

# CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

## **CAIPE BOARD MEETING Patient Voices HQ, Cambridge**

**Wednesday 18<sup>th</sup> February 2015, 11.00 am**

Board Present: Richard Gray (RG) Chair, Hugh Barr (HB), Sundari Joseph (SJ), Richard Pitt (RP), Elizabeth Howkins (EH), Jayne Frisby (JFr), Ivan Birch (IB), Kate Parkin (KP), Pip Hardy (PH), Frances Gordon (FG), Jenny Ford (JFo), Helena Low (HL), Emma Beal (EB)

### **1. APOLOGIES**

Apologies were received from Angus Mcfadyen, Marion Helme, Liz Anderson, Liz Westcott, Scott Reeves, Pat Bluteau and Maggie Hutchings.

RG opened the meeting by thanking Pip and Tony for hosting the meeting and for their wonderful hospitality.

### **2. APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING**

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

### **3. MATTERS ARISING NOT ON THE AGENDA**

3.8.2 Charities price was agreed at the previous meeting as the non-JIC corporate membership. This can be managed by EB for registration purposes but for advertising and forms it cannot be changed until the website has been changed. This is ongoing due to forthcoming changes in web provider.

17.1 John Horder Lecture organisation is in progress. Ed Peile has confirmed he will speak which will link to the ATBH conference. Stuart Carney will Chair the event.

5.1 Please send biographies and pictures to Debbie, there are still a couple of them missing.

19.1 EB agree to prioritise the logins and updates on the Intranet. This is an ongoing project.

#### **4. CHAIR'S REPORT FROM EXEC GROUP MEETING 22/1/15**

4.1 RG said that there were various items on the agenda that relate to the items discussed at the Exec Group meeting held in January.

4.2 RG congratulated Pip Hardy and Colette Hawkins on having a funding bid for a research resource based on end of life care accepted.

#### **5. BOARD MEMBERS: Retirement and co-opted members to be CAIPE Members**

5.1 RG announced that Cath O'Hallorhan has regrettably resigned from the board. Cath will continue to support CAIPE at Huddersfield. RG said that he was sorry to lose Cath's invaluable experience and will miss her input into the board. He said that he would write to thank her.

5.2 RG said that it was important that all co-opted members to the board are individual members of CAIPE unless they are representing an organisation. This was agreed and will be put into practice from June when the next board meeting takes place. JFo asked if there was a formal written process in place for this and RG agreed that this will be done by the Exec Group.

**ACTION: EXEC GROUP**

5.3 Working groups were discussed and the addition of non-members working within them. It was agreed that there must be a majority of CAIPE board members in each working group.

#### **6. WCC & CAIPE**

6.1 MH was unable to attend the meeting so RG read out a report that she had sent to update the meeting.

6.2 SJ will assist MH with the WCC work. SJ discussed communication difficulties and said that problems are being addressed and hopefully things are moving forward.

6.3 The board suggested that MH should send her report to the WCC members and that CAIPE could then endorse this to back her up. RG agreed to feedback comments from the Board to MH.

**ACTION: RG**

#### **7. PROMOTION GROUP**

7.1 RP reported that due to problems with the current website provider, the group were looking into the possibility of changing provider and rebuilding the web system. It was acknowledged that this would be a major task and would require serious thought and consideration on what will be required to make this work. He said that he had called a

meeting of the group along with EB and Debbie Holmes, to discuss what was required. It was acknowledged by all that changes need to be made. He said that ultimately the aim of the group will be to increase membership.

- 7.2 EH asked for promotional material to be available in electronic form. In particular she said that there is nothing available for individual members. It was agreed that this should be on the Intranet.

**ACTION: PROMOTION GROUP**

- 7.3 JFo asked for a membership category for Service Users as individual membership is too expensive for them. She suggested they pay the student rate. A discussion took place and it was suggested charging them the £10 for 3 years similar to the student rate.

## **8. IPE REVIEW & CAIPE UPDATE**

- 8.1 RG updated the board on three meetings he had recently attended with MH in Edinburgh. These were organised by SJ. Meeting one was with NHS Education Scotland (NES). They presented the IPE Review and recommendations to promote the review and CAIPE. They felt they had been successful in promoting CAIPE more than the review. Meeting Two was with teachers in clinical practice, AHPs and some students. The third meeting (the most successful) was with SHANAHP. RG said that they were very interested in the review.

## **9. RESEARCH ADVISORY GROUP**

- 9.1 SJ has now joined the group.
- 9.2 SR sent a report.
- 9.3 The group will have a Skype meeting bi-monthly to discuss proposals to hold seminars in the future for CAIPE members and a JIC editorial. There will also be a pre-conference Research Workshop at the ATBH VIII in Oxford next year.
- 9.4 A survey was recently sent out by LA on behalf of the group. There was a problem with the first survey that was sent which was then changed and resent to all Corporate and Individual members. They received 9 responses to the first questionnaire. There were 15 responses in total, 11 from the UK and 4 international. IB said that he felt the questions were not really relevant for individual members and that the whole questionnaire needed re-assessing. RG asked SJ to feedback to the group the points raised and that it was felt that the questionnaire not working first time reflected negatively on CAIPE.

**ACTION: SJ**

## 10. INCOME

- 10.1 EH reported that our income was looking good due to the early renewals of corporate members. There are also 7 new corporate members.

Membership numbers currently stand at:

### **CORPORATE MEMBERS**

Paid	19
Payment pending	7
New	5
Renewed	21
<b>TOTAL</b>	<b>26</b>

### **INDIVIDUAL MEMBERS**

Paid	34
New	10
Renewed	24
Honorary	7
<b>TOTAL</b>	<b>41</b>

### **STUDENT MEMBERSHIP = 148**

- 10.2 Workshop income stands at £3.5k up to the 31<sup>st</sup> March 2015. This includes 5 upcoming workshops for UCLH.

## 11. ATBH CONFERENCE

- 11.1 EH confirmed that she has met with Sarah Temple-Smith, CAIPE Accountant, to confirm that the finances were in order for ATBH. STS has confirmed that EH has everything in place and the accounts look good.
- 11.2 All venues and accommodation are now booked.
- 11.3 Early Bird fees to join the conference have now been agreed.

£500 for 3 days  
£375 for 2 days  
£250 for 1 day.

Final fees after the early bird deal will be dependent on sponsorship which is still available. RG asked everyone to consider any sponsorship possibilities. Sponsorship packages include free places at the conference. Robert Gordon University and Taylor & Francis have both recently confirmed £5k sponsorship packages.

- 11.4 HB suggested having a keynote speaker from North America (Barbara Brandt) to attract delegates from America.

## **12. TASK GROUP STRATEGIC STATEMENTS**

- 12.1 RG said that all strategic statements have now been completed with the exception of the Radcliffe Publications Task Group, this proforma is in progress. RG said that anything that is done by the groups should be reported to members via the bulletin and website.

## **13. WEBSITE**

- 13.1 RG outlined the difficulties that have been experienced with the current web provider and confirmed that work is taking place on finding a new provider with better facilities and support. He said that Lesley Diack from Robert Gordon has volunteered to be an IT consultant for CAIPE. A discussion ensued on the type of website that is required. RG said that he will take all comments on board and that the way forward for this project will be discussed at the next Exec Group meeting in April.

## **14. PETER WILCOCK'S GROUP ON WORK BASED LEARNING**

- 14.1 The group discussed Peter Wilcock's project group proposal that was presented at the last board meeting. A long discussion took place regarding funding, how it would be run, who would resource it and if it is similar to the CLERK project. EH suggested that RG feedback to Peter the board's concerns regarding implementation issues and funding. RG agreed and said he would invite him to the next Exec Group to discuss this and then feedback to the board at the next board meeting.

**ACTION: RG**

## **15. IPE IN PRACTICE**

- 15.1 The board reviewed KP's report and RG requested agreement in principal to support her. RG praised KP for her hard work and thanked her.
- 15.2 RG confirmed that Margaret Brewer from Australia will be the key note speaker at this year's Chair's Event in November.

## **16. POLICY FOR THE ELECTION OF CAIPE CHAIR**

- 16.1 RG asked the board to consider changing the term of office for the Chair from 3 years to 4 years. He said that he felt that it was a difficult role to learn and that it required at least the first 2 years to learn how to perform the role. The board agreed.

## **17. CAIPE WORKSHOP FACILITATORS**

17.1 RG said that we have been successful in running workshops for CAIPE but that he felt we need a wider pool of facilitators to run them. JFo asked for a process and policy for running workshops. RG agreed this would be a good idea and asked JFo to write up headings for a policy for the next Exec Group meeting in April.

**ACTION: JFo**

17.2 RG asked the board if anyone would be interested in running workshops. KP and JFr said they would depending on timings. PH suggested that we produce packs and PowerPoint presentations for facilitators to use.

## **18. STUDENT CONFERENCE**

18.1 JFo reported that the next Student Conference will take place at the University of Birmingham on Monday the 23<sup>rd</sup> March. She said that student member numbers have dropped and that the conference should help to build the numbers up again.

18.2 JFo said the focus of the conference will be Service Users & Safety. A call has been sent out for presentations and posters.

18.3 JFo asked all board members to promote the conference within their institutions.

## **19. CAIPE FELLOWSHIPS**

19.1 FG discussed the work she has done on a draft report for a CAIPE Fellowship. The report was discussed and there was lots of positive feedback. The proposals will now go to the Exec Group to discuss in April.

## **20. PROFESSIONAL INDEMNITY INSURANCE**

20.1 EH said that she had investigated the cost of professional indemnity insurance and that it would cost £152 per annum to cover CAIPE members for up to £250k. However the insurance companies won't accept CAIPE as a customer without a copy of our terms and conditions. KP also suggested that £250k would not be enough and that we should be looking at £1m. EH agreed to look further into this and look at our terms and conditions ready for the next Exec Group.

**ACTION: EH**

## **21. UK COUNCIL OF CLINICAL COMMUNICATION**

21.1 RG said that this is an organisation in medical schools that supports the teaching of communication. A member came to the Chair's Event and RG, EH and PH met up with them at Addenbrooks in Cambridge

before this board meeting. PH will go to the UKCCC conference in Manchester and they are willing to share information on their website for CAIPE.

## **22. FUTURE DATES AND VENUES**

22.1 RG said that a venue and final date is required for the September Corporate Forum. It was suggested that we try Cardiff as they have previously shown an interest in being involved in a forum.

**ACTION: RP**

22.2 RG confirmed the next Away Day will take place on the 2<sup>nd</sup> July 2015 at Oxford Brookes.

## **23. ANY OTHER BUSINESS**

There was no other business to discuss.

There being no other business the meeting closed at 15:45.

DATE OF NEXT MEETING: Thursday 18<sup>th</sup> June 2015, NCVO, London (AGM)