

CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

CAIPE BOARD MEETING Conference Centre NCVO

Thursday 6th November 2014, 11.00 am

Board Present: Richard Gray (RG) Chair, Hugh Barr (HB), Sundari Joseph (SJ),
Marion Helme (MH), Richard Pitt (RP), Elizabeth Howkins (EH), Jayne Frisby (JFr),
Pat Bluteau (PB), Maggie Hutchings (MH), Ivan Birch (IB), Kate Parkin (KP),
Pip Hardy (PH), Frances Gordon (FG), Emma Beal (EB)

Student Representative: Ashley Thompson (AT)

Co-opted Members: Liz Anderson (LA)

1. APOLOGIES, WELCOME & INTRODUCTIONS

Apologies were received from Liz Westcott, Jenny Ford, Cath O'Halloran, Helena Low, Angus McFadyen and Scott Reeves.

RG welcomed everyone to the meeting. All members introduced themselves to Ashley Thompson, Student Representative, who was attending her first board meeting.

2. APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETINGS

- 2.1 The minutes of the Board Meeting held on Tuesday 18th February 2014 were agreed as a true and accurate record of the meeting.
- 2.2 The minutes of the Board Meeting held on Thursday 19th June 2014 were approved as a true and accurate record of the meeting. One amendment was made to page 2, item 5.2, line 2, adding the word International before Liaison.

3. MATTERS ARISING NOT ON THE AGENDA

Board Meeting - Tuesday 18th February 2014

- 8.2 It was asked if the Charities membership price was on our website. EB said that this will also necessitate a change to the registration form on the web site which will be discussed at a meeting later in November.
- 10.4 The email strapline should now be used by all board members for CAIPE related work. EB will ensure it is sent round to all members and added to the Intranet.
- 17.1 The next John Horder Lecture will take place on the 17th June 2015 (day before the CAIPE AGM). Ed Peile will be the keynote speaker. The venue will be the Council Rooms at Kings College London.

Board Meeting – Thursday 19th June 2014

- 5.1 Board members were encouraged to give web content to Debbie Holmes and asked that Kate Parkin, Scott Reeves, Maggie Hutchings, Cath O'Halloran and Damilare Akintabe send in their CVs to Debbie for their profiles.

4. CHAIR'S REPORT FOR EXEC GROUP MEETING 16/10/14

RG said that the items discussed at the recent Executive Group meeting are all on the Agenda for this meeting and will be discussed accordingly.

5. CO-OPTED BOARD MEMBERS

- 5.1 RG proposed that Dr Liz Anderson, University of Hull, be co-opted as a member of the board for a two year period. She had previously been co-opted to the board during her time at HEA. The meeting agreed and LA was welcomed to the meeting. RG and the board also congratulated LA on achieving her doctorate.

6. AWAY DAY AND MODIFIED BOARD MEMBER'S ROLES

- 6.1 RG discussed the Away Day notes attachment that had been distributed to the board. He said that there were two conclusions from the day that needed to be addressed. Priorities and Roles & Responsibilities.
- 6.2 The meeting looked at the Roles & Responsibilities document and RG explained that he had added Task Group sections to it. He explained that the first person in each task group would be the lead for the group. He asked each group to write a brief strategic statement of proposed achievements, outcomes and a time line to do this. He requested this be ready for the next board meeting. The group requested a template for this so that each group would produce the same requirements in their document. RG agreed to do this and send round to all board members.

ACTION: RG

7. RESEARCH ADVISORY GROUP

- 7.1 LA reported to the group about recent actions of the Research Advisory Group. She said that they have agreed their aims and Scott Reeves will work as an advisor to them.
- 7.2 Chris Green from the University of Essex has been invited to join the group. He is not a board member but he is a CAIPE individual member.
- 7.3 LA said that they believe that they think the research area will be a good income generator and they hope to offer a pre-conference workshop before the ATBH VII1 in Oxford in 2016.
- 7.4 They have sent out a pilot survey that they asked board members to complete. They have received 6 replies and asked if everyone could look at it again and get back to her with any suggestions before it is sent out live to corporate members. EB reminded LA that the membership will end on the 31st December and after this corporate member numbers can be low until February/March.
- 7.5 LA said they are developing a web page.

8. WCC AND CAIPE

- 8.1 MH reported to the meeting about her involvement as WCC Convenor which is a new role she has undertaken this year for a maximum of three years. She circulated an attachment to the agenda and gave an explanation. She said that the structure of the WCC is now being formalised and some good ideas had been suggested by other members. Items being considered were the possibility of a rotating chair to sharpen decision making, how to support new networks and a new website to promote ATBH. WCC have no funding or resources to be able to promote any other events or organisations.
- 8.2 MH asked everyone to consider entering case studies onto the WCC website.
- 8.3 RG congratulated MH on her work with the WCC and the great start she has made with them. MH passed her thanks to SJ for her support with the WCC and said she was delighted to have her working with her on the project.

9. CAIPE PROMOTION GROUP

- 9.1 RP said that he is holding a meeting on the 21st November to discuss the web site and how this will be developed to help promote CAIPE. He said that he had invited EB and Debbie Holmes to attend as they are experienced in how the web site operates. He said he intended to have a report on the meeting ready for the next Exec Group and then the following Board Meeting.
- 9.2 AT said that she felt there were no benefits to members on the web site and that it needs to be more focussed on members.
- 9.3 RP raised concern that the web site was not locked down in certain areas to members only. He said he would raise this with Debbie Holmes at the next meeting. **ACTION: RP**
- 9.4 PH asked if we could include blogs.

10. IPE REVIEW AND CAIPE UPDATE

- 10.1 HB and MH updated the meeting on the progress of their IPE review. They said they will be presenting it at the Chair's Event on the following day. HB said they had no way of knowing if anyone or who has review the document from the CAIPE website and that it is very important the outcomes of the review must be delivered in the next six months.
- 10.2 It was suggested that each board member should speak with their Board Link to discuss the review so that they could feedback their findings. It was suggested that a meeting take place in the New Year to discuss. **ACTION: ALL**

11. MEETING WITH PETER WILCOCK

- 11.1** PW joined the meeting after lunch to discuss his report on Work Based Learning. He discussed how he can help with this project and asked for CAIPE's help. RG asked the meeting what their thoughts were and did they think there would be a role for CAIPE. A discussion ensued. IB suggested tying in with the CLARKS, he explained who they are and how they work. The board agreed it was a good idea and formed a sub group to discuss the way forward. PH, IB, KP, MH and LA offered to join Peter to help as a group.

12. INCOME

- 12.1 EH discussed the financial situation of CAIPE. She explained that we have been drawing on the reserves to cover costs and we need to look at ways to raise more income. Workshop income has been good. Increasing membership would be good to increase income too. It was suggested that we could have individual membership without access to JIC at a cost of £50 per annum.

13. ATBH CONFERENCE

- 13.1 RG updated the board on the latest work of the ATBH committee. He said that they have worked on the business plan and financial strategy. Each committee member has been delegated responsibilities. RG will chair the group, Liz Westcott is deputy chair, EH is the treasurer, Ann Ewens is social secretary, Ashok Handa is in charge of sponsorship, Helena Low, Bill Fulford and Ed Peile are responsible for the academic programme.
- 13.2 RG stressed that sponsorship of the event is extremely important and any contacts that any board members may have would be useful. RG will circulate information about the sponsorship opportunities available.

ACTION: RG

14. CORPORATE MEMBERS AND LINK PERSON

- 14.1 The board looked through the list of corporate members and amended their links as necessary. IB offered to be the link for the University of Brighton.

15. STUDENT CONFERENCE

- 15.1 PB told the meeting that a decision had been made to hold the 2015 Student Conference at the University of Birmingham on the 27th March 2015. RG said that this date clashed with the NAEP conference and asked if it could be changed. PB agreed to go back to Jenny Ford and Sharon Buckley (University of Birmingham) to ask if it would be possible to change the date.
- 15.2 The theme of the conference will be 'Working Together For Safe Practice'. It will be a similar format to the 2013 conference with workshops and service users.

16. SERVICE USER INVOLVEMENT

- 16.1 RG said that he was keen that CAIPE works with Service Users and we need to have representation from them. An event was suggested and PB said that a pre-conference event in January with service users is being worked on.
- 16.2 PH said that CAIPE would be welcome to have a stand at the Patient Voices Conference at no charge.

17. CAIPE FELLOWSHIPS

- 17.1 IB asked if the CAIPE Fellowship should be an honorary fellowship as a fellowship could be a point of income generation. It was agreed to change to Honorary Fellowship. A new Task Group was set up to work on the fellowship. RG will lead the group, LA and FG will assist.

18. GUIDELINES FOR WORKSHOPS AND ADMIN POLICY

18.1 The document sent out with the agenda was discussed. One amendment was made to the last sentence 'With permission of the author, the report will be placed on the INTRANET'. The document will be reviewed in 12 months.

19. INTRANET AND ACCESSING FILES

19.1 EB will continue to update and improve the Diary and Filestore on the Intranet. All board members will receive a login and password to access the Intranet.

ACTION: EB

20. FUTURE DATES AND VENUES INCLUDING FORUM DAYS AND AWAY DAY

20.1 Diary dates will be updated and sent round to all board members.

21. ANY OTHER BUSINESS

21.1 PH invited everyone to attend the Patient Voices Conference on the 3rd December 2014.

22. DATE AND VENUE OF NEXT BOARD MEETING

22.1 The next meeting of the CAIPE Board Members will take place at the HQ of Patient Voices in Cambridge on Wednesday 18th February 2014.

There being no other business the meeting closed at 16.10 pm.