



ANNUAL REPORT

2006-07



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Name of Section: Work

Author of Report: Jain Holmes, Chairperson

Date: 15th October 2006

1. NEC: Names and Roles

- Leavers
 - Membership Secretary – Tim Barnes
 - Mary Deacon – Secretary
 - Public Relations – Sue Beynon
 - R&D Officer – Joanne Ross
 - Regions Co-ordinator – Susie Galley
 - Newsletter Editor – Miles Washbrook
 - Wales Rep – vacancy
 - Scotland Rep – Jane Smilie
 - Trent Rep – Colette Fegan
 - East Rep - vacancy

- Joiners
 - Membership Secretary – Janet Crowhurst (Co-opted)
 - Secretary – Miles Washbrook
 - Public Relations – Anne Johnson
 - R&D Officer – Colette Fegan (Co-opted)
 - Regions Co-ordinator – Ray Langford
 - Newsletter Editor – Daisy Lussier (Co-opted after Mike Starr had started the role and had to leave)
 - Wales Rep – vacancy
 - Scotland Rep – vacancy
 - Trent Rep – vacancy
 - East Rep - vacancy

2. NEC Schedule of Meetings

The AGM was held at the Freemasons Hall, Manchester. The first meeting of 2007 was held in Darlington and thereafter at COT.
5 NEC meetings on 23rd November 2006 (AGM), 24th January 2007, 25th April 2007, 11th July 2007, 19th September 2007. The minutes and agendas have already been forwarded to Louise Cusack at the College of Occupational Therapists throughout the year.



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3. Specialist Sections Membership Data –

	BAOT/COT OT Member	Non BAOT/COT OT Member	Student Member	BAOT/COT Associate Member	Non BAOT/COT Associate Member	Overseas Member	Others	Total
Year Start 1.10.06	183	3	17 (1 Non BAOT)	7	0	1 (2 non BAOT)	0	211
Year End 30.9.07	194	6	12	0	0	0	0	212

4. Schedule of publications over the year

March 2007 - Occupational Therapy in Vocational Rehabilitation a brief guide to current practice in the UK.

Anne Johnson produced the “10 top tips for student placements” on behalf of COTSS- WORK.

In Press – Work Matters: Vocational Navigation for Occupational Therapy Staff. Collaboratively written with NSIP and DWP. Funded with DWP, NSIP and COT and to be distributed to all 29,000 OT’s early in 2008.

5. Study days

September 5th 2007 – NE Region Study Day.

6. Annual Conference

November 24th 2006 – Annual Symposium, Freemasons Hall, Manchester.

November 30th 2007 – Annual Conference, Freemasons Hall, Manchester.

7. List special talks/projects undertaken

Jain Holmes spoke at the VR Think Tank organised by Peggy Frost at COT with the aim of progressing the College’s Strategy on VR. Nothing has emerged since this meeting in February 2007.

Ray Langford, Anne Johnson and Nikie Catchpool are involved in the development of NICE guidelines on the management of low back pain and arthritis.

Royal College of Physicians, Occupational Health Unit for clinical effectiveness asked for help in identifying an OT to assist with the



development of guidelines for mental health, low back pain and upper limb disorders. Mandy Kelly and Dorita Acker have been put forward. RCP has since withdrawn OT's from the mental health and low back pain guideline development groups and COT (Julia Scott) has taken this up with them.

Sharon Claridge & Neil Robdale 2 of our regional reps are working with COT on the implementation of the Mental Health Strategy.

A list of the assessment tools appropriate for use by OTs involved in vocational rehab has been forwarded to Chris Austin for inclusion in his work on development of NPFIT.

COTSS PLD have asked that we be involved with their annual conference on November 1st 2007. Jain Holmes will attend their "Speed Dating" section facilitating debate about work and the OT role with people with learning disabilities.

We have had representatives at various conferences this year and these have been written up in our newsletter.



8. Business Plan – outcomes from previous year
COTSS WORK Business Plan November 2006-October 2007:
“Working collaboratively for rehabilitation into work in the UK”

OBJECTIVE	TASK	GROUP HEAD LEAD	TARGET DATE AND REVIEW DATE	ACTIVITY INDICATOR	PROGRESS
1. Continue to streamline the business diary at Executive Committee meetings.	Hold 4 business meetings throughout the year. Hold an annual AGM	Secretary Chair	AGM 2007	Standing Agenda produced for each executive meeting NEC regularly using calendar to implement their own responsibilities on the NEC.	On target to achieve
2. To implement methods to have “virtual” NEC meetings to reduce costs and time involved in travelling.	Investigate a variety of methods to hold NEC meetings through teleconferencing, videoconferencing, internet meetings. Cost out these options in terms of resources and time.	Secretary Treasurer	July meeting 2007	To have a successful “virtual” meeting with the NEC.	This has been investigated but not initiated – will be carried over to next year.



OBJECTIVE	TASK	GROUP HEAD LEAD	TARGET DATE AND REVIEW DATE	ACTIVITY INDICATOR	PROGRESS
3. To work on supporting members to initiate research related to VR.	<p>Set out and document methods to support members in line with governance and ethics constraints.</p> <p>To document activities of support in a central file.</p>	R&D Officer COT Link	<p>April 2007</p> <p>AGM 2007</p>	<p>Clear documentation related to how SS WORK can support members.</p> <p>Documentation and file demonstrating how support has been effected.</p>	<p>This has been started with a member survey in conjunction with looking at our R&D Strategy which is due for updating.</p>
4. Continue to develop/modernise Newsletter production and to produce 3-4 newsletters annually.	<p>Cost publication of a glossy newsletter and submit to the exec committee.</p> <p>Obtain quotes from publishers.</p> <p>Produce 3-4 newsletters and mail out to members and COT representatives.</p>	Newsletter Editor	<p>April 2007</p> <p>End 2007</p>	<p>New Style Newsletter in place.</p> <p>At least 3 newsletters produced and mailed out.</p>	<p>Not glossy but design has changed.</p> <p>On target to achieve.</p>
5. To improve and streamline	To ensure that adequate quality is maintained for	Membership Secretary	AGM 2007	Member satisfaction is being recorded and issues	Not achieved this year due to



OBJECTIVE	TASK	GROUP HEAD LEAD	TARGET DATE AND REVIEW DATE	ACTIVITY INDICATOR	PROGRESS
administration services to members	administration of membership services through a high quality administration service. Administration complaints are recorded. To work with COT on ensuring that the right service is in place.	Secretary COT Link Chair		with administration are being recorded.	change in administration service and difficulties therein. Need to devise a satisfaction survey for members.
6. To increase subscriptions to the SS to £35 in 2007. Also to take a staged approach in increasing the subscriptions to £50 over the next 2-3 years.	To inform the membership and potential members of subscription changes through email, newsletter and on renewal forms.	Membership secretary	Sept 2007	Records of correspondence to membership. Implemented subscription changes.	Fees increased.

Work



OBJECTIVE	TASK	GROUP HEAD LEAD	TARGET DATE AND REVIEW DATE	ACTIVITY INDICATOR	PROGRESS
<p>7 To develop and implement an ongoing marketing and PR strategy</p> <p>To establish and record a network of PR contacts for SS WORK events.</p>	<p>Update/review existing strategy</p> <p>To identify companies and organisations working in VR who would be willing to sponsor OTWPP events and who would be willing to work with OTWPP on projects/events.</p> <p>Write article for OT News</p>	<p>PR Representative</p>	<p>First Draft June 2007</p> <p>For Study Day and AGM 2007.</p> <p>October 07</p>	<p>Strategy produced</p> <p>PR Portfolio produced with contacts etc.</p> <p>Article published</p>	<p>Acheived 2007-10-16</p> <p>On target to be produced.</p> <p>Acheived</p>
<p>8 To work with COT on producing VR Strategy</p>	<p>Attend meetings and identify tasks for members and the committee.</p>	<p>Chair</p> <p>COT Link</p>	<p>To be determined by COT</p>	<p>VR Strategy Produced</p>	<p>Work initiated at VR Think Tank – but no further correspondence from COT.</p>



OBJECTIVE	TASK	GROUP HEAD LEAD	TARGET DATE AND REVIEW DATE	ACTIVITY INDICATOR	PROGRESS
10 To support (practically and financially) and encourage the regional reps to organise meetings of local members to promote rehabilitation for work.	Meet with Regional Reps to develop strategies for support. Ensure that everyone is aware of the methods to obtain support from the NEC.	Regional Rep Co-ordinator COT Link	Review progress summer 2007	Links made with BAOT subgroups.	This has not been initiated as yet.
11 To work in partnership with other agencies and organisations in promoting Vocational rehabilitation in the UK	Take the initiative in contacting other groups and invite interested parties to work together such as Occupational Health, Pathways to Work contract holders, Psychologists, College of Psychiatrists and GP's. To continue to work collaboratively with HSE, BSRM, VRA and	Chair PR Officer Members	Review activity at 2007 AGM	Group meeting minutes available. Other groups are aware of COTSS WORK and the role played within rehabilitation for work.	Initiated and collaborative working continues.

Work



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	Insurance companies				
12. To engage paid administration for the SS WORK annual conference.	Investigate most cost effective options.	Exec committee	Engage administration by April 2007.	Majority of administration tasks held by an external provider.	Acheived



9. Business Plan and Budget forecast for forthcoming year

OBJECTIVE	TASK	GROUP HEAD LEAD	TARGET DATE AND REVIEW DATE	ACTIVITY INDICATOR	PROGRESS	Work
1. Implement business diary at Executive Committee meetings.	Hold 5 business meetings throughout the year. Have 1 virtual meeting in the year. Hold an annual AGM	Secretary	AGM 2008	Standing Agenda produced for each executive meeting – minuted meetings.		
2. To work on redeveloping the R&D Strategy.	Document redrafted.	R&D Officer	AGM 2008	New document ready to send out to members		
3. Continue to develop/modernise Newsletter.	Develop a forward planning strategy Produce 3-4 newsletters and mail out to members	Newsletter Editor	March 2008 End 2008	Strategy written. At least 3 newsletters produced and mailed out		



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	and COT representatives.			produced and mailed out.	
4. To update new member pack and improve services to members	Redraft Vocational Rehabilitation Toolkit leaflet Develop and send out membership satisfaction survey.	Membership Secretary to organise	Final Draft for March 08 April 2008	Final draft produced by NEC Survey sent out and documented as such.	
5. To improve and streamline administration services to members	To ensure that adequate quality is maintained for administration of membership services through a high quality administration service. Administration complaints are recorded.	Membership Secretary COT Link Chair	AGM 2008	Member satisfaction is being recorded and issues with administration are being recorded.	

Work



OBJECTIVE	TASK	GROUP HEAD LEAD	TARGET DATE AND REVIEW DATE	ACTIVITY INDICATOR	PROGRESS
	To work with COT on ensuring that the right service is in place.				
6. to take a staged approach in increasing the subscriptions to £50 over the next 2-3 years.	To inform the membership and potential members of subscription changes through email, newsletter and on renewal forms.	Membership secretary	Sept 2008	Records of correspondence to membership. Implemented subscription changes.	
5 To establish a network of PR contacts for events.	To identify companies and organisations working in VR who would be willing to sponsor events and who would	PR Representative	Summer 2008 For Study Day and AGM 2008.	PR Portfolio produced with contacts etc.	



OBJECTIVE	TASK	GROUP HEAD LEAD	TARGET DATE AND REVIEW DATE	ACTIVITY INDICATOR	PROGRESS
	be willing to work with us on projects/events. Write article for OT News		October 08	Article published	
7 To work with COT on producing VR Strategy	Attend meetings and identify tasks for members and the committee.	Chair	To be determined by COT	VR Strategy Produced	
10 To support (practically and financially) and encourage the regional reps to organise meetings of local members to promote rehabilitation for work.	Meet with Regional Reps to develop strategies for support. Ensure that everyone is aware of the methods to obtain support from the NEC.	Regional Rep Co-ordinator COT Link	Review progress summer 2007	Links made with BAOT subgroups.	

Work





COTSS - Work Annual Budget Forecast '07/'08					
Year 2006/07					Forecast '07/'08
BUDGET			approximate to date		
£			£		
INCOME					
	Subscriptions	5,025	4,500		5,000
	Annual Conference	1610	12,930		6,000
	Donations	100	0		100
	COT Capitation	285	299		300
	Bank Interest	50	50		50
	Other/ Misc				
	TOTAL	7,070	17,779		11,450
EXPENDITURE					
	Meeting expenses	2,160	1,870		3,000





College of
Occupational
Therapists

Specialist Section

Work

Membership Admin	2,575	2,050	2,000
Annual Conference	515	6,860	5,900
Postage printing/stationary	205	800	250
Audit/Accountancy	485	0	500
Bank charges	0	0	0
Newsletter costs	1,130	1,300	1,830
Other/Misc			
TOTAL	7,070	12,880	13,480
SURPLUS/(DEFICIT)	0	4899	(-2030)



10. Update on website
Our website this year has been updated periodically.

11. Any other relevant information
This year has been particularly difficult for the NEC of this section. Notwithstanding that 75% of our NEC left at the end of last year, we have had to change membership database administrators as well. The NEC has been beset with personal difficulties this year and all these issues have placed a great strain on our capacity to complete our day to day business of looking after members let alone the constant requests for assistance in projects.

I would like to take this opportunity to thank our members who have stuck with us through the (continuing) difficulties and to especially thank all those involved in helping to run the section – it has not been easy. We are looking forward to a smoother 2007-2008.

A handwritten signature in black ink that reads "Jain Holmes". The signature is written in a cursive style with a long, sweeping underline that extends to the right and then loops back under the name.

Jain Holmes, Chairperson COTSS WORK

