

ACPOHE

PHYSIOS **FOR** WORK **AND** HEALTH

**The Association of
Chartered
Physiotherapists in
Occupational Health
and Ergonomics -
Annual Report 2022-
2023**

acpohe.org.uk



ACPOHE Annual report 2022-2023

Executive Summary

This report covers the period following our last AGM on 11th November 2022 in person in Salford, UK, and virtually on Teams, to date.

2022-23 has been a very busy year for the ACPOHE committee. As a new team, all committee members have worked hard to establish their roles in the organisation. Majority of the work carried out this year has been to ascertain the key activities of each workstream and identify areas for development of new and existing activities.

The proposed workstreams have allowed for enhanced teamwork and sharing of activity. This is still in its infancy but will continue to develop in 2023-24. To manage the wealth of developmental opportunities, the committee also plan to introduce several projects in 2023-24. These projects will be led by working parties with special interests. We encourage the membership to get involved in these working parties as it is a great way to enhance your own CPD, network, and help to further develop ACPOHE.

The ACPOHE committee have continued with a hybrid approach to committee meetings, regularly meeting remotely and once in person. Remote meetings help to increase efficiencies for committee members and allow for more regular communication. However, going forward the committee plan to meet in person twice a year. This is due to the growing amount of work that the committee is doing, requiring greater time together and further development of the team. Remote meetings will be held regularly to ensure work continues to progress throughout the year.

The work outlined in this report is aligned to the new workstreams and we hope that the sections in the report will illustrate the efforts taking place to support you, our valued members.

Specific areas of development this year include;

- Increased efficiencies for reporting and financial analysis through the introduction of a new accounting software package, Xero.
- Enhanced engagement with ACPOHE membership, the CSP and CSP professional networks.
- A comprehensive review and update of all ACPOHE courses.
- Completion of a CSP funded project to develop a range of resources for both patients and clinicians to increase awareness and support the use of the fit note in practice.
- Enhanced, regular communication via the introduction of a new ACPOHE monthly newsletter.
- ACPOHE's first research placement with a student at the University of Brighton who developed a resource package for writing case studies.

In the coming year we have some exciting development plans including;

- Support funding applications that promote ACPOHE and OH physiotherapy.
- To review and enhance membership options.
- To further develop new and existing ACPOHE courses and webinars.
- To develop and implement a strategic plan for ACPOHE communication.
- To deliver a strategic plan which aims to build on the success of the research cafes and with a renewed focus on sharing best practice in workplace health.

Furthermore, there has been a significant amount of work carried out in representing ACPOHE at stakeholder events. You can read more about this in the latter section of this report.

The 2023, ACPOHE study day is being held on 17th November in Birmingham. The theme of the study day is 'Breaking Down Barriers', focusing on obstacles that can limit practice in Occupational Health and Ergonomics. It will be a great opportunity to listen to experts in the field of work and health, whilst networking with colleagues. This year sees the return of event sponsors so you will also have the opportunity to try out new equipment and technologies and discuss training opportunities for your workplace. We encourage all members to attend and look forward to seeing you for a day of education, discussion, networking and social engagement.

I would like to take the opportunity to thank retiring committee member Rob Kelly who has helped support the development and running of ACPOHE's website and social media over the past few years. Due to a number of personal and professional reasons, 3 of the 4 committee members voted onto the committee last year were unable to take up a role on the committee. We are therefore actively looking for new committee members who are keen to join us in developing and promoting ACPOHE as an organisation. If you would like to know more about being on the ACPOHE committee and/or are interested in joining us, then please send an email to nicola@acpohe.org.uk

Finally, I would like to thank the whole committee for their ongoing support and commitment. Without this, the progress that has been made and our future development plans would not be possible. We have an exciting year ahead and I look forward to working together on new and existing projects.

Nicola Suckley – ACPOHE Honorary Chair

ACPOHE Committee Members

Role / Team	Name
Honorary Chairperson	Nicola Suckley
Honorary Vice Chairperson	Alex Bell/ Colette Owen
Honorary Secretary	Not required
Honorary Treasurer	Alex Bell
Education Workstream (including courses, webinars, conferences)	Juliet Raine - Lead Paul Shawcross
Membership Workstream (including Equality & Diversity, Membership Engagement and Pay & Grading)	Colette Owen - Lead Pauline Austin
Research Workstream (including ACPOHE Journal, research projects, Research Cafes)	Glykeria Skamagki - Lead Leonard Joseph Paul Shawcross
Communication Workstream (including website, social media, newsletters)	Jo Harrison Rob Kelly

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Additional Roles (Non Committee Members):

IFPTOHE Rep Tracey Atkinson

ACPOHE Administrator Nik Bathe

Treasurer Report

General Summary:

The focus of this year has been to increase financial efficiencies and increase the transparency of all financial activity.

Key Activity:

- Overseeing and approving all revenues and expenditures, ensuring financial stability of the organisation.
- Updating and streamlining financial policies and procedures to ensure transparency of financial transactions, reduce administrative time, and limit expenditure.
- Research into change of accountants to improve quality of year end reports and reduce the associated preparation work.
- Initiating the transition to professional financial software, Xero, to allow for ease of reporting, and better financial analysis, tracking, and recording.

Future Plans:

- Complete transition to Xero so all financial transactions are fully coded from January 2023 onwards.
- Improve revenue procedures and management to decrease workload on ACPOHE's administrator.
- Review income streams against associated expenditure to ensure financial viability and therefore prioritisation of projects and courses.
- Support funding applications that promote ACPOHE and OH physiotherapy.
- Consider investments in software, products and personnel to allow a faster rate of progress in developing and updating ACPOHE courses, resources and guidance documents.

Additional Information:

Proposed changes to the ACPOHE Accountants:

ACPOHE propose to change our current accountants to a new accountant to improve quality of year end reports and reduce the associated preparation work. This will be discussed, proposed and voted upon at this year's AGM.

Proposed changes to the ACPOHE Constitution:

ACPOHE propose to make an addition to the constitution regarding the organisational status. Please see attached appendix 1 regarding all proposed constitutional changes.

Alex Bell – Treasurer

Membership Report

General Summary:

Developing the membership is a key ongoing objective for ACPOHE. This year the membership stream has been focused on membership engagement and aligning the constitution to meet the needs of the current membership.

ACPOHE membership, as of October 2023, is 498 which is slightly up from this time last year. There has been a steady increase in individual membership with all other categories staying the same or reducing.

The biggest drop in membership was within corporate, where a large corporation decided not to renew ACPOHE membership for its workforce. The reasons for this were reviewed in depth by ACPOHE and the decision was deemed valid, relating to a change in organisational activity and not as a consequence of the ACPOHE offering.

Key Activity:

- Building links & collaboration with the CSP and CSP professional networks, this includes partnership with OH professional networks mentoring scheme
- Attending ARC
- Review and production of Pay and Grading guidance
- Exploring & increasing engagement with ACPOHE members
- Diversity and Inclusion training recommendations to ACPOHE committee
- Review and proposed changes to ACPOHE constitution

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Future Plans:

- To continue working through the six pillars of diversity & inclusion alongside CSP guidance
- To review and restructure membership options
- To utilise members skills to promote ACPOHE, Occupational Health & Ergonomics

Additional Information:

ACPOHE propose to make a number of constitutional changes in relation to membership levels, voting rights and EDI. The proposed changes to the constitution will be voted upon at this year's AGM. Appendix 1 is a summary of the existing and proposed changes. If you have any questions about this please contact colette@acpohe.org.uk.

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Colette Owen - Membership Lead

Education Report

General Update

This year the main objective of the education workstream has been to review and update current courses. This is to ensure all courses are up to date with the most recent research and methods of practice. In doing so, the education workstream have identified a number of areas in new and existing courses and resource documents which require further development in 2023-24.

Key Activity:

ACPOHE Courses:

- Review of feedback from current courses and improvements being made to improve delegate experience
- Updating of out of date content and resources
- The return of face-to-face courses with the Assessing Fitness for Work course in September in Manchester
- The introduction of “early bird” discounted pricing to help confirmation of courses in advance, allowing delegates and tutors to securely arrange travel/accommodation in advance and keep costs down
- The development of new course content behind the scenes
- Summary of course activity:

Course Name	Mode of Delivery	No. Courses Delivered	Total No. of Attendees
OH Essentials	Online	N/A	29
Vehicle Ergonomics	Online	1	6
Manual Handling Train the Trainer	Hybrid	1	6
DSE Level 1	Hybrid	3	24
Introduction to Applied Ergonomics	In Person	2	15
Assessing Fitness for Work	In Person	1	18

ACPOHE Webinars:

- Further expansion of our widely available webinar programme. With integration of research café’s (see research stream mini report for further details) leading to more webinars delivered than ever before (**total of 11**). The key theme of our webinars for 2023 was Diversity, Inclusion and Belonging. See table 1 for a summary of the webinars delivered and attendee numbers.

Table 1 – Webinars delivered in 2023

Date	Time	Theme	Speaker	Host	Webinar Topic (Ideas)	Delivered?	Put on website schedule yet?	Organised	Attendees	Cost
23.02.23	12:00 - 13:00	Research Café	Group discussion	Gykeria & Leonard	Intro to research café, plans & ideas	Yes	Yes	Yes	1	0
23.03.23	12:00 - 13:00	Diversity, Inclusion & Belonging	Dan Williams	Colette Owen	Assessment for Visual Impairment	Yes	Yes	Yes	38	86
27.04.23	12:00 - 13:00	Research Café	Group discussion	Glykeria	New publications relevant to OH physios	Yes	Yes	Yes	15	58
18.05.23	12:00 - 13:00	Diversity, Inclusion & Belonging	Emma Persand	Colette Owen	Menopause and the Physiotherapy role	Yes	Yes	Yes	200	470
15.06.23	12:00 - 13:00	Research Café	Leonard	Paul	How to publish a paper without it taking over your life	Yes	Yes	Yes	28	58
03.07.23	10:00 - 11:00	Bonus webinar	Janet O'Neill	Colette Owen	Mentoring those considering a move into OH	Yes	Yes	Yes		
20.07.23	19:00 - 20:00	Diversity, Inclusion & Belonging	Greet Janssens	Colette Owen	Intro to DisAbility series of webinars: addressing inaccessibility of those with disabilities and the ability to work	Yes	Yes	Yes	28	78
17.08.23	12:00 - 13:00	Research Café	Leonard	Paul	A brief guide to producing an academic poster	Yes	Yes	Yes	34	64
21.09.23	12:00 - 13:00	Diversity, Inclusion & Belonging	APCP	Colette Owen	The disabled young person's journey into the workspace & further education	Yes	Yes	Yes	35	87
11.10.23	12:00 - 13:00	Diversity, Inclusion & Belonging	DWP	Colette Owen	Access To Work and other options	Yes	Yes	Yes	47	65
17.10.23	12:00 - 13:00	Research Café	Group discussion	Glykeria Skamagki	New publications relevant to OH physios	Yes	Yes	Yes	20	42

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ACPOHE Training:

Development of a range of resources for both patients and clinicians to increase awareness and support the use of the **fit note** in practice. This includes:

- A video (to play on screen in GP reception waiting rooms) to help manage patient expectations of 'fit note' certification. This is 1 minute in length.
- A 2 minute video aimed at increasing awareness to GPs of the role of FCPs, particularly around work conversations and completion of the fit note. Please share this with GPs you work alongside.
- An 8-minute training video, which is a reminder of the importance of keeping people at work to help health outcomes (aimed at GPs, FCPs, other healthcare workers in primary care).
- Infographics to patients on what is the fit note, and how to get the most out of your fit note (ideal for notice boards within GP practices).
- Infographics to healthcare professionals on completing the fit note (a quick easy reminder to all involved in completing the fit note).
- Completed fit notes, with audio presentation on a variety of case studies.

[See resources here](#)

Future Plans:

- The introduction of writable PDF workbooks for a more sustainable approach to resources
- Launch of the new Functional Rehabilitation course with contributions from leaders in the field of Strength & Conditioning
- Continued “early bird” approach to tickets
- Commitment to further improve course content and delegate experience
- A greater mix of online and face-to-face courses
- Further development of our webinar programme with different theme(s) for the year and further expansion of partnership delivery.
- Delivery of 4 x workshops supporting clinicians in the use of the fit note will be delivered through November & December.

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Additional Information:

To help support the review and development of ACPOHE resources, the committee proposed to create a working party that focuses on reviewing, updating and developing new content. If this is something that you would like to be involved in please contact juliet@acpohe.org.uk.

Juliet Raine - Education Lead
Paul Shawcross - Education Officer

Communication Report

General Update:

The main focus of the communications workstream has been the introduction of a monthly newsletter, moving away from E-News bulletin. The aim of this was to provide the membership with a regular update on ACPOHE activity, share resources and inform about activity within the field of work and health.

ACPOHE regularly updates the website with new and relevant information and we continue to share information across a number of social media platforms. We encourage the membership to actively engage with all forms of communication and share ACPOHE posts on social media.

Key Activity:

Newsletter:

- Set up a regular template for creating a monthly newsletter
- The month is spent collating information on current activities within the committee, latest information, job vacancies, any current affairs relating to our work, release of guidelines / guidelines etc.
- All information is collated and formatted into a regular newsletter which is released at the end of every month to all members.

Website:

- The website is regularly updated with ACPOHE information and activity
- Nik Bathe, ACPOHE administrator provides assistance in keeping the website up to date
- Courses and Webinar pages are the most regularly visited pages
- Driving visitors to the ACPOHE website is a key objective for ACPOHE communications

Social Media:

- Canva has been introduced to create and standardise posts. These are then scheduled them across multiple social media platforms
- Facebook: 350 followers
- LinkedIn: 259 followers
- Twitter: 1,055 followers

iCSP:

- ACPOHE continued to use iCSP to promote courses and webinars
- ACPOHE regularly provide comment, advice and signposting to iCSP posts on health and work topics

Further Developments:

- To develop a more structured plan for ACPOHE communication
- Discuss and consider how social media is managed
- Encourage membership engagement in social media

Additional Information:

The ACPOHE communications workstream requires further support to help develop and manage a communications strategy. We encourage members who have an interest in joining the committee to take a role in the communications workstream and welcome support from the membership. If you would like to discuss the communications workstream please email admin@acpohe.org.uk.

Jo Harrison – Communications

Research Report

General Update

Research continues to be a growing area for ACPOHE. This year the team prioritised working to support the student network and build a research network within. We also worked on a mentorship scheme and on student placements.

Key Activity:

- Introduced new research café – 5 delivered bi-monthly. Increasing number of ACPOHE members and other have joined these sessions and we have received very positive feedback. See further detail in table 1.
- Sharing of resources on our [Work & Health Learning and Development Hub](#) (LMS) e.g. development of academic posters
- Glykeria presented her research focusing on *the ageing workforce, MSK issues and how people can be supported by their employer* - at the health & wellbeing at work conference. This research and presentation were hugely well received.
- A summer research placement taken by a Physiotherapy student from the University of Brighton with ACPOHE has developed a '**Resource Package for Writing Case Studies**' to support members' research and scientific skills development in writing good quality case studies and make case study writing more accessible to all its members. This is the first part of the work. The next step will be going through a content and consensus process with the case study marking team in the second part of the work before it can be shared on our platform.

Table 1 – Research Café's delivered in 2023

ACPOHE PHYSIOSFORWORKANDHEALTH		Webinar Schedule 2023 & 2024								
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17.08.23	12:00 - 13:00	Research Café	Leonard	Paul	A brief guide to producing an academic poster	Yes	Yes	Yes	34	64
17.10.23	12:00 - 13:00	Research Café	Group discussion	Glykeria Skamagki	New publications relevant to OH physios	Yes	Yes	Yes	20	42

Future Plans:

A strategic plan building on the success of the research cafes and with a renewed focus on sharing best practice in workplace health. The following objectives and activity have been identified:

Objectives	Activity
1) Share best practice in the field of workplace health relevant for physiotherapists	Monthly sharing of best practice topic via SoMe, newsletter, website
	Create a list of key journals publishing in the field
	Decide on key topics
	Organise monthly meetings to keep focus
2) Support members (and others) in engaging with and producing research	Delivery of research café in webinar format
	Sharing of resources e.g. academic poster production
3) Create research partnerships and collaborations	University partnerships
	Workplace health organisation partnerships
	Take university student on placement
4) Promote research produced by a members and collaborators	Work with a student or group of students in social media promotion
	Use of ACPOHE journal for sharing members research

Additional Information:

We encourage members to attend the research café to gain support and advice on how to carryout research. Please contact ACPOHE if you are wanting to carryout research in the field of Work and Health.

Paul Shawcross, Glykeria Skamagki and Leonard Joseph – Research Officers

Additional Representation and Activity by the ACPOHE Committee and Members

Members of the committee and wider membership attend meetings throughout the year on behalf of ACPOHE. In doing so we aim to promote our profession on the wider Occupational Health platform. Key activity in these areas include:

ARC

Colette Owen and Pauline Austin both represented ACPOHE at this year's ARC. There was no ACPOHE motion this year, however ACPOHE supported DisAbility with their motion on EDB training. Specifically the motion discussed, called for the CSP to co-produce and deliver training with CSP members who experience limitations from disabilities and long-term conditions, on the Equality Act 2010, reasonable adjustments and their implementation and legal duties and to make this training available to all CSP Members and their line managers.

In advance of next year's ARC, ACPOHE plan engage further with ACPOHE members on motions raised and ACPOHE's position in the debate.

CSP Professional Network Day

Earlier this year, Nicola Suckley represented ACPOHE at the first CSP Professional Network Day. The chair of each professional network was invited to the event at the CSP headquarters in London. The aim of the event was to engaging and bring professional networks together to encourage networking and sharing of best practice. The CSP plan to host an annual event of which one person from the professional network will be invited to attend.

Council for Work and Health

ACPOHE continues to be an active member of the Council for Work and Health. We have a presence at the quarterly Council meetings and actively engage in discussion and council activity. We would encourage our membership to visit their website to learn more about the Council's activities.

<https://www.councilforworkandhealth.org.uk/>

Nicola Suckley continues as Board Director for the Council for Work and Health. This ensures ACPOHE now has a strong recognition within the organisation. Nicola has led on the introduction of a panel discussion following each quarterly committee meeting. Both Kathy Roberts and Glykeria Skamagki have

been active members of the discussion panels, promoting the work of ACPOHE and role of OH Physiotherapy in the field of work and health.

ACPOHE Response to the 2023 Occupational Health – Working Better Consultation

ACPOHE provided a comprehensive response to the Occupational Health – Working Better Consultation, detailing views on how OH services can be better provided in the future. Key responses included the importance of multidisciplinary working, immediate access to services, training and education.

In addition to our own response, ACPOHE also supported the response given by the CSP to ensure both responses were aligned. ACPOHE also worked with other professional groups such as the Council for Work and Health and SOM in responding to the consultation.

SEQOHS Revision of Standards

The FOM have carried out a revision of the SEQOHS standards. The aim of this is to streamline the process and improve efficiencies for organisations going through the accreditation. One significant change to the standards is the integration of varying standards into the main register, this includes OH Physiotherapy standards.

Organisations will have to detail which services they provide and demonstrate appropriate evidence accordingly. Nicola Suckley and Tracey Atkinson have represented ACPOHE to ensure the OH Physiotherapy standards remain a key component of SEQOHS and provided support on the update of relevant evidence. The new standards were launched at the SOM conference in June and work continues to launch online guidance.

Health and Wellbeing at Work

ACPOHE chaired the Musculoskeletal Health programme at the 2023 Health and Wellbeing at Work Conference, led by Nicola Suckley and Paul Shawcross. There was a very strong representation of ACPOHE members at the event with many committee members presenting at the conference including; Dr Glykeria Skamagki, Juliet Raine and Alex Bell. It was a great day of education and networking.

ACPOHE have since been invited to once again chair the Musculoskeletal Health programme in 2024 at the conference. Specific topics of interest for next year's conference including: Sleep, shift workers, older workers, self-care, hybrid/home working. Additionally, any tech/AI submissions linked to MSK or Ergonomics are of interest.

We encourage ACPOHE members to continue to submit applications to present their work at the conference and ask successful members to represent and

promote ACPOHE when presenting. Next year's event will be at the NEC on 12th and 13th March 2024. ACPOHE will arrange opportunities to meet during the day and encourage members to actively engage and network with one another. For more information on the conference see the conference website; <http://www.healthwellbeingwork.co.uk/>

SOM FOM Conference

Kathy Roberts represented ACPOHE at this year's SOM/FOM conference. Kathy delivered a short presentation on the role of OH physiotherapy. This was well received with an increase in interest from the wider OH community, particularly OHP's on OH Physiotherapy activity.

As a result of this presentation, ACPOHE have been invited by Shriti Patani, to attend the SOM's OH Multidisciplinary steering group for a new OH service within primary care. The aim of this is to develop a pathway into multidisciplinary team including OH Physiotherapy, Psychology and Occupational Therapy.

Kathy has also been invited, on behalf of ACPOHE to join a SOM podcast on the role of the multidisciplinary team in OH. This is being recorded on 10th of November and will be made available to the ACPOHE membership.

ACPOHE will continue to develop a strong working relationship with the SOM and we encourage members to attend next year's conference. If you would be interested in representing ACPOHE at external conference, then please let us know.

SOM AHP and Nurse Mentoring Scheme

Colette Owen has represented ACPOHE at the SOM steering group for the development of an AHP and Nurse Mentoring Scheme. The aim of the group is to develop a standardised mentoring pathway to support OH professionals who are considering and engaging in a role in OH.

The development of a mentoring scheme has been a consideration for ACPOHE, so it was felt that joining a standardised programme would be of benefit to ACPOHE as an organisation. This work is in its infancy and will be progressed in 2023-24.

International Federation of Physiotherapist in Occupational Health and Ergonomics (IFPOHE)

This year Nicola Suckley stepped down from the IFPOHE committee and Tracey Atkinson was successfully voted on. In doing so, Tracey is able to

continue to promote and share the work of ACPOHE on an international stage. This year's activity has focused engaging and educating the IFPOHE membership through regular webinars and presentation at WP conference.

Proposals for AGM

- Accept the annual report
- Accept the audited accounts
- Proposed Change of Accountant
 - Existing Accountant: Accord Accountants, 132 Winchester Road, Chandler's Ford, SO53 2DS
 - Proposed Accountant: Cornel Accountants, GND Floor, 129 Station Road, Amersham HP7 0AH
- Proposed changes to the constitution
- Election of nominees interested in joining the ACPOHE committee
- Re-elect returning officers for one year:
 - Thanks to retiring officers.



Nicola Suckley

ACPOHE Chairperson
17th October 2023

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Appendix 1: Proposed Constitution Changes

1. Membership

To bring ACPOHE in line with recent CSP professional network changes, the following changes are proposed:

“At least 100 members of which, 70% of whom must be CSP physiotherapists, 30% can be undergraduates/associates/affiliate/non CSP physiotherapists members.”

1.1. Student membership is within associate membership, which is incorrect.

Current:

*Associate membership is available to qualified health professionals working in the field of occupational health and ergonomics including occupational therapists, registered general nurses, occupational physicians, graduate ergonomists and **student physiotherapists** - such membership being at the Executive’s discretion. Associate members must have equivalent health/professional/association membership.*

Proposed:

“Student membership is open to student members of the CSP. On qualification and HCPC registration, the student membership will change to standard membership.”

1.2. In line with diversity and belonging good practice, to allow all ACPOHE members to be able to contribute to ACPOHE.

Current:

The right to vote or to hold office is restricted to those holding Registered Technical and Standard membership only.

Proposed:

“The right to vote or to hold office is open to all levels of ACPOHE membership only.”

2. Executive Committee

To bring ACPOHE in line with recent CSP professional network changes, the following changes are proposed:

Current:

The Executive Committee will consist of:

- *Twelve elected officers who will be registered and standard members of the Association.*
- *Up to four co-opted members (who will be registered and standard members of the Association) necessary from time to time to fulfill the objectives of the association.*
- *75% of the executive must be qualified physiotherapists*

Proposed:

“The Executive Committee will consist of:

- Eight to twelve elected officers who will be members of the Association.
- 70% of the executive must be qualified physiotherapists and CSP members
- Up to four co-opted members who are necessary from time to time to fulfil the objectives of the committee. This is different to a working party.

With this, it may be that a non-CSP member is Chair, or non-CSP committee members attend CSP-funded events. You are referred to the latest version of the CSP PN guidance for further reference on these matters.”

3. Proposed addition of working party guidance:

“Terms of Reference for Working Parties

Working Parties will:

- (i) Be set up for a specific purpose and for a specified time by the Executive Committee.
- (ii) All working parties must have a Chair and be accountable to the Executive Committee and ultimately responsible to ACPOHE.
- (iii) Formulate an action plan for submission to the Executive Committee.
- (iv) Provide written reports to the Executive Committee as requested.
- (v) Require authorisation by the Executive Committee for any activity with financial implications for ACPOHE eg payment of work done. In these instances, advice from the ACPOHE Treasurer will be sought.
- (vi) Liaise as appropriate with other ACPOHE workstreams and Working Parties.

Procedures

- (i) Members of Working Parties may include non-members of ACPOHE.
- (ii) Vacancies on each Working Party will be filled at the discretion of the Chair of the Working Party and the Executive Committee informed.”

4. Pay and Grading

The constitution states:

3i: Will provide guidance on terms and conditions of employment / professional rates and grading criteria for occupational health physiotherapy with the Chartered Society of Physiotherapy.

Proposed change:

For many years, ACPOHE have produced yearly pay and grading advice. The advice comes from consultation with ACPOHE members, the CSP, Agenda for Change pay awards and research of other OH professionals.

It has become questionable in recent years how useful an exercise this is for our members and committee time and resources.

The reasoning being:

- Agenda for Change pay awards implemented in England, Wales and Scotland are following direct negotiations with government that followed the PRB process covering England and Wales.
- Details of each nations pay proposals can be found here: <https://www.csp.org.uk/workplace/pay-and-conditions/nhs-pay-proposals>
- A complicating factor is the final pay awards include non-consolidated elements, details of which can be found in the same sub-pages above.
- There are a number of 'NHS family' employers in England - i.e. Community Interest Companies and Social Enterprise Companies commissioned to deliver NHS services on Agenda for Change terms and conditions - where there was no national guidance or instruction on their requirement to pay this uplift. In practice, it depends on the local specifics of the contract/TUPE arrangements/etc
- Due to a lack of a Northern Ireland executive, there has been no pay award for members in NI for 23/24 to date.
- In Occupational Health & Ergonomics, there are varied sources of provision from public to private, large companies and small or individual practitioners.

The CSP recommend that private practice T&C's should at least match the NHS Agenda for Change, and to be aware of the increasing divergence at a national level due to each nation's differentiated pay process.

It is for these reasons that ACPOHE will be asking for a change in the constitution namely, to remove the current statement and to no longer provide yearly pay guidance but to direct members to the CSP or national pay awards.

5. Regional Groups

In recognition of the differences in healthcare practice, due to legal and governmental structures, in England, Scotland, Wales and Northern Ireland, ACPOHE are promoting Regional Networks.

Current constitution wording:

“3.i provides a mechanism for regional networking”

Proposed change to constitution to expand on the above:

Within ACPOHE there will be regional networks, which have a responsibility for:

- Ensuring their regional network functions in accordance with the Constitution of the national group.
- The network members should be ACPOHE members with a named regional network lead
- Non-ACPOHE members may attend on a “guest” basis and after two attendances either join ACPOHE or not attend further meetings
- To have a named contact within the Executive Committee
- Providing the Executive Committee with copies of the agenda and minutes
- To send a yearly report to the Executive Committee for inclusion in ACPOHE’s annual review.
- To contribute to the planning of the Annual Study Day as required
- The regional groups may have access to ACPOHE Zoom/Teams account to allow hybrid meetings
- It is envisaged that there will be no other costs incurred from hosting the meetings as they will run as a volunteer status as per ACPOHE itself.

6. Finance

Current:

- *A membership fee is payable annually to ACPOHE by its members. The fee shall be reviewed annually and any changes recommended to and voted on by the membership at the AGM.*
- *All monies raised will be used to further the professional networks objectives.*
- *Accounts will be inspected/approved by outside accountants and presented at the AGM.*

Proposed:

- ACPOHE is a not-for-profit unincorporated association.
- All monies raised will be used to further the professional networks objectives as outlined in Section 3.
- Accounts will be inspected/approved by outside accountants and presented at the AGM.
- A membership fee is payable annually to ACPOHE by its members. The fee shall be reviewed annually, and any changes recommended to and voted on by the membership at the AGM.