

CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

CAIPE BOARD MEETING KING'S COLLEGE, LONDON

Tuesday 18th February 2014, 11:00 am

Board Present: Richard Gray (RG) Chair, Elizabeth Howkins (EH) Treasurer,
Helena Low (HL) Vice Chair, Angus McFadyen (AKM) Vice Chair,
Hugh Barr (HB) President, Jenny Ford (JFo), Sundari Joseph (SJ),
Lynn Clouder (LC), Ann Jackson (AJ), Marion Helme (MH), Richard Pitt (RP),
Dan Kinnair (DK), Pat Bluteau (PB), Frances Gordon (FG), Pip Hardy (PH),
Ivan Birch (IB), Jayne Frisby (JFr), Liz Westcott (LW), Sarah Hean (SH),
Maggie Hutchings (MHu), Emma Beal (EB)

Guests: Moe Miyaguchi, Tokyo University, Japan
Ali Yildirim, De Montfort University

1. APOLOGIES

Apologies were received from Liz Anderson, Dan Kinnair and Vikki Greenhalgh.

2. WELCOME

- 2.1 RG welcomed everyone to the meeting and thanked them for attending. He welcomed Moe Miyaguchi from Tokyo University who is here visiting and also Ali Yildirim who is studying at De Montfort University but is originally from Turkey.
- 2.2 MH handed round a draft consent form for the use of photographs taken at events and asked everyone to use it at the board meeting as a pilot test. The form was discussed later and EB agreed to make some amendments and send round to board members for comments.

ACTION: EB

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

- 3.1 The minutes of the board meeting that took place on the 21st November 2013 were accepted as a true and accurate record of the meetings with an amendment to item 8.2 to state that a treasurer is a requirement for a charity and must be an acting board member who is part of the decision making process.
Proposed: Elizabeth Howkins
Seconded: Helena Lowe

4. MATTERS ARISING NOT ON THE AGENDA

Item 4, 5.6 HL has updated a list of Board Links to Corporate Members. HE Thames Valley and HE Wessex will be new members in place of HSE South Central. Both will be attending the next Corporate Forum. The meeting discussed the list of links and agreed changes. EB will retype the list and send out to members.

ACTION: EB

- 6.4 EH reported that the policies for workshops is being worked on and HL referred to a list of workshops that we offer that were sent out with the Agenda.

5. CHAIR'S REPORT FROM EXEC GROUP MEETING 15th JANUARY 2014

- 5.1 RG reported that most issues that were discussed at the Exec Group in January were added to the agenda for this board meeting to discuss.
- 5.2 The Chair's Event that took place in November 2013 went well and feedback received has been positive. RG said that the Exec Group had discussed returning to a research based format for the 2014 event. This topic had been used two years ago and had been successful.

6. INFORMA UPDATE

- 6.1 RG reported that following the last board meeting the draft contract offered by Informa had been scrutinised by the Exec Group and a legal representative. The concerns raised by CAIPE regarding accessibility of the JIC were clarified by Informa who stated that sites were portal and not geographical. Informa agreed to the same payment process currently in use and will send out one hard copy of the journal to each corporate member. The legal advisor has stated that this is a fair contract and the Exec Group have agreed that it should now be signed.

ACTION: RG

7. A REVIEW OF IPE IN THE UK

- 7.1 HB and MH reviewed the document that was sent out with the agenda that was written by them and Linda D'Avary. They said it will be published online with a paper based brief summary.
 - 7.2 HB said that there were three ways that CAIPE could help with the document – publishing it in conjunction with CAIPE, a foreword by RG and setting up a working group to follow up the report. The Exec Group had already reviewed the document and had agreed that it was an extremely good report which gave out a strong recommendation to include and involve CAIPE in the future of IPE.
 - 7.3 The meeting discussed the document and varying opinions and suggestions were put forward.
 - 7.3 RG said that they would like to set up an initial working group to discuss and distribute The report. HB and MH agreed and RG requested members to join the group. Ivan Birch, Cath O'Halloran, Sundari Joseph, Richard Pitt, Pip Hardy, Ann Jackson agreed to join the group with HB and MH. Initial tasks will include advising RG on modifying the foreword and helping to produce the brief summary of the document to be published.
- ACTION: RG**
- 7.4 HB summarised the discussion. He will wait for a modified foreword from RG. The brief report will need to address the arguments to the readership. He will consider discussion.
 - 7.5 The board then discussed the deal the publishers were offering and PH said she would advise HB and MH about contacting her publisher who may be able to offer a better contract.

8. MEMBERSHIP UPDATE AND TREASURER'S REPORT

8.1 Membership numbers to date were confirmed as follows:

Corporate	6 paid, 9 payment pending
Individual	30 (including 7 honorary members)
Student	268
Total	304 (fully paid)

8.2 RG said that the exec group had considered Charities membership and it was felt that the fee for corporate membership without JIC at £850 would be fair.

ACTION: RG

9. WCC PROPOSAL AND CAIPE

9.1 RG told the meeting that CAIPE had been invited to be the organising and administrative base for the WCC. The Exec Group have discussed this and have made the following proposals:

- a) CAIPE to be the organising group for a 5 year period and review it after 3 years.
- b) CAIPE to appoint and support a 'Convener'. This person will organise virtual meetings and update the website. It was proposed that Marion Helme be the Convener and she has agreed to take on this role. MH will work with HB for the first 12 months then take on more responsibility. HB will continue to support WCC.

9.2 RG said that he has written to the WCC members and has been delighted with their positive response to the appointment of MH and there had been general agreement that CAIPE should take on the described role.

10. CAIPE PROMOTION GROUP

10.1 MH handed out a summary of what the group has been working on. PH has offered to help with podcasts.

ACTION: MH & PH

10.2 RG said the student forum on the website needed to be more interactive.

10.3 MH said that work needs to be done using Twitter by following other people from the CAIPE Twitter account. Quite often people who are followed will then follow you. It was suggested that a session on how to Tweet would be useful at the next Away Day.

10.4 RG said that the strapline for CAIPE emails has now been agreed. EB will send this out to all board members and put on Intranet who may use this when emailing on CAIPE business.

ACTION: EB

10.5 PH told the meeting about a Web Ex that takes place every Friday with the School for Health & Care Radicals. She said this could be a good way to promote CAIPE. She said it is free to join and is supported by social media.

11. ATBH CONFERENCE 2016 OXFORD

- 11.1 RG reported that the Steering Group for ATBH VIII met in January. He is on the steering group along with EH, HL, AJ and LW. He said he was happy that it is a very good constructive and creative group. He confirmed the date of the conference will be 6th – 9th September 2016.
- 11.2 The theme for the conference will be Values Based Practice.
- 11.3 The group have made contact with professional conference organisers because of the scale of the task to host this event. The Sheldonian Theatre has been provisionally booked for plenary sessions and they have also reserved the Exam Halls.
- 11.4 LW said that they would like to be promoting the conference programme as early as possible as the recent ATBH conference has been late and made things difficult for attendees.
- 11.5 RG confirmed that CAIPE is offering two student bursaries of £1k each for posters accepted at the ATBH VII conference in Pittsburgh. It was hoped that this would be for one undergraduate and one post graduate. So far four students have applied. He confirmed that there will be an email sent out shortly and replies will be sent to EB. After this the selection process will take place and the winners of the bursaries will be announced.

12. CAIPE STUDENT FORUM

- 12.1 JFo said that the forum pages are now live on the website but are not being used enough. She suggested that an incentive was needed and asked if we could offer a prize for the best discussion thread of the week.
- 12.2 RP suggested that the student reps could post their experiences on the forum.
- 12.3 RG said he liked the idea of a competition and suggested the following:
 - a) Students and young practitioners to help us actively develop the forum
 - b) Offer a competition prize for the most interesting post.
 - c) Student reps to be more involved in posting on the site.
- 12.4 It was noted that there were no student reps at the board meeting and that in future it would be useful to have two there as had been agreed in the past.

ACTION: JFo and RP

13. RADCLIFFE PRESS

- 13.1 HB spoke about the series of ten workbooks that had been agreed for publishing by Radcliffe Press. He said that the company had now been taken over by Electric Word and the new contacts there were requiring more clarification on the books.

14. BOARD MEMBER ROLES

- 14.1 The meeting reviewed the document listing board member roles. It was agreed to remove the Strategy Working Group and to add the ATBH Steering Group. EB will update the list and send it out to all board members.

ACTION: EB

15. CAIPE FELLOWSHIPS

- 15.1 RG told the meeting that at the Away Day last year it was discussed that CAIPE could appoint Fellows. He referred to a document sent out with the agenda. The meeting discussed the idea and agreed that this would be a good idea in principal but needed more work to decide who would be eligible and what the benefits would be to CAIPE and the Fellow. A working group was set up to formulate the criteria. The following members agreed to join the group, LC, HL, RP, RG.

ACTION: RG

16. LETB/CAIPE WORKSHOP

- 16.1 RG informed the meeting that following the LETB Survey that IB had coordinated, the next step was to develop a workshop with Health Education England for CAIPE and LETB members.. A discussion took place on the current relationships with LETBs and how the workshops would be best set up. RG said that he would take on board the points made in the discussion and would report back to the Exec Group. He stated that it was intended to hold the meeting on the 4th July at the offices of Health Education England so they would need to work on this as soon as possible.

ACTION: RG

17. JOHN HORDER LECTURE

- 17.1 RG said that the John Horder Lecture will take place in June 2015, final date and venue to be confirmed. He said that this will be an opportunity to talk about ATBH VIII and suggested that Ed Peile would be a good guest speaker. This should be explored with Scott Reeves.

ACTION: RG

18. FUTURE DATES AND VENUES INCLUDING FORUM DAYS AND AWAY DAYS

- 18.1 The meeting reviewed the list of diary dates. EB will update the list and circulate to everyone as well as putting them on the Intranet.

19. ANY OTHER BUSINESS

- 19.1 JFo asked if any further thought had been given to having a Service User category for membership. It was agreed that the Exec Group would consider this further at their next meeting.

ACTION: EXEC

- 19.2 RG confirmed that the Board terms of office rules will mean that HL, AKM and LC will come to the end of their second term of office in June 2014 and therefore will not be able to apply for re-election. SH, DK and JFr will come to the end of their first term and may apply for re-election. Co-opted members, MHu, FG, IB and PH can only be co-opted for one year so they must now apply for election if they wish to continue on the CAIPE board.

20. DATE AND VENUE FOR NEXT BOARD MEETING

The next meeting of the CAIPE Board Members will take place after the AGM at NCVO, London, Thursday 18th June 2014.

There being no other business the meeting closed at 3.40 pm.