



The Institute of Maxillofacial Prosthetists & Technologists

IMPT Council minutes from meeting dated Wednesday 4th October 2023

Venue: Zoom

Minutes taken by C. Louise Watson – Council member

Attendees:

Steve Hollisey-McLean	Chair	SHM
Pauline Paul	Honorary Secretary	PP
Naimesha Patel	Honorary Treasurer	NP
James Dimond	Honorary Registrar	JD
Karen Boyd	Education Officer	KB
Paramjit Kaur	Continued Professional Development Lead	PK
Charlotte Hughes nee. Heath	Website Editor	CH
Oliver Burley	Newsletter Editor	OB
Catherine Turner	Communication Officer	CT
C. Louise Watson	AIB Chair & Minutes Officer	CLW
Richard Eggleton	Council Member	RE
Hitesh Koria	Council Member	HK
Barry Edwards	Council Member	BE
Edward Malton	Council Member	EM
Taran Malhotra	Council Member	TM
Mark Svolkinas	Co-opted Council Member	MS
Vacant	Retired Co-opted Council Member	
Vacant	Members in Training Representative	

Apologies:

Siân Campbell	Journal Editor & Equality, Diversity, Inclusion Lead	SC
Sameera Patel	Council Member	SP
Kirsty Barbour nee. Galt	Council Member	KG

Minutes dated 19 th April 2023 EGM	No council members willing to propose or second the minutes currently, due to voting issues. SHM <i>"please contact him to discuss any issues, as would like to sort out any conflict"</i> (from Junes minutes) 4.10.23 – the minutes dated 19.4.23 still not proposed, objections are not to the minutes but the voting process (SHM) to discuss in December.
Minutes dated June 2023	Proposed – James Dimond Seconded – Barry Edwards

Welcome and Introductions	Steven Hollisey-McLean welcomed everyone to the meeting at 10.35am. SHM has sent thanks to Shivani Lakhanpal (MiT) for her time as the student representative.
Apologies for Absence:	Noted
Matters arising	<ul style="list-style-type: none"> • [REDACTED] agreed to action and make the necessary changes as discussed in Junes minutes. • Minutes need to be anonymised before they are uploaded onto the website. • Email address to be created for IMPT events. • Link access to Google Drive has been restricted to read only. • GIRFT, information gathering was extended due to missing information from NHS Trusts. <p>A7 & A10 – Meeting arranged before Decembers meeting to discuss changes to AofA.</p> <p>A8 – The google drive will be the central location for IMPT business documentation, links will be sent out but only [REDACTED] will be able to edit within this drive to ensure integrity, [REDACTED] able to password protect documents. Pass documents [REDACTED] for her to upload. [REDACTED] uses Google Drive for Webinars, if PK logs on as general admin, she will have full access to edit all documents. May have to set up a new account to restrict access however this may cause issues with other meetings.</p> <p>A11 – [REDACTED] provided [REDACTED] with 4 years of recent accounts, will provide the remaining in due course.</p> <p>A12 – Congress journal to be published, hopefully by December.</p> <p>A13/A14 – The Thackeray museum project is still ongoing. No update given.</p> <p>A16 – [REDACTED] needs access to the accounts. [REDACTED] is finding it difficult to arrange as due to commitments this needs to be done on a Saturday when there is reduced staff and banking hours. NP still investigating accounts. Ongoing issues with access. NP thanked RE for stepping in and discussing the accounts at the recent Manchester congress.</p> <p>A17 – Resend March minutes to [REDACTED] not received.</p> <p>A20 – in progress.</p> <p>A21 – 1 outstanding travel claim to be paid.</p> <p>A24 – Accounts need to be submitted to the Charities commission by December, confirm if done.</p> <p>A28 – Discussed at the Education committee.</p> <p>A31 – Ongoing, clarity still required.</p> <p>A37 – Uploading previous journals to go back to 1997, is it worth putting on historical proceedings?</p> <p>A39 – [REDACTED] to investigate further, 1 stand costs £12k can we justify cost? Stand would be free if providing a series of lectures. OTA share with four other organisations.</p> <p>A43 – [REDACTED] to finalise Congress Award Document, to then be shared to review.</p> <p>A45 - A54 – Ongoing (to change to Pol references from Octobers actions generated)</p> <p>A55 – [REDACTED] happy to approve the Congress Organising document, as used for guidance only. [REDACTED] version sent to [REDACTED] who can then amend during the organisation process.</p> <p>A57 – Document review working group includes, [REDACTED] Group to review documents before circulating to the wider council members. All other action points will be discussed during the meeting.</p>
Correspondence and Reports	Officers had issues with uploading documents to Google drive.
Chair Report	<p>No report uploaded to Google drive.</p> <ul style="list-style-type: none"> • The Congress lite was well received. [REDACTED] thanked all who were involved. • Currently formulating a plan for BSSPD, as wishing to form closer ties as discussed previously.

Action dated from 1st March 2023

	<ul style="list-style-type: none"> • In January there will be a vote on the alternative routes to STP entry, in addition to dental technology. This will be discussed further in December; an intermediate course may have to be set-up to offer skills needed for those applicants applying via the non-traditional route. The voting in January will be a half day face-to-face event with a proxy voting system allowed. • A webinar will need to be organised so that members can make an informed choice. Volunteers are required to argue the for and against the alternative routes for STP entry. • [REDACTED] would like to set up a service lead group, as a support network as well as a way of discussing national issues. • We need to set up an asset register, recording all equipment no older than 4-years including costs. Then need to look at replacing equipment for roles that require equipment such as Laptops. • [REDACTED] has proposed that the IMPT block book 30 rooms at a hotel in Oxford as BOAMS conference clashes with Silverstone in July. It would work out at £190 per room. We need to show commitment in the IMPT's desire to form closer links with BOAMS. As such [REDACTED] would like to propose that June 2024 IMPT council meeting is moved to the day before BOAMS conference. There were no objections to move the IMPT meeting to July 2024 to co-inside with BOAMS. [REDACTED] would like to investigate if hotel accommodation could be sought which would be more cost effective. No objections were raised to this, if hotel accommodation cannot be found at a cheaper rate IMPT to go with the option found by [REDACTED] asked if IMPT could subsidise this event as have done on a previous occasion.
Secretary Report	<p>As detailed in Report submitted to Council 4th October 2023.</p> <ul style="list-style-type: none"> • December's meal at the UJC will be a finger buffet. • To check if cancellation charge is applicable for the Lawrence room used for the AIB's, as only organising panel for 1 day. • There are 3 applicants for the retired co-opted post. Advice sought if all applications received were valid as confusion if retired co-opted member should have previously sat on council. Due to the wording to the invitation email and lack of policy guidance it was felt all applications were eligible including previous holder. Minutes dated June 23 mentions "ideally" retired member should have sat on council. (Should this statement be null and void [REDACTED]) [REDACTED] concerned that in the future we may not have any retired applicants to fill the co-opted position if we are too stringent. • PP read out the statements of each of the applicants before voting commenced. It was noted that those who abstained or did not vote, the % vote would not tally. Co-opted members are not eligible to vote, [REDACTED] [REDACTED] vote was not included in the result due to hosting but would not of changed the outcome. 13 council members voted. <ul style="list-style-type: none"> [REDACTED] 15% [REDACTED] 46% [REDACTED] 38% • The Zoom account issues have now been rectified, renewal is due September 2024 however not sure who the invoice reminder will go to, either [REDACTED] IMPT needs access to a company debit card as fees on this occasion was paid by [REDACTED], and then needed to be reimbursed. • [REDACTED] has expressed an interest [REDACTED] council, in AofA this is allowed as an interim measure before the next AGM if the maximum quota is not exceeded. [REDACTED] submitted the relevant paperwork

	<p>proposed and seconded by full/fellow members. There were no objections raised for this motion.</p> <ul style="list-style-type: none"> • [REDACTED] to write to IMPT member and Trust surrounding standards of profession and accountability. Matter first raised in July 2022. • Please be mindful when booking travel for Decembers meeting, prices will increase closer to the meeting date. Please also remember the new travel claim process and form.
Treasurer Report	<p>No report uploaded to Google drive.</p> <ul style="list-style-type: none"> • [REDACTED] transfer funds into HSBC to reduce accounts to three, closing the Barclay accounts. No objections were noted for closing the Barclay accounts. • How should the Birmingham Midshire funds be invested? Should it be invested in charity account bonds? NP to investigate further. • [REDACTED] Further finance meeting needs to be arranged between [REDACTED] • Possible ringfence an account for educational purposes.
Registrar Report	<p>As detailed in Report submitted to Council 4th October 2023.</p> <ul style="list-style-type: none"> • Both [REDACTED] graciously accept their new Honorary Fellows status. • [REDACTED] No objections were raised for the new MiT applicants. [REDACTED] • [REDACTED] declared a conflict of interest, when meeting with a CRM team. All Quotes received from this company will be compared to others obtained. Emails can be integrated into the platform, the system will also take into account GNPR. The system will also flag when members have not renewed their membership etc. Any package can be upgraded to include other aspects of the business. Presentation in December? • [REDACTED] investigate merchandise costings to support the profession during events. • Certificates need to be printed and signed. • To use QR codes to link to events and training, [REDACTED] free apps that allow for the creation of QR codes.
Education Officer	<p>No report uploaded to Google drive under main Council meeting.</p> <ul style="list-style-type: none"> • Minutes will be generated by the educational meeting which occurred prior to this main council meeting. Discussed were: • [REDACTED] thanked the Southwest consortium with their lead trainer role, this role is too big for one individual so the role will be split and responsibilities shared between [REDACTED] volunteers are always welcome to assist. • MiT [REDACTED] has stepped down, there have been no other students to step forward, [REDACTED] will support year 1 student if they take on the role. • Alternative routes to STP as discussed previously, if voting supportive of the changes this will be applicable for 2025 intake. • [REDACTED] potentially could develop level 7 apprenticeship, currently being piloted within another profession via distance learning (funded via the apprenticeship levy and therefore free for Trusts once the course has been approved by the educational board.) It would then be easier to write a curriculum for level 5 and 6. This route would widen the prospective pool of applicants which could feed into the STP course. May have to also look at ways to upskill non dental technology applicants whilst in the workplace/work experience. • Due to the dual approach suggested to improve workforce, the educational committee has been split into two. One group concentrating

	on alternative routes into the profession and the second group concentration on any other matters.
Professional Development Lead	As detailed in Report submitted to Council 4 th October 2023. <ul style="list-style-type: none"> █ would be a useful tool to receive feedback for delegates, which would also act as quality assurance for CPD. No evaluation/feedback does result in no CPD certificate being issued. CPD programme to recommence imminently.
AIB	As detailed in Report submitted to Council 4 th October 2023. <ul style="list-style-type: none"> Have yet to update the AIB policy to include fees. Council generally are not supportive of continuing with two routes of assessment for AIB, as it would be difficult for complete parity of both systems. It was also felt that if IMPT want to encourage equivalency applicable for those members who have traditional qualifications the equivalency route would be advantageous. From 2024 case study/log book assessment will no longer be valid.
Members-in-Training Representative (MiT)	No report provide – role vacant
Journal Editor	No report uploaded to Google drive. █ reports Journal should be published soon.
Website Editor	As detailed in Report submitted to Council 4 th October 2023.
Newsletter Editor	As detailed in Report submitted to Council 4 th October 2023. <ul style="list-style-type: none"> █ agreed to support with the Autumn newsletter, delayed From Summer. Graphics will have to change. Obituary article will be removed from the newsletter on this occasion.
Communication Officer	As detailed in Report submitted to Council 4 th October 2023. <ul style="list-style-type: none"> Appreciate if could have a nominated person to take photographs at future events (not including lecture content) Only had 11 bounced back emails from last communication sent, resulting from the change of membership renewal process.
Equality, Diversity, Inclusion Officer	No report uploaded to Google drive.
2025 Congress █	<p>█ joined the meeting to provide update on 2025 Congress.</p> <ul style="list-style-type: none"> Currently in the initial stages, collating ideas and taking ideas from previous Congresses. Contacted previous sponsors for ideas, feedback. Next steps will be looking at 3 venues which will be suitable for all. <p>█ advised that some members of council will assist in the venue selection as scoring sheet used to analysis suitability. March 2024, it is expected that the congress date and venue should be finalised. Please be mindful of school holidays within each province of GB. The Congress Guidance document has been approved which will help with timelines etc. This will be forwarded. The IMPT has an email account dedicated for the organisation of events, access will be given.</p> <p>Working group to include █</p>
Policies	<p>█ Would like to focus on updating policies and would like a standardised template. Updated documents should also include dated version control and action list included. Documents need to be finalised before focusing on AofA. Policies are not followed, thus causing issues. Possibility to review AofA annually.</p> <p>█ to be included in the working group. All documents to be uploaded to Google Drive so that they can be edited by the working group before circulating to all council members for comments.</p>

	<ul style="list-style-type: none"> ○ Expense policy, this should be the Treasurers responsibility, there is one in place, but needs updating. ○ Articles of Association – ○ Fellowship document – ○ Code of conduct/scope of practice – Disciplinary policy is the wrong term as the IMPT can only remove/withdraw membership. Members need to follow “Code of Conduct” would like a standards document, similar to GDC / HSPC published standards. ○ Refunds policy – to include in expense policy. ○ AIB – to include fee. ○ Research – to ask research network group to formulate. ○ Equality and Diversity - a draft policy has been uploaded to Google drive for review. to assist. ○ Congress Organising Document – to compile information, to then covert to a timeline of activities. ○ Payment document – all information should be in one place as well as the corresponding documents/policies i.e.. AIB, membership. ○ Social Media – social media consent form has been finalised and agreed by council (at a previous meeting) to forward to before uploading to the website. ○ Congress Award – The document does not need much work, needs updating to include feedback from the 2022 Liverpool Congress assessors. to investigate if he would like to complete the document. If will bring back to council. ○ Policies/guidance to be developed for retired co-opt members, SOP for zoom voting. IMPT training/education financial support.
IMPT Funding of training/courses	<p>has been tasked to compile ideas on how the IMPT can support educational avenues supporting the overall membership as recommended by the Charities Commission. The IMPT needs to be investing in education and spending a proportion of its surplus cash reserves. In previous minutes a £2000 limited was discussed. HK, to forward minutes, confirmed this statement is within previous minutes.</p> <p>Ideas include:</p> <ul style="list-style-type: none"> • Proposed leadership study day, which would be profession specific. Senior heads of departments would offer tips, advice, and tribulations of holding a senior role within the NHS. Learning from one another. This could also be linked to coaching. Initially aimed at students but would be open to all the membership. Ideally would like this course to be FOC. Numbers would be venue dependant. The organisers would request finance based on lump sum, not per delegate as this would be difficult to quantify. There was mixed support for this idea as some thought that Trusts already provide leadership courses, with others supportive of being profession specific. A vote occurred (14 members) to gauge support if Council should run/pay for this course resulted in the idea not been carried forward. <p>6/14 For</p> <p>8/14 Against</p> <p>It was noted that we need to be more supportive of any ideas as has been tasked to spend money to educate the profession.</p> <ul style="list-style-type: none"> • Ocular courses, cost • Materialise accredited courses, discussed previously and deemed expensive Materialise come back with alternative courses. <p>Fundamental course = £351 per person Design Course = £878 per person Larger discount if booking both together.</p>

	<ul style="list-style-type: none"> IMPT Funding of training/courses [REDACTED] need to develop policy, what should be supported including financial contribution. Feedback from STP programme include additional training surrounding Ocular & 3D applications. Any training courses offered would be open to all IMPT members not just MiT.
A.O.B	<ul style="list-style-type: none"> The IMPT banners have been misplaced, [REDACTED] to source and purchase.
	Meeting concluded at 16:30
	Next meeting - Wednesday 6 th December (Hybrid)

Minute sign off for meeting dated 4th October 2023

Signature of Chair.....

Date of signature.....