



Centre for the Advancement of
Interprofessional Education

CAIPE BOARD MEETING

NCVO, London

Thursday 3rd November 2016, 11 am

Board Present: Richard Gray (RG), Hugh Barr (HB), Sundari Joseph (SJ), Jayne Frisby (JFr), Ivan Birch (IB), Kate Parkin (KP), Jenny Ford (JFo), Maggie Hutchings (MH), Elizabeth Howkins (EH), Marion Helme (MH), Alison Machin (AM), Veronica O'Carroll (VOC), Richard Pitt (RP), Scott Reeves (SR), Laura Sherlock (LS), Emma Beal (EB)

1. APOLOGIES

Apologies were received from Pat Bluteau, Shobi Nagraj and Pip Hardy.

2. WELCOME TO NEW MEMBERS

2.1 RG welcomed everyone to the meeting and introduced Laura Sherlock our Service User & Carers representative. This was Laura's first board meeting since her election to the board.

3. MINUTES OF THE PREVIOUS MEETING

Board Meeting 30th June 2016:

- A spelling error was noted on page 2, item 4, 13.3, 'practitioners'.
- Page 6, item 13.2.3, dates to be amended.
- Page 6, item 13.3.1, surname of Juanjo Beunza to be added.

No other inaccuracies noted. The minutes of the previous meeting were agreed as a true and accurate record.

Proposed: Alison Machin
Seconded: Elizabeth Howkins

4. MATTERS ARISING

4. 13.3 This item is work in progress and will be presented at a later board meeting.
- 6.2 Action complete. The list of board member's corporate links has now been circulated to everyone.
- 6.4 AM confirmed that this action needs further thought and discussion with the Promotions Group.

- 10.3 RG thanked VOC, JFo and SJ for being involved in the Continuing IP Development initiative. Further work is needed on this and will be reported at a further board meeting.

5. CHAIR'S REPORT FROM EXEC GROUP MEETINGS

- 5.1 Board members have received draft copies of notes from previous Exec Group meetings. Most action points will be discussed as agenda items at this board meeting.
- 5.2 The process of producing the Bulletin has been discussed. As Helena Low is no longer a board member it was agreed that RP and JFo will take turns in supporting Debbie Holmes with the production of the bulletin. Initially RP will edit for three months and JFo will then edit for three months. Following this they will take alternate months at editing. SJ encouraged everyone to distribute the bulletin within their organisations.
- 5.3 RG confirmed that CAIPE will not hold a Student Conference in 2017 but will instead continue to support students to attend various conferences around the country. It was agreed that CAIPE will support the SCSN, IPE Student Conference at Chichester and also attending the conference at Newcastle University Medical School.
- 5.4 RG said that if anybody requires flyers, booklets or pens for promoting CAIPE at any events they should email Emma and she will send them on.

6. UPDATE ON AWAY DAY

- 6.1 RG presented the list of objectives produced from the away day discussions. The document will need to relate to the strategy document. RP has highlighted to which stages of the document the objectives relate. JFo has agreed to review the strategy document and summarise it into a more succinct workable document. This will be presented to a future board meeting.

ACTION: JFo

- 6.2 A biennial CAIPE conference had been suggested as one of objectives for CAIPE. JFr suggested that the Chair's Event could be rebranded as a conference for everyone. RG said that he would be interested to develop a conference but we need to be cautious on time and resources. LS suggested jointly hosting such an interprofessional conference with other organisations. EH said it would be a big leap from a student conference to a major conference and we would have to consider the financial implications as well. MHe suggested putting this idea on hold until after 2017 when we will be celebrating 30 years of CAIPE.

7. BOARD MEMBERS ROLES AND RESPONSIBILITIES

- 7.1 The list of board member's roles and responsibilities was updated and amended. EB agreed to amend the hard copy and circulate to all board members.

ACTION: EB

8. TASK GROUP PROFORMA DOCUMENTS AND BRIEF FEEDBACK FROM INDIVIDUAL TASK GROUPS

- 8.1 RP went through each Task Group Proforma and each group leader discussed the progress they have made so far.

Fellowship - The three fellows have joined the group and are already developing work from the ATBH conference for CAIPE and the Chair's Event. It was agreed that the process of appointment of Honorary Fellows will need to be further developed including how many are appointed and how often. AM mentioned that there could be a fee to apply to be a CAIPE Fellow. RG said this could be a consideration for the future.

Corporate Members - SJ and RP confirmed that the next three Corporate Forums are now confirmed. The next forum will take place on Wednesday 8th March 2017 at the University of Lincoln. The September forum will take place on 14th September 2017 at the University of Salford, and the March 2018 Forum will take place at Glasgow Caledonian University. AM suggested discount prices for extended corporate membership for longer than one year. It offered incentives to corporates to join and perhaps a three-year membership offer would benefit institutions covering a three-year degree.

Routledge Publications - HB described the four publications that are currently at various stages of progress- acute care, palliative care, primary care and adult mental health.

Research - SR confirmed that the Research Workshop at ATBH has been a success and that they were currently processing the evaluation data.

Policy & Consultation - There have been many recent responses from CAIPE to various policies and consultations. JFr said that group is working on additional responses. SJ asked if responses could be published in the bulletin.

Student Membership - The student event held at the ATBH conference was a success and all those who attended showed an interest in becoming CAIPE student members. There have been more new members joining since ATBH. In addition, the new website has now given more opportunity for CAIPE to promote student membership.

Service User - The group now has two co-opted board members who have joined as service users. Group membership has been discussed and will be considered for the future.

- 8.2 RP said that the International Liaison Task Group is new and will need to complete a Task Group Proforma. The group will include overseas co-opted board members. Details to be discussed later in the meeting.

9. IPE GUIDELINES 2016

- 9.1 RG confirmed that the IPE guidelines have been distributed to all national and regulatory bodies and all of our corporate members. He requested help to distribute to HEIs that are not members. A discussion ensued on how to contact universities who are not corporate members to promote the guidelines and membership. RG agreed to send out a template email for everyone to send on to their contacts with an electronic copy of the guidelines.

ACTION: RG

10. TREASURER'S REPORT AND FUTURE

- 10.1 EH reported on the latest financial information for CAIPE. She said that the costs related to the new website were a good investment.
- 10.2 ATBH conference accounts are held by CAIPE and EH is hopeful that the conference will make a profit.
- 10.3 Main CAIPE income is from membership and numbers have remained stable.
- 10.4 Workshop income has been less this year but with the new plans in place for more board members to be involved, it is hoped that this will increase in 2017.
- 10.5 Royalties from publications should increase in 2017 and hopefully with a new shop on our website we can encourage sales.
- 10.6 EH confirmed that she will leave the post of treasurer at the next AGM in June 2017. She is pleased to announce that Pat Bluteau has been offered the position and will begin a handover period with EH. HB asked for confirmation of PB's experience in dealing with charities accounts and EH confirmed that this was asked in her interview and confirmed that she does have the relevant experience. The board endorsed PB's appointment as treasurer.

11. MEMBERSHIP ISSUES INCLUDING LEVELS OF MEMBERSHIP

- 11.1 This item was brought up by IB at a previous meeting. RG confirmed that the proposal had been considered but will need to be put on hold until the website is complete and running properly. The board agreed.

12. TRANSPARENCY

- 12.1 MHe and KP have written a document for the Exec Group to review. It includes having a register of interests and a policy on conflict of interests. Much of the content relates to the website and when this is fully functioning and populated the situation will be reviewed. Meanwhile it was agreed that accountability and transparency should be an agenda item at future executive group and board meetings.

ACTION: RG

13. CAIPE AT RISK REGISTER

- 13.1 RG said that IB had asked about a Risk Register. RG confirmed that there was a CAIPE Register but it had required updating. EH presented the updated version.
- 13.2 MHe asked if the £10k reserve was sufficient. EH said that she has discussed this with our accountant and it had been agreed that this was acceptable at the present time.
- 13.3 AM suggested colour coding the document with red for high risk, amber for medium and green for low risks. EB agreed to update the document with this system.
- 13.4 IB suggested that this should be reviewed at each board meeting and that it is included in the Charities Commission report annually.
- 13.5 IB asked about redundancy payment risk to employed members of CAIPE as new employment laws mean that even self-employed workers are entitled to payments now. EH will look into this and review the risk.

ACTION: EB

ACTION: EH

14. FOLLOW UP TO ATBH CONFERENCE

- 14.1 RG thanked everyone for their help and involvement in the ATBH VIII conference in Oxford. The event had been successful both for the conference and CAIPE.
- 14.2 RG said that during the conference, Indonesian colleagues requested a meeting with HB, HL and RG to discuss their future developments. HL will follow up. In addition, RG has been invited by the University of Singapore

to be involved with developments including, as a response to the conference, Values Based Interprofessional Education and Practice.

- 14.3 Many new contacts were made at the well-attended CAIPE stand and RP will follow these up.

ACTION: RP

- 14.4 RG suggested that the possibility of moving forward with Values Based Practice in IPE was explored. The setting up of a working group from each organisation was discussed. HB suggested leaving this to settle for a short time. The meeting discussed the idea and it was agreed that this could be considered in the future but the process should not be rushed.

15. WORKSHOP POLICY AND UPDATE

- 15.1 The policy for the Admin Co-ordinator for workshops was provisionally agreed at the last meeting. The final document had been agreed previously by the board. RG said that a co-ordinator was now required. SJ had offered to take on this role. This was agreed.

16. THE JOHN HORDER AWARD

- 16.1 RG said that a joint award had been made this year. Although of sufficient standard, the two applications had been received at a late stage. Subsequently it had been suggested by the General Practice and Health Care section of the RSM to simplify the judging criteria and, in addition to include a prize for pre-qualifying students in health and social care. The latter will consist of a 1,500 word essay with an individual award of £150. The proposal was discussed and agreed. RG to confirm with the RSM and then to promote as soon as possible.

ACTION: RG

17. CO-OPTION OF REPRESENTATIVES FROM OVERSEAS MEMBERS

- 17.1 The proposed policy document was discussed. It was agreed to invite Marion Huber from Switzerland and Juanjo Beunza from Spain to be co-opted to the board as overseas representatives.

ACTION: RG

18. 30TH ANNIVERSARY OF CAIPE

- 18.1 MHe agreed to lead the production of a History of CAIPE. The archived documents were sorted during the summer and various items save for her to use.

ACTION: MHe

- 18.2 RP suggested that next year's Chair's Event should be a 30-year celebration of CAIPE.

18.3 An anniversary dinner was suggested and will be discussed at the next board meeting.

19. FUTURE DATES

19.1 The list of diary dates was discussed. RG suggested moving the next board meeting to the 7th March and asking the University of Lincoln.

ACTION: RP

Please note this date has since been confirmed

19.2 A venue will be required for the Away Day in July. Suggestions to RG please.

ACTION: All

20. ANY OTHER BUSINESS

20.1 JFo had suggested a policy for online discussion for confirmation of documents be set up with a deadline for responses. The board agreed that this would be helpful.

ACTION: Exec group

20.2 RP said that he had been in contact with a company regarding e-learning modules for our website. Sharon Buckley at Birmingham University had suggested OCB Media. To help with an initial exploration of ideas he asked members to suggest any relevant potential modules and e-resources with which they were aware.

ACTION: All

21. DATE AND VENUE OF NEXT BOARD MEETING

21.1 The next board meeting will be held on Tuesday 7th March 2017 at the University of Lincoln. The Forum will take place the following day.

22. DISCUSSION: SELECTION OF CAIPE CHAIR

22.1 HB and AE are the returning officers for the vote for the new chair of CAIPE. HB confirmed that one nomination was received from Richard Pitt. RP spoke to the meeting about his vision for CAIPE if he became Chair and answered questions from the board.

22.2 HB asked all elected board members to complete a voting form and return to EB by 17th November. Board members are asked to choose one of the three options of 'Accept', 'Decline' and 'Abstain'.

23. DISCUSSION: UPDATE ON WEBSITE INCLUDING INSTRUCTION ON HOW TO USE THE NEW WEBSITE AND CONFLICT OF INTEREST OF BOARD MEMBERS

- 23.1 RP and EB presented the new CAIPE website to the board. There more updates to make with publications and items to add. Each section was reviewed and explained to the board.
- 23.2 EB gave each board member a letter containing their new CAIPE email address and password and asked them to set this up for use on CAIPE business in the future.

DATE OF NEXT MEETING:

Tuesday 7th March 2017, University of Lincoln.

There being no other business to discuss, the meeting closed at 4 pm.