

CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

CAIPE BOARD MEETING NCVO, LONDON

Thursday 21st November 2013

11:00 am

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

1. APOLOGIES

Apologies were received from Liz Westcott, Cath O'Halloran, Simrit Nijjar, Sarah Hean, Aatif Patel, Ann Ewens and Vikki Greenhalgh.

2. WELCOME

RG welcomed everyone to the meeting and thanked them for attending.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the board meeting that took place on the 19th February 2013 and Thursday 20th June 2013 were accepted as a true and accurate record of the meetings.

4. MATTERS ARISING NOT ON THE AGENDA

19th February 2013

5 Chair's Report. EH reported that with HL they have contacted Institute of Technology Tralee in Ireland on numerous occasions to discuss the CAIPE Ireland agreement but they have not had a direct response. It is now left to Tralee to take the issue further.

7.2.1 The online Student Forum is now up and running. RP has written to all students to inform them about this but it needs more promotion as it is not currently being used enough. It was agreed that RP or JFo would let EB know of any questions that are posted so that she can email all students to encourage them to join in with the discussion. HL said that it has cost a significant amount of money to set up so we must ensure it works effectively.

ACTION: RP, JFo, EB

8.4 LC reported that the action to investigate QR codes is ongoing.

ACTION: LC

- 10 RG reported that the Exec Group were cautious that resources would be difficult to find and would stretch us if we were to accredit Bournemouth University in their project to develop a Centre for Collaborative Excellence.
- 21 RG said that the Exec Group has discussed membership fees for charities and decided that further discussion was required. The process will be included under corporate membership.

ACTION: EXEC GROUP

20th June 2013

- 3.3 RG has spoken to Geoff Glover from HEA and in future Liz Anderson will represent HEA as a co-opted Board Member.
- 5.6 HL listed the gaps in Board Member links with corporate members. The following board members agreed the following links:

University of Suffolk – Richard Pitt
University of East Anglia – Richard Pitt
University of Leicester – Dan Kinnair
University of Nottingham – Richard Pitt and Elizabeth Howkins
University of Southampton – Jayne Frisby
University of Wolverhampton – Marion Helme

University of Huddersfield will need a link to be confirmed.

HL will update the list and circulate to members.

ACTION: HL

5. CHAIR'S REPORT FROM EXEC GROUP MEETING 17TH SEPTEMBER 2013

- 5.1 RG reported that the affiliation with Welsh student groups was discussed at the Exec Group Meeting but it was agreed there would be no advantage in this for CAIPE or the Students. Cardiff University have now agreed to join as Corporate Members in 2014.
- 5.2 RG reported that he has attended meetings with many different organisations and has been promoting CAIPE widely.

6. REPORT BACK ON AWAY DAY

- 6.1 RG said that three questions were discussed at the Away Day regarding Corporate Membership. A decrease in fees was discussed but it was agreed that these cannot be reduced. In fact there had been no increase for over 10 years and it is now essential to have an increase.
- 6.2 A possible sliding scale for charities was discussed but no firm scale was set.
- 6.3 A list of advantages of being a corporate member is required for promotion. A historical overview of CAIPE is also required. MH agreed to have a draft of an historical overview ready for the Exec Meeting in January.

ACTION: MH

- 6.4 HL reported that there have been many approaches for workshops and LA said that she felt this would be a rich income for CAIPE. HEA and the GMC are interested in

workshops. HL has also been approached by the University of East Anglia. She said that she was also working with groups such as the Pain Society and MS Society. She confirmed that Corporate Members get a 10% discount for workshops. HB asked if guidelines for workshops could be produced, HL said that there are policies in place and she will make sure everyone receives a copy. EH said that she will have the guidelines produced for the next Exec Meeting and then bring to the board in February.

ACTION: HL & EXEC GROUP

- 6.5 The Away Day attendees discussed Corporate board contacts and the importance of this link. It was agreed that communication with corporate members was important. HL explained that the named contact on the online registration form wasn't always the person who co-ordinates IPE at the institution. LA suggested that an administrator or secretary/PA would be useful to have as a contact as they are the "go between" for busy academics. The Exec Group will discuss the contact situation.

ACTION: EXEC GROUP

7. INFORMA SITUATION

- 7.1 RG reported that negotiations with Informa regarding the cost of access to the Journal of Interprofessional Care (JIC) have been ongoing for some time and were now coming to a satisfactory conclusion. He explained Informa's concerns that large institutions would be sharing JIC with too wide an access and this may affect Informa's subscriptions.
- 7.2 RG confirmed that Informa will charge £750 for each Corporate Member to access JIC, an increase of £65. The price of £43 for individual members will remain the same. Informa have offered this deal as a 2 year contract and wish to add a clause that if they lose subscriptions they could cancel the agreement. RG said that he had argued against this and they have now agreed a 1 year break clause with 6 months' notice. Informa feel this is unlikely to happen. Informa have also said that they would only offer one hard copy per corporate member as opposed to the previous years when two have been offered.
- 7.3 The meeting discussed the proposals and agreed to the changes. HB thanked RG for his hard work negotiating the deal with Informa.

8. MEMBERSHIP UPDATE AND TREASURER'S REPORT

- 8.1 Membership numbers were confirmed as follows:

Corporate	22
Individual	41
Student	441
Total	504

- 8.2 EH confirmed that she had agreed to be CAIPE Treasurer as our accountant has said that a charity is required to have a treasurer who is part of the decision making process on the board. She referred to a report that she had produced for the meeting and talked through the income and expenditure differences.

9. MEMBERSHIP FEES

- 9.1 EH said that membership fees would need to be reviewed and suggested the following increases (previous fee in brackets):

Individual membership:	£95 (£88)
Corporate with JIC:	£1600 (£1485)
Corporate without JIC:	£850 (£800)
Overseas membership with JIC:	£1200 (£1085)
Student membership :	£10 (£5)

Special student rate for individual membership one year after qualifying £50

The fees were discussed by the meeting. AKM seconded EH's proposal for the fee increase. The meeting agreed to increase the fees as per EH's proposal.

10. CAIPE PROMOTION GROUP

- 10.1 MH reported that the promotion group would be meeting on the 9th January to plan marketing and to produce the CAIPE historical overview. She will present in more detail at the next Exec Group and then the next board meeting.

11. ATBH CONFERENCE 2016 OXFORD

- 11.1 RG announced that the next ATBH Conference in 2016 will be held in Oxford and will be hosted jointly by CAIPE, Oxford Brookes and Oxford Universities. He said that they had submitted a joint bid to the World Co-ordinating Committee and following much hard work by the team, the bid had been accepted. HB confirmed that the 2018 conference will be held in Auckland. RG said that the theme would be values based IP and that anyone who wishes to be involved in the organisation of the conference should let him know.
- 11.2 HB referred the meeting to a paper he had sent out regarding the World IPE and Practice Co-ordinating Committee (WCC). He discussed the terms of reference for the committee and proposals for CAIPE's involvement in the running and co-ordination of the committee. The meeting discussed the proposals and agreed in principal. The Exec Group will discuss the fine points and report back to HB in January.

ACTION: EXEC GROUP

12. EDUCATION OUTCOMES RESEARCH PROPOSAL

- 12.1 RG said that he was part of the Inter Regulatory Education Group who had advertised a request for research proposals focusing on indicators of education outcomes. Frances Gordon, Maggie Hutchings (Bournemouth), Chris Green (Essex) and Susanne Lindqvist (UEA) had formed a collaborative group that had submitted a proposal. The bid was being led by Maggie Hutchings and was supported by CAIPE.

13. EIPEN

- 13.1 RG reported that the EIPEN conference in Slovenia had been a big success and a very good IPE conference. A discussion ensued on the constitution of the organisation.

14. HEE & HEA CONTACT

- 14.1 RG said that HB, EH and RG had met with Lisa Bayliss-Pratt the HEE co-ordinator for IPE. Possible workshops were discussed.
- 14.2 Following the meeting HB, EH and RG decided that a LETB Survey should be implemented and Ivan Birch agreed to co-ordinate this. The survey was sent out to all corporate, individual and board members. IB reported that he had only received 11 responses. This may be because the email system had recently failed. It was agreed to extend the survey and re-send it using the new email system. RG said it would be helpful to develop workshop for the LETBs and LA & IB agreed to link up with regards to this. LA said she will be meeting with the LETB's and will report back to CAIPE on how these meetings progress. JFo said that some universities may be being cautious with their response to the survey.
- 14.3 RG said that he had met with Geoff Glover and Liz Anderson from HEA and that Geoff has requested to meet again early in the new year. LA said it was extremely beneficial to both HEA and CAIPE to link up and feedback to each other. She said she was very happy to be the link between the organisations and is very excited for the future of IPL. The idea of doing workshops together was discussed and RG suggested developing a pilot in the new year.

15. REPORT ON STUDENT CONFERENCE

- 15.1 JFo told the meeting that the 2013 Student Conference held in Coventry had been a huge success. She said that the format and content was good and had worked well. The service users had been particularly popular.
- 15.2 She said the attendance was disappointingly low this year but that the impact on registrations for membership had been very positive. Consideration was needed as to when to hold the conference in future and whether changing to the spring would work better as November was a busy time of year for students.

16. RSM IPE NETWORK

- 16.1 RG said that the RSM have formed an IPE Network. There are 8 people on the network committee including JFo and Charles Champion-Smith. The network will be holding an IPE masterclass event and helping the open section to plan IPE Health Care Study day in May.

17. JOHN HORDER AWARD

- 17.1 The John Horder Award, offered jointly by CAIPE and the RSM has now been finalised. It will be offered to the team that demonstrates the best collaborative qualities and will be assessed by both CAIPE and the RSM. The winning team will be awarded £1500.

18. DATES FOR NEXT YEAR

- 18.1 CAIPE Corporate Forum – 6th March 2013 – Oxford Brookes
- 18.2 The meeting discussed the possibilities of changing dates of events to spread through the calendar more evenly. The Exec Group will discuss this in January and report to the board in February.

ACTION: EXEC GROUP

19. ANY OTHER BUSINESS

- 19.1 The IT system Treeline which CAIPE uses to send out bulk emails such as the bulletin, has been hit by a virus. This caused many problems in informing members of events over the past couple of months. Debbie Holmes is working on a new system that should work better and EB has a backup system for emails.
- 19.2 The new orange book 'Introducing Interprofessional Education' was discussed. EH said it was planned to charge £10 per copy to help cover the cost of production however it can be downloaded from our website for free. It was discussed to whom the book should be distributed and suggestions made to send to the Chair of every LETB as well as students who are graduating this year.
- 19.3 LA told the meeting about a call for funding as follows:

Research funding: the impact of the shifting HE landscape on learning and teaching

The research and policy team has issued a call to the sector inviting proposals for innovative new research that provides insights into the impact and implications of the shifting higher education landscape for learning and teaching and the student experience in HE. This is the second year of research activity looking at the effects of policy changes in higher education across the UK. The new research will be centred around several suggested strands of activity, building on findings from the first year of our research investigations in this area. The HEA welcomes bids up to the value of £20,000, and expects to fund up to 5 projects in total.

- 19.4 LA said that she would like to share links between CAIPE and HEA on their respective websites.
- 19.5 SJ said that she had received an email from the Eastern & African Countries group and that she hadn't opened it as it had looked like an unsafe email. HB explained that this had come from one of our Turkish student members who had set up the group and who was very enthusiastic about IPE links and promoting it in the Far East and Africa. He said he would speak to him about sorting out the emails.
- 19.6 MH said that she felt a strapline for emails was required and she would look into this.

ACTION: MH

20. DATE AND VENUE FOR NEXT BOARD MEETING

The next meeting of the CAIPE Board Members will take place at King's College, London, Tuesday 18th February 2014.

There being no other business the meeting closed at 3.50 pm.