation with BAOMS took place; all thought it would be ideal opportunity to form closer links with a suggestion from AS that a IMPT member could have a none voting observer role on BAOMS council. AS also mentioned at present there are some political issues which are currently been resolved that the IMPT would not want to be mixed up with. Austen Smith is currently in post until June/July 2022 who would be the go-to person in creating a more formal relationship with BAOMS. JW would like to thank Jeannine Linha (IMPT overseas affiliate) KB and PK for their hard work in organising the recent joint IMPT/IASPE event. KB will provide more detailed feedback in the next council meeting in March. GIRFT report into Canterbury Maxillofacial laboratory highlighted that the laboratory is understaffed and under resourced, Matt Pilley and Stef Edmondson with the support of JW will be undertaking an independent review of the laboratory as recommended by GIRFT. JW has asked for volunteers for the position of Vice Chair - Educational Committee from the members that participate in the IMPT sub-group, to build resilience and to aid TC. 	<p>A16 JW AS</p> <p>A19 JW</p> <p>E4 All Ed Comm</p>

	<ul style="list-style-type: none"> • The process of formally setting up Vice Chair roles is a must as detailed in the report, including the education committee as mentioned above. Some roles have been formalised but not actively assisting the lead, this does need to change, as succession planning and understanding different roles is a must. OB is interested in the Deputy Website lead. KB suggested that PK should be deputy CPD lead. A decision on whether a Vice Secretary is needed, will be made at a later date. • It was decided that a fixed term of 3 years for Council roles was adequate term served before review/re-election of roles. RE mentioned that certain posts i.e., Treasurer's post needs continuity. AGM would be an ideal opportunity to change/rotate positions. • There is not much information in AofA with regards to suspending a council member due to sickness etc. This issue was raised due to PG unable to contribute to council due to long term sickness. Council does have the ability to suspend a member until they are able to contribute. PP – this should be flexible fixed term and not indefinite, if they are unable to contribute after the fixed term, they then need to reapply to become a council member again. SHM said that PG needs to be involved in the decision; JW said we need a functioning council. AofA does document that Council can appoint anyone to Council at any time not just at the AGM. PP said if we suspend and replace on an interim basis how do we stand with Companies House. JW – need advice from Charles Fraser Macnamara. 	<p>A20 All Deputy Leads</p> <p>A1 JW PP</p>
Secretary Report	<p>As detailed in Report submitted to Council 30th November 2021.</p> <ul style="list-style-type: none"> • Some council members are still reporting issues with uploading documents to Google Drive, JD thinks it may be due to either local firewalls or that the members need to log into the google drive to upload. • The March meeting will be a hybrid meeting, with members who are unable to travel to London having access to the meeting via Zoom. PP has asked if accommodation is required, please email PP in order for arrangements to be made. One additional day for the purpose of the AIB has been booked at the Union Jack club, as SHM had not confirmed AIB applicant numbers. Later in the day SHM confirmed that at present there are currently 10 applicants, final confirmation will be 1 month prior to the AIB date. Due to the volume of candidates an additional day needs to be booked at the Union Jack club along with associated accommodation. • PP is still waiting on confirmation with regards to the use of honorary titles from Charles Fraser Macnamara. PP also mentioned that there are still some members that need to be removed from Companies House IMPT roll and vice versa. SHM mentioned that he is receiving correspondence from companies to his personal address due to been on the roll and asked if this could be changed to the hospital address. RE mentioned that 	<p>A3 PP</p>

	<ul style="list-style-type: none"> As mentioned in the last meeting an IMPT council member has been suspended from the GDC register, HK has sent the member on multiple occasions the relevant documentation with regards to suspending their IMPT membership, these have been returned back. The GDC are also encountering the same issues. HK would like to arrange an informal meeting with the member. All council members are in support of submitting an Honours proposal for Chris Maryan. JW said that maybe AK could lead on this. 	A22 AK JD
Education Officer	<p>As detailed in Report submitted to Council 30th November 2021. Presented by JW</p> <ul style="list-style-type: none"> It was decided that the Congress awards would not be sponsored from trade companies but would be incorporated into the delegate costs. Each award would cost between £45 - £80, dependant update design and detailing. Liz Plumb has taken over the role previously held by Andrew Williams on the NSHCS. IACC will most probably continue rather than OSAF's as this method of assessment tends to be more cost effective. Nick Connolly has taken over the role of lead STP trainer from Peter Evans, he will also attend the IACC board. 	
Professional Development Lead	<p>As detailed in Report submitted to Council 30th November 2021.</p> <ul style="list-style-type: none"> Peter Evans mentioned that verifiable CPD AWARDED BY the IMPT needs to be quality assurance audited. Most requirements stipulated by the GDC are covered but need to include the attendees GDC number and a couple more elements to the certificate including mapping. JW – however it is up to the attendee to map and reflect on learning. KB will contact the GDC to check requirements. KB has yet to send CPD certificates out to those who attended the joint IMPT/IASPE event as waiting on a digital signature from IASPE. JW said to send out certificates with IMPT signatures on only. 	E5 KB
A.I.B Chair	<p>As detailed in Report submitted to Council 30th November 2021.</p> <ul style="list-style-type: none"> As mentioned previously there are ten potential AIB applicants, an additional day maybe required to carry out the process in March. SHM has updated the AIB document to replace the logbook with a reflective piece and case studies as stipulated by the IMPT AIB panel. There has been a positive response to this change so far. There maybe 1 year when both the old (logbook) and new (reflective piece) co-exist, as candidate's maybe currently working on the logbook. SHM will circulate this document. 	
Members-in-Training Representative	<p>As detailed in Report submitted to Council 30th November 2021.</p> <ul style="list-style-type: none"> STP's find the Webinars a valuable way to achieve CPD hours. RE was surprised that University courses do not cover all CPD requirements, KB confirmed that GDC requirements are not covered by the Universities. 	

	<ul style="list-style-type: none"> It was confirmed for the 2nd year students that the joint IMPT & IASPE was recorded, due to them attending KCL lectures. Nick Connolly is working on a template to assist students with compiling their competencies, aiding clarity for all involved in process of training. Student forum page on IMPT website was put forward by CH, JD & JW mentioned that has been one in the past which wasn't used and can be difficult to monitor. RE – WhatsApp is less formal way of communication. CH is to represent all students. 	A11 CT CH
Journal Editor	<p>As detailed in Report submitted to Council 30th November 2021. Presented by SHM</p> <ul style="list-style-type: none"> BE has 3 papers for the next journal, one of these papers is equivalent to two papers. CT to send another email to request papers, this will also include MSc students. 	A13 BE SHM
Website Editor	<p>As detailed in Report submitted to Council 30th November 2021.</p> <ul style="list-style-type: none"> OB as deputy Website Editor to update news section on the IMPT website, as Communication Officer is already a busy role. To comply with GDPR regulations all new members need to opt out of further IMPT communications. RE has asked if the accounts can be placed on Website, as these have now been audited. 	A14 JD A8 HK
Newsletter Editor	No report submitted, nothing to report.	A15 OB
Congress 2022	<p>TS reported that good progress is been made on organising 2022 Congress.</p> <ul style="list-style-type: none"> Four companies currently sponsoring the event Materialise, who will be providing a Beginner and Advanced training course on the Thursday. Technovent Tri-tec (paid £720, RE questioning RBS payment with no reference, JD – this could be Tri-tec payment) KLS Martin, providing tote bags. Awards – JW most awards will be decided on the day, apart from Brian Conroy Kid, and Journal awards these will be decided outside of Congress. AK needs to finalise document before communicated to TS. 16-17 delegates have currently booked. TS has had many volunteers to deliver lectures, programme for Day 1 is complete. TS doesn't want the usual suspects to deliver lectures. Chief Executive of Whiston Hospital will formally open the Congress. The keynote speakers for day 1 will be Adrian Sugar the current IMPT president who will hand over the reins to Ann Baderly. TS struggling to confirm Smugglers Cove, have site visits in February Looking at either the Hotel or Crown Plaza to host cheese and biscuit reception. TS trying to secure sponsorship for the reception to keep costs down. JW suggested the Hotel. 	E2 AK A12 CT A20 JW SHM RE SC

	<ul style="list-style-type: none"> Looking at DJ's in addition to Bands for prize-giving ceremony. Both options are similar in price, decision will be based on venue space. Will know more in February. TS enquired how printing was commissioned for the previous Congress. SHM employed local printing company due to logistics. 	
5. Articles of Association	<ul style="list-style-type: none"> On-going 	
6. Policies	<ul style="list-style-type: none"> On-going 	A9 ALL (HK)
7. A.O.B	<ul style="list-style-type: none"> PP, Scottish consortium has managed to secure funding for STP training position. KB, AGM – April 29th, save the date. Will be a virtual event, due to previous successful AGM's using this platform. SC, has emailed draft consent form for social media, for IMPT records. CT to add to Twitter, AK to link with documents written previously. Patient related post will need informed consent prior to any publication. Sent to JD for website. RE, those in the disbanded 1995 NHS pension scheme, who transferred over to the 2015 scheme, can upon retirement make a choice on whether any pension contributions made between April 2015 – March 2022 remain in the 2015 scheme or transferred back to the disbanded 1995 scheme. This is due to the McCloud remedy aimed to remove age discrimination. All contributions from April 2022 will be in the 2015 scheme. RE, would like more information on 3D ocular prosthesis as not much detail on the link. It is thought that the Isis aspect is printed then inserted into the prosthesis. KG, Congress is currently £535 will increase to £585 IN April 2022. 	A10 RE ED
	Meeting concluded at 14.45	

Minute sign off for the Zoom meeting dated 1st December 2021

Signature of Chair.....

Date of signature.....