

# CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

## Minutes of CAIPE Board meeting held on Thursday 12<sup>th</sup> March 2009 at the University of Wolverhampton, Walsall Campus, Boundary House

### Present

Bryony Lamb (BL) (Chair), Angus MacFayden (AMF), Ann Ewens (AE), Suzanne Lindqvist (SL), Elizabeth Howkins (EH), Marilyn Hammick (MH), Andy Carson-Stevens (ACS), Chris Green (CG), Victoria Blackburn (VB), Hugh Barr (HB), Jill Thistlewaite (JT), Margaret Sills (MS)

### 1.30 pm Welcome and introductions

BL welcomed everyone to the CAIPE Board meeting, and in particular it was good to have 3 student members attending. The past two days had been very stimulating for those attending the Festival of Learning hosted by the University of Wolverhampton. BL introduced Professor Linda Lang, the Dean of the School of Health, University of Wolverhampton and thanked Linda for her hospitality for also hosting the Board meeting.

### 1.35 pm IPE at the University of Wolverhampton

Professor Linda Lang gave an overview of the University and the School of Health. The university has a diverse student population that is placed over 4 campuses. Professor Lang shared her vision for the development of IPE in the School and had taken the opportunity having now settled into her post as Dean to create a structure and posts and that will support the development of IPE.

### Board Meeting Agreed Actions

Action	Who Responsible
Consider further lobbying of GMC re Tomorrow's Doctors consultation as well as targeting all professional councils / regulatory bodies	Exec group
To meet with Informa to sort out backlog of issues	BL
To meet with Stuart Johnson from Ichameleon to resolve website issues including renewal of membership	BL, HL & CS
Consider how to find technical support for the website	Exec group
Treasurer to have copy of interim accounts	AE/BL
Develop protocols for working with clients and partners, regarding income generation and collaborative work	CCS & AMF with the Exec
CAIPE Expense claim form to be developed	MS
Letter of agreement to be sent to Clare Stewart to clarify responsibilities in her role as providing admin support as well as those of the CAIPE Board	BL

Send AE copy of Clare Stewart signed confidentiality agreement	BL
Clarify the role of students on the CAIPE board, to make best use of their contribution and the benefits for them	ACS, CG & VB
Send flyer inviting students to submit posters to AGM poster competition	CG
Organise an event to identify particular skills which students could develop as part of their membership of CAIPE	ACS and SL
Set up an on-line forum for the Research Student Network	BL & HL with Ichameleon
Ideas on ATBH5 conference format to JT	ALL
Nomination for another CAIPE Bulletin editor to BL	ALL
Arrange Exec meeting to deal with business identified under items 1, 5, etc.	BL & EH
Dates for 2009-2010 Board meetings to be circulated	EH & BL

## 1. Welcome to the Chair Elect and apologies

### Apologies

Lynn Clouder, Charles Campion-Smith, Liz Anderson, Siobhan Ni Mhaolrunaigh, Helena Low, Dawn Forman, Lesley Hughes, Melissa Owens

**BL welcomed Elizabeth Howkins (EH), congratulating her as the new Chair Elect, voted by the Board earlier this year.** Prior to this EH was also co-opted as a member of the Board. BL stated she was pleased to have the opportunity to work with EH in providing a smooth transition to the AGM when she would take over. BL thanked AM also for standing for election and also looked forward to working with him on the Board.

BL welcomed other newly co-opted members to the Board including, Jill Thistlewaite and Marilyn Hammick, as well as Lesley Hughes who was unable to attend.

BL outlined that a number of items not on the agenda would need to be addressed during the meeting including feedback from the morning's breakfast meeting, and CAIPE's response to Tomorrow's Doctors consultation. The former item to be discussed under item 6 on the Student Network, the latter item was discussed.

LA, JT and BL had attended an event on Tomorrow's Doctors in London. They were concerned at the lack of interest from some factions who did not think it necessary to include IPE in the undergraduate curriculum, whereas they considered as did others that this should be mandatory. CAIPE (contributors EH, LA and HB) have made a response to the consultation document and this has been submitted. It was agreed that it is important for CAIPE's voice to be heard. HB suggested that perhaps CAIPE take forward a major campaign that goes beyond the GMC to include all regulatory and professional bodies. Wording such as 'MUST' not 'SHOULD' could be promoted.

MS felt the time was right for CAIPE to influence change. The Exec group to consider how this should be taken forward.

## **2. Minutes and matters arising from Board meeting held 11<sup>th</sup> December 2008**

- BL is yet to meet with Informa. There has been progress in streamlining corporate members access to the on-line journal. However, there is still a backlog of issues to resolve. BL to meet with Informa.
- BL will meet Tony Perry the new treasurer and AE at Oxford Brookes on 23<sup>rd</sup> March to discuss accounts and treasurers issues. Clare Stewart is unable to attend as she has now started a full time job. Clare is still willing to support CAIPE and this was welcomed as she has done an excellent job for CAIPE.
- Some aspects of the website have still not been resolved, e.g. members' renewal process, but things are progressing. Communication has been difficult with the website organisation (Ichameleon). BL is trying to arrange to spend the day with Stuart Johnson from Ichameleon to get things sorted out. CAIPE will need to consider ongoing support for the website. MH thought this might be something a corporate member may be able to help CAIPE with.
- BL said that she had visited Ireland and that this had been fruitful and the outcome of the visit is included in the business plan.
- BL stated that all other agreed actions are covered in the business plan

EH enquired about item 8 on the agenda of the December meeting (Vote regarding whether Board members should be required to be individual members if their employing organisation was a corporate member). BL said that since taking the vote it had been recognised on the website that members who are both corporate and individual members have the individual membership is deleted. The website does not seem to be able to accommodate this and needs exploring with Ichameleon. There are also issues relating to student membership, as the membership does not have a cut off point for when students graduate. ACS felt that the student forums could keep a database of students and when they are no longer students a congratulations letter could be sent and a suggestion to join CAIPE as an individual member. To be discussed with Ichameleon.

## **3. Board members and Corporate links update**

BL suggested that as this was a much shorter meeting than usual, agenda item 3 'Board members and Corporate links update' be moved to the end of the agenda, this was agreed. But unfortunately there was not sufficient time to include this.

## **4. Interim Accounts 2008-9**

The interim account report was tabled. AE to ensure the treasurer has access to these, BL to send electronically. The aim will be to get the accounts submitted in good time for the AGM. A vote of thanks was made to Clare Stewart for the accounts which have made much more sense than before.

Deposit account:

BL reported that £4,500 had been transferred into the deposit account which now has £14,000 in it with a further £2,000 in the current account. Gift aid is expected to be about £400 for this year and a donation of approximately £500 is expected.

**Outstanding liabilities:**

Informa £13,000 - BL has asked for a meeting with Informa to discuss how CAIPE might reduce this liability. However, HB met with Informa colleagues yesterday who were unable to make any promises, as the Finance Office must clear everything first, but they indicated that negotiation may well be possible. Other liabilities include £148 expenses for the Chairs visit to Ireland and the cost of the printing and design of the CAIPE leaflets.

**The CAIPE leaflets:**

These have been printed so the invoice for this will be approximately £600. EH is currently negotiating with the designers regarding the CAIPE business cards, there will only be one design with space for Board members to write on the back. The invoice for CAIPE leaflets are now printed so the invoice for this is currently outstanding approximately £600.

**Business cards:**

EH is currently negotiating with the designers the development of CAIPE business cards, there will only be one design with space for Board members to write on the back. The invoice for designing the leaflets will include the cards and therefore will be sent on completion.

**Previous debt:**

MH asked about Haringay PCT. BL said there had been no response to any letters CAIPE had sent so with advice from the previous treasurer CAIPE have removed this from the liabilities.

**Income generation:**

The position is much better but the income is still limited, part of the business plan needs to review processes regarding consultancy, workshops etc and to be clear about what is being offered. MH suggested that CAIPE may need to develop clear agreements with any partners they work with, commercial or otherwise, e.g. memorandum of understanding. CCS and AMF are working on this with the Exec.

**Travel expenses:**

Clare Stewart has submitted an invoice for her travel and BL suggested in appreciation of her services to CAIPE the payment of an honorarium for administration, if by the AGM the finances will allow. HB suggested it would be good to get Clare to the AGM where she can be formally thanked. BL said she and LA had been thinking about an invitation to a social event after the AGM.

BL asked for receipts from student members on the Board to be sent so expenses can be made. CAIPE would also like to consider paying travel for Board members who receive no expenses from elsewhere in the near future, possibly by the AGM if CAIPE accounts allow this.

**Expenses claim form:**

It was suggested that an expense claim form be developed and MS agreed to action this. Board members can collate their expenses in order that CAIPE become aware of the expenses that are being incurred.

**Admin support:**

Decisions regarding how much an honorarium might be and what criteria to use for travel claims will be taken at the CAIPE Executive meeting. MS suggested that a letter of agreement with Clare is made about expectations on both sides e.g. one months notice etc it was agreed BL would action.

New treasurer:

BL confirmed that Clare and Tony Perry who will have access to the CAIPE bank account had signed a confidentiality agreement. BL agreed to send a copy of Clare's signed agreement to AE for purposes of the records.

## **5. CAIPE Board and Charity Matters**

The Executive Board are asked when they next meet to make decisions regarding

- How the elections to the Board should go forward for this year
- The position of co-opted Board members
- A longer Board meeting at the AGM or one very soon after the AGM
- Honorarium for admin support

## **6. CAIPE Student IPE Network**

BL reported on the breakfast meeting earlier that day with ACS, CG, MS, SL and MH and Stuart Brand and colleague from BCU, which had been very positive. She was not able to speak to Nick Gee before the meeting, but had met with Rebecca Freeman and spoken with ACS and CG, which helped to inform the meeting. This was welcomed as the Student Network Report prepared by Rebecca and Nick discussed at the last Board meeting had not been able to be considered fully without student representatives being present.

The outcome of the meeting proposed the following as an outcome of the Student Network report, which were well received by the Board:

- Each corporate member identify someone who can link with students and identify a student who could represent their university on a student forum / national committee, that would mirror the CAIPE Forum
- The above to elect a student to Chair the Student Forum and become a co-opted member of the CAIPE Board.
- A joint CAIPE / BCU conference in 2011 focusing on students and staff working in partnership conference, hosted by BCU
- Corporate members willing to host Student Network meetings and provide refreshments
- Corporate members to promote the Network and distribute CAIPE student leaflets to their students
- Each University to take responsibility for funding students to travel to IPE events.

Stuart Brand assured CAIPE that as well as being committed to hosting a conference in 2011, BCU is willing to fund Rebecca and Nick for 18 months.

It was discussed that the role of student members of the Board needs to be clear as well as the aims of the meetings and the role of students within the meetings. BL suggested that students who have experienced the meeting today reflect on the role of students within the CAIPE board, to make best use of their contribution and the benefits for them. This was agreed.

ACS suggested having student posters at the AGM with undergraduate and postgraduate prizes and also at the AGM to have an hour slot for student presentations. CG to find out if research students would be willing to submit posters, to find out how many poster boards would be needed. HB said in future a sponsor could be got for the prizes. Those students who are not CAIPE members could be given membership if they submit a poster.

CG requested an on-line forum for the Research Student Network as 50% of them are based outside of the UK and they currently communicate sporadically by group e-mail. He felt an online forum may lubricate the lines of communication. There is a general student forum on the CAIPE website which is run by Nick Gee and rarely gets used, but if it was something that the research network could take ownership of then perhaps it might work for members to dip in and out of.

It was agreed that if in the future funding allowed it would be good to part fund Rebecca's and Nick's administrative posts for the student Network.

ACS suggested that students joining CAIPE could expect to develop particular skills which could help promote the Student Network and CAIPE. MH suggested that perhaps a University could host an events for students to discuss how to take this forward, SL offered to host this.

The above proposals and actions would be put to the corporate members at the next CAIPE Forum meeting.

The issue of developing regional student network groups was raised and it was also agreed to discuss this at the next CAIPE Forum. ACS suggested that Wales Student Healthcare Forum may be willing to join as a corporate member.

## **7. Draft Business Plan (including item 9 CAIPE Ireland)**

BL asked for feedback and any discussion on the draft.

HB said the business plan very helpful. BL feels this is an interim year and the draft business plans have been developed to help give direction for the new chair.

BL provided a brief overview of the CAIPE Ireland business plan informed by her visit in February.

- Trying to kick off with an event in May or June to bring interested parties together from education and practice
- Top sliced funding from ITT corporate membership of CAIPE UK could be used to help kick start developments there
- Various Trusts have expressed interest in corporate membership of CAIPE Ireland.
- It was considered helpful for students in Ireland to have opportunities to link up with their own professional groups e.g. medical students across Ireland and Wales in the context of IPE
- Siobhan Ni Mhaolrunaigh, BL and AMF have discussed the development of a bank of resources available on the CAIPE website etc. This would need to be worked through. MS said it would be going against the grain if CAIPE were to charge for resources. But some on-line resources are not free, and as MH said the unique role of CAIPE could be to guide people to the appropriate IPE resources to meet their needs. AMF and Charles Campion-Smith are thinking about a searchable database that could do this. HB suggested that we might

enquire if any international groups might also be considering similar developments.

- BL identified possible opportunities in Ireland for CAIPE to provide staff development for managers and interprofessional teams, e.g. within mental health services. BL has sent a proposal to the MH project officer, a colleague of Siobhan Ni Mhaolrunaigh's, who will take this to the Vision for Change steering group. This might have the possibility of a national roll out. BL felt there was scope for CAIPE to develop in Ireland.

EH asked about the missing finances within the draft business plan. BL said this was deliberate for the comparative finance details have not been completed, if included this would be a duplication of the interim accounts already discussed. EH asked about page 8 and the 'approved strategy', BL replied that this was probably the wrong term as the plan is still in *draft* status. HB said main issue will be capacity and priorities, cannot do it all at present so will need to identify priorities.

In respect of changes in corporate packages (proposal paper 2) a proposal was presented for an additional category of corporate membership. This issue was raised in Australia where possible corporate members who could not benefit from the full corporate membership package wished to be associated with CAIPE. BL said we might need to hold this idea whilst discussions are taking place with Informa with IPE organisations in other countries but that she was looking for agreement in principle to the idea. HB agreed that slow progress might be best in view of discussions being undertaken with JIC regarding international membership. MH said there may be a possibility to restructure the international membership packages some with and some without JIC etc. so the paper could be reworked. It was agreed that the paper needs considering in the wider context.

#### **8. Inter-Ed – Planning ATBH5 2010**

JT reported on preparations for the conference in Manlee (Sydney, Australia), 6-10<sup>th</sup> April next year. The conference venue is good with reasonable accommodation rates available. The conference organisation is in place with an abstract committee, social committee, key note speaker committee etc. JT would like suggestions which have worked well before for a different, more interactive format, e.g. poster discussion.

#### **EIPEN Conference in Oulu, Finland, 17-18<sup>th</sup> September 2009**

MS reminded Board members of this conference focusing on "Policy, Learning and Practice". The call for abstracts closes soon.

#### **9. CAIPE Ireland**

This item had already been discussed earlier in the meeting.

#### **AOB**

BL mentioned that Siobhan Ni Mhaolrunaigh is very keen to get CAIPE Ireland going but she is currently acting up for her Head of Department. There is a need to identify another person to help with editing the CAIPE Bulletin. She asked members to please think about who this might be; it is possible that the person may not be a Board member but it does help. The Bulletin is now to be three times per year to keep the workload reasonable. ACS said that students could make a contribution and this was warmly received.

No further agenda items were discussed due to the time constraint.

BL said that a CAIPE Executive meeting would be organised to take issues discussed forward.

**Date for the AGM;** 24<sup>th</sup> June at Kings College London, Guy's Campus

**WE LOOK FORWARD TO SEEING YOU ALL THERE**

DATES FOR 2009-2010 TO BE AGREED WITH THE NEW CHAIR