

CAIPE BOARD MEETING Pilgrim Projects HQ, Cambridge

Wednesday 17th February 2016, 11.15 am

Board Present: Richard Gray (RG), Hugh Barr (HB),
Sundari Joseph (SJ), Jayne Frisby (JFr),
Helena Low (HL), Ivan Birch (IB), Kate Parkin (KP),
Jenny Ford (JFo), Maggie Hutchings (MH),
Pip Hardy (PH), Issac Lim (IL), Krisztina Szanto (KS),
Elizabeth Howkins (EH), Marion Helme (MH),
Richard Pitt (RP), Veronica O'Carroll (via Skype) (VOC),
Emma Beal (EB)

1. APOLOGIES

Apologies were received from Liz Westcott, Shobi Nagraj,
Yvonne Clark, Scott Reeves, Pat Bluteau and Emma Smith.

2. WELCOME TO NEW MEMBERS

2.1 RG welcomed everyone to the meeting and thanked Pip for
hosting the meeting. He introduced everyone to Issac Lim
and Krisztina Szanto, the new student representatives who
were attending for the first time.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were agreed as a true and
accurate record.

Proposed: Richard Pitt

Seconded: Sundari Joseph

4. MATTERS ARISING

6.3 RG told the meeting that the Exec Group had discussed the
idea of hiring a professional photographer for CAIPE events
but suggested that this would be too expensive. RP said that
the new website will be able to use ordinary photographs so
we could wait and see how this works out when the new
website is up and running.

12.2 RG thanked those board members who had expressed an
interest in joining the Exec Group in the summer when there
will be two vacancies. An Exec Group policy, including the

appointment process has been produced and would be discussed at a later stage.

5. EXEC GROUP REPORT

- 5.1 RG referred the group to the provisional notes from the meeting that took place in January. These will be approved and put on the Intranet after the next Exec Group meeting. The October notes have been approved and are now available to read on the Intranet.
- 5.2 RG told the meeting that plans were starting for the AGM to be held on 16th June 2016 at NCVO in London. Tom Shakespeare from University of East Anglia has confirmed that he will be one of the key note speakers. Sally Magnusson had also been invited but had not yet confirmed. There will be an opportunity to present the final response to the IPE Review and also the successful students for the CAIPE bursary to attend the ATBH VIII conference in Oxford will be asked to give their winning presentations.
- 5.3 RG confirmed that Sundari Joseph will be taking over from Helena to host international visitors. She will develop a formal process of doing this and will work with Helena during the handover period.

6. WCC & CAIPE

- 6.1 MH updated the meeting on recent progress with the WCC. She said that they have agreed on a management structure and will be appointing a Chair for the group in the next three months. She suggested CAIPE should review their supportive role for the WCC in June.
- 6.2 MH confirmed that ATBH IX will be held in Auckland, New Zealand in 2018 and that plans are being drawn up for the process to choose a host for ATBH X in 2020.

7. PROMOTION GROUP UPDATE

- 7.1 RP told the meeting that the group have held successful meetings discussing CAIPE's statement and values, logo and colour scheme, accessibility both in the web site and the types of font and size used, the leaflets and a consistency of work produced. PH suggested that this would produce a corporate identity so that CAIPE would be more recognisable.

- 7.2 A discussion ensued on the possibility of a new logo and how this could be produced. RP said that the new web provider has a graphic designer who could help. He had also given an idea of an anniversary logo for 2017 when CAIPE celebrates 30 years. Ideas were put forward to hold a logo design competition but this might be time critical.
- 7.3 The meeting agreed that a new logo would be a good idea and the Promotions Group will discuss a way forward at their forthcoming meeting.
- ACTION: Exec Group**
- 7.4 RG said that Promotions Group will also discuss a timeline of events and also promotions for ATBH in Oxford.

8. WEBSITE DEVELOPMENTS

- 8.1 RP confirmed that he and EB had travelled to Nottingham and Grantham to visit and interview the two contenders, Craven Digital and Web Illuminations, for our new web site. He confirmed that both had impressed on the day and the decision was very difficult. However, they both agreed that Craven Digital would be the preferred choice.
- 8.2 RP said that both interviews had brought up some excellent ideas for the new web site including rolling membership, card payment systems, a web shop, better navigation to pages and the possibility of online learning courses.
- 8.3 The Board discussed the proposal at length and it was agreed that Craven Digital is the winning tender. RG will write to both Shaun Nixon at Craven Digital and Adam Stacey at Web Illuminations to thank them for their work and time and to give them the news. It was agreed that RG should ask Craven Digital for a contract and payment schedule and to ask how we should confirm the decision to the current provider.

ACTION: RG

9. RESEARCH GROUP UPDATE

- 9.1 In the absence of SR, SJ presented his report to the group. She said that they had held conference calls to discuss various items from the Chair's Event which helped to identify the research needs that the group should focus on: (i) enhancing CAIPE's excellent scholarly reputation; (ii) formalising CAIPE's existing interprofessional scholarship activities; and (iii) providing a more prominent role for research and evaluation across the CAIPE membership. In doing so, the purpose will

be to nurture a community of practice in interprofessional research and scholarship, offer advice on developing research projects, write grants, mentor/coach students and colleagues taking their first steps in interprofessional research, provide workshops/seminars.

- 9.2 The group has begun to prepare webpage(s) in preparation for the new CAIPE website with profiles and broad aims (as outlined above)
- 9.3 The group has welcomed 2 new members: Shobhana Nagraj, Clinical Lecturer from Norwich Medical School and Alison Machin, Principal Lecturer/Teaching Fellow from Northumbria University
- 9.4 The next meeting will be a conference call meeting on the 18th April. MH said that in her opinion a physical meeting will be required to enable the group to draw on the experiences of their new colleagues who have joined the group.

10. ATBH VIII CONFERENCE

- 10.1 RG confirmed that there are now 68 participants registered to attend.
- 10.2 There have been 128 abstracts received and 60 reviewers are currently reviewing these. It is thought that once the decisions are sent out to authors, the number of attendees will rise quickly.
- 10.3 CAIPE has offered a bursary to students with a deadline for submission of 1st March. The winners will be chosen by a panel who have been given two weeks to select. The winners will also be asked to present at the AGM in June. Board members were asked to promote this. EB will send out a reminder to all student and corporate members.
ACTION: EB
- 10.4 RG said that the order for the academic programme will be confirmed in April.
- 10.5 On the Friday morning of the conference there will be a student challenge which SJ is organising. Students will need to attend the whole conference to take part in this.
- 10.6 RG asked all board members to promote ATBH to their institutions and students. He advised that New College would

be a cost effective choice for those who require overnight accommodation.

10.7 SJ asked if plenaries could be put on the website after the event for those who cannot attend.

10.8 RG said rooms are available to book after lunch on the Friday of the conference for any networks who wish to meet. He suggested that perhaps the CAIPE Forum could be held at this time as the date clashes with when it would normally be held. It was agreed that it would be a good idea for CAIPE to hold a post conference meeting.

11. IPE REVIEW

RG presented a summary of the present situation regarding consultations following publication of the IPE Review. These have included meetings with universities, commissioning bodies, regulatory bodies and discussions with representatives from relevant organisations in Scotland, Wales and Ireland.

HB thanked the board for promoting the work that he had done with MH on the IPE Review. The provisional conclusion was the findings from the review are informing on-going work particularly by commissioning and regulatory bodies. A more detailed written report on this will be circulated later before going on the website

12. IPE GUIDELINES 2016.

HB presented a draft copy of the 2016 guidelines and explained how these supersede those previously published by CAIPE in 2012, and take taking into account findings from the UK IPE Review and the consultations that followed with UK commissioning, regulatory and other standard setting organisations. These organisations and CAIPE Board members will have an opportunity to comment on the latest draft before final publication.

13. CONTINUING INTERPROFESSIONAL DEVELOPMENT

13.1 The meeting discussed how part of the guidelines included a vision of how to support students in their final weeks of their undergraduate days and prepare them for their ongoing learning. HB asked about contacting universities to ask for ideas on how to do this. JFo said that she felt this would not be the best route and that perhaps the information required would be better coming from the workplace. She said she would discuss this with an ex student rep, Simrit Nijar, who

has recently asked her how she can further help with IPE and CAIPE. It was agreed that this should be added to the next agenda for the Exec Group and then the following board meeting.

ACTION: JFo & Exec Group

14. IPE IN PRACTICE

14.1 KP reported she is working on pre-qualifying information and examples and has done some work with EH and PH on Patient Voices. She said she will have information to disseminate by Easter. She said that she hopes to link it with NAEP. She has also been working with HB and Margo Brewer on team based practice learning.

15. SERVICE USERS AND CARERS UPDATE

15.1 JFo told the meeting that membership for service users has now been opened and EB confirmed that so far we have six new members.

15.2 Service User groups have approached JFo for information and she said she will be putting this together ready to send out to them.

15.3 Two service users have been co-opted to the board, Yvonne Clark and Emma Smith. Unfortunately they were unable to attend the board meeting but hoped to be at the next one.

15.4 The possibility of workshops was discussed and RG asked if they could help with the AGM.

ACTION: Service user Group

16. 2015-2016 BUSINESS PLAN

16.1 The meeting reviewed the proposed business plan that had been produced by EH. She said that this is a work in progress.

16.2 KP asked if the CAIPE mission statement should be in the document. RP and EH will look at this.

ACTION: RP & EH

16.3 HB said he would like to review the final document as it is important that it doesn't contradict the CAIPE constitution.

16.4 The language and accessibility of the document was discussed.

16.5 IB suggested that CAIPE needs a Risk Register and explained how this would work. EH confirmed she would look into this.

ACTION: EH

17. EXEC GROUP DEVELOPMENTS

17.1 The members reviewed a policy document for the Exec Group.

17.2 Discussions ensued on whether board members had to be an individual member or can they be from a corporate member's institution. It was suggested that this would be a benefit of being an individual member. It was decided that the Promotions Group will look at the levels of membership and give their ideas to the Exec Group to discuss.

ACTION: Promotions Group

18. CAIPE AND INCREASING TRANSPARENCY

18.1 RG said that MH and KP will be working together to look into board member transparency and will report to the Exec Group in April with their findings. It was suggested that this could be part of the Away Day in June.

ACTION: MH & KP

19. WORKSHOP AND CONSULTANCY POLICY

19.1 A meeting has taken place with board members who expressed an interest in workshop facilitation and or consultancy. This included the agreement of the following points:

1. The process should be co-ordinated by one person.
2. The present process and policy on pricing, quoting and invoicing should be made more formal.
3. To ensure a consistent corporate CAIPE philosophy we should consider running a workshop for ourselves at the forthcoming away day.
4. Quality control should include evaluation and feedback from participants and facilitators.
5. The importance of writing a brief report was discussed but confidentiality is paramount.

Exec Group: To take forward

20. POLICY REGARDING CO-OPTED BOARD MEMBERS

20.1 The meeting reviewed the amended policy which was approved.

21. CAIPE FELLOWSHIP AND JOHN HORDER AWARD

21.1 SJ and RG discussed the progress made with the CAIPE Fellowship that was now on offer. It is for individual members of CAIPE who have been members for 3 years to encourage them to work with and promote CAIPE. Names have been put forward for this award but unfortunately they are not members and so not eligible. RG asked board members to consider anyone for the award and to put them forward to him.

ACTION: Board members

21.2 The John Horder Award will take place in September 2016. The RSM will present it at the GP Forum. Closing date for submissions is 2nd week of May. RG asked board members to encourage Primary Care and Community teams to apply.

ACTION: Board members

22. STUDENT SECTION

22.1 JFo said that the new student reps have now been appointed and are working together to support the network of CAIPE students. Currently they are working on a specific Facebook and Twitter feed for students.

22.2 There will not be a CAIPE Student Conference this year. Instead it has been decided to support student members to attend other conferences. Currently places are on offer for the NAEP conference and the Belfast conference. CAIPE will fund the places and travel expenses for a set amount of students at each event.

22.3 JFo and student reps will be attending a conference in Newcastle to promote student membership.

23. CHANGES OF FUNDING IN SPENDING REVIEW

23.1 JFo voiced her concern had the future funding changes for NHS courses which she said will have an impact from September. We will need to be aware of the changes and the impact it will have on IPE and CAIPE membership.

24. FUTURE DATES AND VENUES INCLUDING MARCH FORUM

24.1 The meeting reviewed the diary dates. It was requested that Forum dates and venues be organised 18 months to 2 years in advance.

25. ANY OTHER BUSINESS

25.1 The first books in a series have been published by Taylor and Francis and the next books are in progress. Currently the following are published:

- Collaborative Practice in Public Health
- Collaborative Practice with Vulnerable Children and their Families

25.2 RP said that we need to re-evaluate the links to corporate members.

ACTION: EB, RP & RG

25.3 SJ said that the Scottish Parliament event will now be held on 25th February.

25.3 SJ said that she would be doing a trial run for the ATBH VIII student challenge at the Scottish Healthcare Team Challenge on 1st April.

There being no other business, the meeting closed at 4.20 pm.

DATE OF NEXT MEETING: Thursday 16th June 2016, NCVO, London.