

Pelvic Obstetric Gynaecological Physiotherapy (POGP)



Registered charity No. 1181424

Trustee Handbook 2021

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The Handbook, together with the Constitution and Policies & Procedures Booklet, is designed to provide all the information required for trustees to know / be familiar with, to enable them to fulfil their role and obligations as a trustee.

1. POGP

Pelvic, Obstetric & Gynaecological Physiotherapy (POGP) is a charitable incorporated organisation (number 1181424) governed by its Constitution. It has more than 1000 members across the UK and includes some overseas members. All members are physiotherapists working in clinical practice, education or research or are retired.

This Handbook is a guide for Trustees to enable the POGP to operate within its Schedule, and to carry out its business in a fair and equitable way.

1.1 Vision Statement

Through the promotion of excellence in the field of pelvic, obstetric and gynaecological physiotherapy to be the most reliable, trustworthy, professional source of evidence for both members and the public at large.

1.2 Mission of POGP

The objects of the CIO are, within the fields of obstetrics, gynaecology, urology, colorectal and sexual health and dysfunction, the advancement of health and the advancement of education, particularly but not exclusively by:

- Maintaining a professional network of physiotherapists operating in these fields
- Supporting research in the relevant fields
- Providing and promoting the training of physiotherapists in the relevant fields
- Raising awareness and understanding of physiotherapy in the relevant fields.

1.3 The Charity Governance Code

The Code is a cross-sector collaboration which is not legally binding on charities. However, it draws on, and amplifies on many of the core legal duties. Its guidance for charity trustees can be summarised as follows:

- **Organisational Purpose** - trustees should keep under review their charity's purposes, activities, lead on developing a strategy for achieving goals, and plan for the future, taking into account the charity's broader context.

- **Leadership** - trustees should take full responsibility for decision making, properly appoint and supervise senior management, (and properly maintain such relationships) lead by example and be committed.
- **Integrity** - trustees should act in the best interests of the charity and its beneficiaries, avoid conflicts and maintain the charity's reputation, in line with its values.
- **Decision making, risk and control** - the trustees should focus on strategy, performance and assurance, and less on operational matters, have sound decision making and risk assessment processes, balance oversight with freedom, and properly manage any delegation.
- **Board Effectiveness** - the trustees maintain good board behaviours, skills, teamwork and can make decisions effectively.
- **Diversity** - trustees ensure that they are trained on diversity, make a positive effort to reduce obstacles to diversity, recruit appropriately and monitor it.
- **Openness and Accountability** - the trustees identify, communicate and where necessary, consult with stakeholders in relation to the charity's activities, ensure they have effective complaints handling process, and in relation to membership structures, have clear policies and records for the admission and administration of members, who they should properly engage with.

1.4 Strategic Objectives

Strategic objectives are long-term organizational goals that help to convert a mission statement from a broad vision into more specific plans and projects.

Agreed Strategic Objectives (2019-2022) are;

1.4.1 Improving how POGP brand communicates its USP/values etc compared with other stakeholders/players

1.4.2 Commissioning a new website with:

- New design/branding
- Content relevant to key audiences
- Functionality to meet needs of members/other audiences

2. Trustees

2.1 Trustee Roles & Responsibilities

Overview

Trustee responsibilities are a mix of legal duties and best practice guidance. Legal duties are derived from legislation, the POGP's governing document (Constitution) and from case law (trust law in particular).

Best practice is incorporated into guidance issued by the Charity Commission and other sector bodies. For example, the Charity Commission's guide, CC3 "the Essential Trustee" and the Charity Governance Code (summarised below) are two useful resources

2.1.1 Legal Duties

The principal legal duties can be summarised as follows:

- The 'primary' duty
- Acting in the Society's best interests
- Exercising skill and care
- Safeguarding property
- Managing investment
- Specific statutory duties

2.1.2 The Primary Duty

This involves understanding what the POGP is setup to do:

- Knowing, understanding and advancing only the legal purposes of the POGP
- Understanding how to meet the public benefit requirement, i.e. what the benefits actually are, and ensuring they benefit a sufficient section of the public
- Planning and reviewing the POGP's activities

2.1.3. Acting in the POGP'S best interest

This means;

- Understanding the POGP's values
- Taking into account appropriate factors
- Not profiting personally and ensuring that any private benefits are authorised

- Managing conflicts of interest (actual and potential)

2.1.4 Exercising skill and care

This means exercising:

- a degree of competence which could reasonably be expected of someone with any particular skill or experience, i.e. being judged on the basis of those skills
- a degree of care which a reasonable person would exercise on his own behalf, i.e. if it were his/ her own personal matters at stake

2.1.5 Safeguarding property

This means:

- Identifying and protecting assets and using them only for the POGP's purposes
- Protecting the POGP's reputation for the benefit of its values and members
- Understanding the nature of the POGP's funds and any restrictions
- Not exposing assets to unnecessary risks, and effectively managing risks
- Ensuring the POGP remains solvent

2.1.6 Managing investments

This involves:

- Ensuring investments are properly justified on financial, social, or mixed motive bases
- Considering advice, diversification, and reviewing investments

2.1.7 Specific Statutory duties

This involves complying with any specific legislative requirements that apply to the POGP

For example:

- obligation to prepare accounts and return information to the Charity Commission
- restrictions on dealing with assets, for example Charities Act 2011 requirements when disposing of property
- legal agreements when using certain fundraisers – 'commercial participators'

2.2. Trustee Liability

POGP is a **Charitable Incorporated Organisation**, referred to as a CIO, which is a new type of legal format for a registered **charity**. The intention is to afford **charities** limited liability without having to register as a limited company at Companies and as a registered **charity** with the **Charity** Commission.

2.2.1 Protection from liability

In most situations, if the charity is incorporated, it is the charity itself, rather than the members or the trustees, which is responsible for the charity's debts or for any other liabilities which might arise from its legal relationships. This will generally be the case even if the charity has no funds to meet the liabilities: the charity will become insolvent, but the trustees are usually protected from personal liability.

2.2.2. Insurance

POGP trustees will ensure that sufficient insurance is put in place and maintained to protect the organisation and those who work on its behalf.

3. Structure and Meetings

3.1 Meetings

Trust board meetings are usually four per year, and are held centrally as face to face or over Zoom as required. A meeting is always held prior to the AGM each year.

Subcommittees meet on behalf of the organisation as required.

3.2 Communication

Most communication within the POGP is electronic and is stored according to GDPR policy to comply with the law. Trustees are given access and reminded of confidentiality.

Documents and communications are held on a shared communication platform to facilitate shared purpose and decision-making. Documents for the next meeting will be uploaded to a folder ideally two weeks ahead of the date.

Any Trustee special communication requirements will be accommodated wherever practicable.

Trustees are expected to share documents and have discussions on topics in the months between meetings via email or shared communication platforms. Participation of ALL trustees is encouraged.

Documents will be shared on AV systems at meetings to reduce the need to print.

3.3 Conflicts of interests and conflicts of loyalties

Trustees have a legal duty to act in the best interests of the POGP when making decisions as trustees. If there's a decision to be made where a trustee has a personal or other interest, this is a conflict of interest and this may hinder ability to comply with duty

Any Trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Trustees on the matter.

The POGP will follow a 3-step approach (identify, prevent, record) to comply with trustee's duty and avoid conflict of interest.

The POGP maintains a 'Register of Interests' for each Trustee

4. Data Protection & GDPR

The POGP takes the General Data Protection Regulations **very** seriously and the protection of Data is paramount.

The storage of sensitive data on an individual's own computer is not compliant with data protection. Any data that does have to pass between Trustees at meetings may take place on encrypted password protected memory sticks/files.

Any paperwork with any sensitive data on must be kept under lock and key, whether it is in an office or at home. Trustees should work to reduce this to an absolute minimum.

5. Complaints

The POGP views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person that has made the complaint.

Our policy is:

- To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint.
- To publicise the existence of our complaints procedure so that people know how to contact us to make a complaint.
- To make sure everyone at the POGP knows what to do if a complaint is received.
- To make sure all complaints are investigated fairly and in a timely way (usually within 6 weeks).
- To make sure that complaints are, wherever possible, resolved and that relationships are repaired.
- To gather information which helps us to improve what we do.

5.1 Definition of a complaint

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of the POGP coming from any person or organisation who has a legitimate interest in the POGP. A complaint can be received verbally, by phone, by email or in writing.

5.2 Confidentiality

All complaint information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements and the Chair of the POGP Trustees has overall for managing the complaint according to this policy.

6. Finance and Funding

POGP fits into the definition of a **non-profit organization** where the primary objectives are philanthropy and social well-being. It does not have a primary purpose of increasing money but does have a fiscal responsibility to ensure all funds are used appropriately to enable the aims and objectives of the charity to be performed.

The POGP receives an annual Income from;

- Annual Membership subscriptions
- Short courses for physiotherapists both members and non- members
- Educational events
- Organisational subscriptions for the Journal
- The sale of publications for members and for the public
- The POGP Conference

7. Trustee Roles

The following are the suggested roles for Trustees. These may change from time to time according to the needs of the POGP.

7.1. Chair

The Chairman takes meetings and strategically leads the organisation, being mindful of the Charity Resolution & Schedule, the applicants and recipients and the finances available. Also looking after the working of the Board of Trustees and ensuring that policies & procedures are adhered to, and that Trustees are fulfilling their 'duty of care' to the POGP.

7.2. Vice Chair

The Vice Chair deputising for the Chair in their absence and assists with the tasks of the Chair as requested. The Vice Chair should comment / intervene if they feel something is not being done as it should be.

7.3 Honorary Treasurer

The Honorary Treasurer works with the outsourced support responsible for the accounting and payment sides of the finances.

7.4. Honorary Secretary

The Honorary Secretary is the Trustee who has contact with the administrative organisation. A major part of the role is to provide administrative support to the Trust Board and at AGMs and meetings e.g. the Secretary usually drafts both the agenda and minutes in consultation with the Chair.

7.5. Governance Officer

One Trustee will be responsible for the Governance of the POGP, ensuring that trustees are working according to the charity Resolution, Schedule, policies and procedures. They should be aware of changes within Charity Law. Charity Commission requirements and how such changes impact upon the POGP, suggesting changes to policy, procedures and recorded in the governing documents as appropriate.

7.6. Data Protection Lead

One Trustee will be responsible for Data Protection within the POGP, ensuring that trustees are working according to the Information Commissioner's Office guidelines, ensuring that comprehensive, but proportionate measures are in place to protect any POGP data wherever it is located.

They should be aware of changes within Data Protection Law and Information Commissioner's Office requirements and how such changes impact upon the POGP, suggesting changes to policy, procedures and recorded in the governing documents as appropriate.

7.7. Public Relations Officer

The PRO has an important role to play in promoting the activity of the group to its members, the profession and to the public.

7.8 Research Officer

The overall role is to facilitate PN members in undertaking and utilising research, to promote the charity's research activity and to liaise with the CSP and external research organisations on research issues. The Research Officer will work in collaboration with other subcommittees of POGP. The role includes the following:

- Providing research information, for example on POGP website, relevant and credible social media platforms and in the POGP journal
- Promoting latest research findings
- Advising POGP members on research issues and directing them to research resources
- Leading on the development and implementation of a research strategy for POGP
- Responding to research enquiries
- Advising and involvement in developing a research fund for the POGP
- liaising with external research organizations, for example, NICE, research funders
- Facilitating networking with researchers
- Planning and involvement in events to disseminate research.

7.9. Journal Editor

The Editor is responsible for the overall quality of the intellectual content of the biannual POGP Journal and for overseeing the review process to ensure it is thorough, fair, and timely. The Editor is responsible for upholding the mission and scope of the journal and for selecting papers that

provide new, original, and important contributions to knowledge. The Editor selects Journal subcommittee members, reviewers, and any other editorial positions required in developing content for the journal. The Editor serves as chair of the Journal subcommittee and oversees its work. The Editor may write editorials and solicit manuscripts on special issues and may assign guest editors for these special issues.

7.10 Education subcommittee chair

POGP offers a variety of learning opportunities that support its members' continuing professional development (CPD) including approved short courses and study days.

It also supports and collaborates with education programmes with other relevant healthcare professional groups

POGP publish documents and guidelines in line with its member's clinical field of expertise, based on a consensus of good practice and with references to the evidence base.

This work is undertaken by the Education subcommittee and the chairperson of the ESC selects members to the group with the approval of the Board of Trustees and oversees its work.

8. Professional roles outsourced currently

8.1. Accountant/Bookkeeper

. The appointed accountant provides the Annual Accounts, ensures the correct data is entered and audited as part of the accounts of the POGP and offers advice as required particularly in relation to compliance with Charity Law e.g. sending financial statements to the HMRC and Charity Commission

8.2 Short course Administrator/Website manager

This role liaises with potential short course hosts and POGP tutors in order to deliver the POGP short course programme at various dates and locations across the UK and manages the short course enquiries/bookings via the website There is liaison with the POGP Trust Board and ESC through the Course Administration function. The role also provides post-workshop administrative support, including administration of the on-line workshop evaluation and the issue of attendance certificate to each participant

General enquiries on the website and updating of the site are also managed.

8.3 Managing Journal Editor

The managing editor reports directly to the clinical editor and oversees all aspects of the publication. He ensures that all copy follows the standards of academic publishing (e.g. the correct use of SI units), is internally consistent, and that all assertions are supported by relevant references. He also endeavours to make certain that the text flows smoothly in as plain English as possible, cuts superfluous material and adds relevant text, as necessary. He dictates and ensures that all text maintains the house style. When the corrected proofs are returned, he collates the amendments on a set of master proofs, and then reads and paginates these before returning the material to the typesetter for revision. He also liaises with the management company at this stage to place the advertising. Once all the journal is ready for press, the managing editor is responsible for liaising with the printers to ensure that the printed version is correct and published in a timely manner.

8.4 POGP Short course tutors

The tutors deliver the approved course programmes of the approved POGP short courses.

Tutors for POGP workshops must be full members of the organization and of a suitable standard for workshop provision and have considerable clinical experience. As well as being selected for his or her knowledge and skills in the field of pelvic, obstetric and gynaecological physiotherapy, they will also have experience in education, teaching and lecturing around the relevant topic. The tutor will have evidence of post graduate education and further qualifications.

9. Abbreviations

POGP	Pelvic Obstetric Gynaecological Physiotherapy
iCSP	Interactive CSP (Communication system on CSP Website)

10. Additional Information

10.1 Trustee Induction Training

Charity Commission booklet CC3 “The Essential Trustee”

The Essential Trustee : 6 main duties

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Conflicts of interest: a guide for charity trustees

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/636091/C29.pdf

10.2 POGP Website – thepogp.co.uk

11. POGP TRUSTEES AND CONTACT DETAILS 2021/22

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