

**CAIPE BOARD MEETING University of
Brighton**

Thursday 30th June 2016, 10.45 am

Board Present: Richard Gray (RG), Hugh Barr (HB), Pat Bluteau (PB)
Sundari Joseph (SJ), Jayne Frisby (JFr),
Ivan Birch (IB), Kate Parkin (KP),
Jenny Ford (JFo), Maggie Hutchings (MH),
Elizabeth Howkins (EH), Marion Helme (MH),
Shobi Nagraj (SN), Alison Machin (via Skype) (AM),
Veronica O'Carroll (VOC), Richard Pitt (RP), Amanda Squire (AS),
Scott Reeves (SR)

Prior to the start of the meeting, the board were warmly welcomed to the University of Brighton by Professor John Smart.

1. APOLOGIES

Apologies were received from Emma Beal, Emma Smith and Pip Hardy.

2. WELCOME TO NEW MEMBERS

2.1 RG welcomed everyone to the meeting and introduced Amanda Squire from Cardiff Metropolitan University. This was Amanda's first board meeting since her election to the board.

3. MINUTES OF THE PREVIOUS MEETING

Board Meeting 17th February 2016:

- An inaccuracy was noted with the recorded location of this board meeting This should be Cambridge as opposed to NCVO, London.
- Minor spelling error noted in the subtitle of item 18 'transparency'.

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

Proposed: Richard Pitt
Seconded: Kate Parkin

Short Board Meeting 16th June 2016

- Apologies from Marion Helme to be added

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

Proposed: Sundari Joseph

Seconded: Maggie Hutchings

4. MATTERS ARISING

- 7.3 RG told the meeting that the graphics designer from Craven Digital has worked on a few different logo designs. RG advised that the group would come back to this later in the meeting to consider the designs and to take a vote (see item 7.3)
- 13.3 The exec group have had some further discussions regarding continuing interprofessional development and supporting students as they transition into practice as newly qualified practitioners. RG highlighted that that this would be reported later in the meeting (see item 10)
- 15.4 RG reported that the Service User groups have been very helpful in advising for the AGM.
- 16.2 CAIPE statement of purpose has now been incorporated into the new promotion leaflets.
- 16.5 There is a CAIPE AT Risk register. This was presented to the exec group and it was agreed that EH, RP and HL will review to ensure accuracy.
Action: EH, RP and HL.
- 17.2 Levels of membership will go to exec group for discussion.
- 19.1 The exec group have developed a workshop and consultancy policy.

5. EXEC GROUP REPORT

- 5.1 RG referred the group to the provisional notes from the meeting held in April.
- 5.2 MH and KP have worked on a discussion document related to transparency. This has previously been circulated to the group. Feedback has been given to MH and KP. A response to this will be discussed further at the next exec group.
Exec Group, MH & KP

6. BOARD MEMBERS ROLES AND RESPONSIBILITIES FOR 2016- 2017

6.1 EB provided a current document detailing CAIPE Board roles and responsibilities for 2016-2017 in advance of the meeting. These were reviewed by the group and the following changes were noted:

- AM and AS have offered to be corporate links for their universities (AM, Northumbria and AS Cardiff Metropolitan)
- MH highlighted that year beginning and end should be updated to reflect AGM year beginning and ending.
- JFo's name to be added to exec group. Marion and Helena's name to be removed
- SJ's name to be added to the research group.
- The term 'advisory' should be removed from research task group, as previously agreed
- Minor spelling error in AM's name to be corrected

Action: EB

6.2 Board member links to corporate members has been reviewed by SJ and RP. This will be circulated to the board members for review.

Action: SJ & RP

6.3 SJ, AM and RP agreed to review the annual task group proforma documents and forward on to the leaders of each task group to review and check.

Action: SJ, AM & RP

6.4 AM highlighted that she is linked to the Age UK charity group, and explained that an internship is offered to marketing students to help with the marketing group for this charity. AM wondered if CAIPE could perhaps offer the same to help with promotion and marketing. JFo questioned if CAIPE would have infrastructure to support an internship and there was general discussion around supervision of an intern. The group agreed that it would be worthwhile exploring the model that Age UK use. RG suggested that the promotion group could coordinate questions to go to AM to further explore Age UK's model.

Action: Promotion Group & AM

7. PROMOTION GROUP UPDATE

7.1 RP circulated version 3 of the CAIPE promotion leaflets. RG thanked the group for their work. The plan is to print the leaflets within the next two weeks, complete with new logo design and have these ready for the ATBH conference.

7.2 The group highlighted need for consistency of wording, abbreviations, and the word clouds used in each leaflet. SR highlighted that 'research' should be included in the word cloud. HB highlighted need to maintain consistency of CAIPE definition of IPE particularly in relation to the term

'quality of care'. The group discussed the terms 'quality of care' versus 'quality of services' and agreed to discuss this further during the 'Away Day' activities. RP noted suggested changes and agreed to change these to remain within the planned timescale for printing. MH agreed to proof read final versions.

A printing company will be identified.

Action: RP, Promotion Group, MH

- 7.3 A selection of different logo designs created Craven Digital's graphic designer were circulated to the group. A vote was taken to confirm whether or not the logo should be changed. The majority of the group agreed that it should to help with corporate identity, marketing and promotion. A second vote was taken to confirm the preferred design. The majority voted for design 1A and it was suggested that the colour of the font for CAIPE could be changed from purple to green. It was also suggested that the CAIPE strapline should be included in the design.

8. WEBSITE DEVELOPMENTS

- 8.1 Taken forward by RP with Craven Digital. Contract with present providers runs out on 1st September. Need to ensure the new site will be up and running and the info all transferred over by this time and preferably ahead of the conference to ensure any teething troubles are addressed. RP to discuss with Craven Digital to confirm time scale and design around the new logo.

Action RP, Promotion Group

- 8.2 New website will be easier to access; all board member will need to use the Gmail CAIPE account

- 8.3 It was noted that Intranet inaccessible at present reported by most users.

9. IPE Guidelines

- 9.1 RG presented at Education Inter-regulatory group and there were some positive responses from the circulation of the guidelines. The board need to consider how we might deliver expectations of organisations now that presentations at regulatory bodies have been requested.

- 9.2 The guidelines will be circulated to key people within localities as well as key organisations. Hard Copies are ready for distribution.

Action: Board members and RP to contact their Corporate links and then RP to send hard copies. We will also send out the PDF version.

10. Continuing Interprofessional Development

- 10.1 HB wrote a further report on CIPD after visiting 3 universities as a consultation process. An important message is that CAIPE should support people on the ground in their transitional years upon qualifying.

10.2 It was suggested that CAIPE should coordinate and support a project to explore this further in 6 locations to explore what happens during this transitional phase. This should include students in this consultation.

10.3 HB proposed a board member might take this forward as a project and explore wider practice and the needs of these population's. This could then develop into a scheme or resource in the future over a number of years. HB said he would be willing to support colleagues with this project.

Action: Interested Board Members to contact RG with note of interest in this work

11. Policy for The administrative coordinator of CAIPE workshops

11.1 A document produced by the exec group was presented to the meeting. Amendments were suggested and agreed.

Action RG: Final version to be circulated to board members

12. The John Horder Award

12.1 Joint award between CAIPE and royal society of medicine (RSM). This is awarded to a team working in in the community that demonstrates the highest attributes of team working. There are two applications for the 2016 award and these are being assessed at the present time.

13. CAIPE officers and Board representation

13.1 Treasurer appointment:

13.1.1 Elizabeth completes her role as treasurer in June 2017. A period of shadowing will be essential to ensure effective transition over. This is an important role, overseeing money spent at board level. EB works as book keeper and Sarah Templeton Smith as independent accountant

Action: Interested Board Members to contact Elizabeth for further information.

13.1.2 The role needs to be adopted in a formal way to ensure transparency. Applicant will need to be an exec group member in order to take over the role. Elizabeth will draw up a job spec and we need to have interest and appointment by November.

Action: EH

13.2 Chair:

13.2.1 Ann Ewens at Oxford Brookes and HB will oversee the appointment of the Chair and the successor.

13.2.2 Job specification and person spec to be drawn up and over viewed by the President

Action: HB

13.2.3 Invitations to vote will be send out to all board members. Nominations to be received by October. Board can vote and then person will be appointed in November to allow handover.

13.3 Co-opted Overseas members:

13.3.1 Present candidates are Marion Huber from Zurich, Juanjo Beuenza from Madrid.

13.3.2 The co-opted overseas member would not be a full board member but would have an open invitation to attend meetings and would have all papers supplied. There may be more than one person appointed.

Potential Members could engage via the international engagement task group. They would be generally expected to communicate via Skype and email rather than attending in person. Role description to be written by the international liaison task group. This can then be circulated to request invitations.

Action: MH, SJ and SN

14. Any Other Business

14.1 Board away day changing the Away day from the 28th June to Thursday 6th July

14.2 Development of the chairs event to celebrate the 30 years of CAIPE was proposed.

DATE OF NEXT MEETING:

Date and Venue of next board meeting Thursday 3rd November 2016 NCVO, London