

# CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

## Minutes of CAIPE Board meeting held on Thursday 9<sup>th</sup> October 2008 at Kings College London, Guy's Campus, Large Committee Room, Hodgkin Building, SE1 1UL

### Present

Bryony Lamb (BL) (Chair), Hugh Barr (HB) until 11.30am, Lynn Clouder (LC) until 3pm, Liz Anderson (LA) until 4pm, Angus McFadyen until 4pm (AM), Ann Ewens (AE), Margaret Sills (MS), Siobhan Ni Mhaolrunaigh (SN)

### Agreed Actions

Action	Who Responsible
Comments to HB on the HPC Consultation	All
HB's report on the Forum held on 30 <sup>th</sup> September to go into next CAIPE bulletin	SN
Clarification need regarding the co-option of students to the Board	BL
Process for election of Chair <ul style="list-style-type: none"> <li>• Write alert in relation to applying for position of CAIPE Chair</li> <li>• Send out alert to CAIPE members</li> <li>• HB to send out details of application to members who express interest</li> <li>• Search Committee to short list applicants</li> <li>• Board members to vote in time for March Board meeting</li> </ul>	AE CS and SN HB  HB CS
Letter to AM and EH thanking them for their expression of interest in role of Chair	BL
Richard Gray and Sebastian Yuen are interested in undertaking some work for CAIPE – to make contact	BL
Confidentiality agreement needed for non Directors who have access to bank details	AE
To try and find record of previous payment of £3,300 to Informa in previous minutes	AE
2008 accounts to be confirmed with KS and signed off	BL
Once 2008 accounts submitted to arrange handover of treasurer	AE/TP
Confirm payment by Leicester to LA	CS
College of Radiographers still outstanding needs exploring	DF
Where it states on accounts loan from KCL this to be changed to Health Sciences and Practice Subject Centre.	BL/KS
When current account £1000 or more then to transfer to deposit account	BL
It is possible for a charity like CAIPE to have a treasurer's account rather than a business account and charges may be less, needs exploring	BL
Charity Commission website shows CAIPE has not	BL

submitted 2005-6 and 2006-7 reports, to discuss with KS	
Old CAIPE computer to be wiped and given to charity or hard drive removed and disposed of	CS
CS to submit receipts for all expenses including travel	BL
Board members to keep receipts of expenses (not travel) if more than £20 to get agreement in advance from BL	BL
Change registered address of CAIPE to Oxford Brookes University	AE
New members joining before January 2009 when renewal due to have these months free	CS
Need up to date list of corporate members and to get them on the website	DF/MO/CS
Total number of CAIPE members to be noted at next Board meeting	CS
Further discussion on CAIPE Ireland required with SN and CAIPE Exec	BL
Letter inviting Marilyn Hammick to under work on CAIPE Patrons and Student Forum	BL
Roles <ul style="list-style-type: none"> <li>• International Liaison</li> <li>• Potential for a research officer role to be considered</li> <li>• Website</li>   <li>• Bulletin</li>   <li>• Publicity</li> </ul>	LA AM MS (supported by HL and possibly BL) SN (supported by Lesley Hughes) EH and SN to contact EH and work with her on this
Some access problems with website need checking with Ichameleon	MS
Board members not present to consider the role(s) they will play on the CAIPE Board	SL, MO, CCS, DF, student reps
Contact Steve Hoffman with CAIPE view on definition of IPE	BL
NVCO subscription to be paid if affordable	BL
Check with HB venue for next Board meeting in December	BL
To note March 2009 Board meeting to be held in Walsall 1.30 – 4.30pm	All
Provisional date for AGM 24 <sup>th</sup> June 2009 – advise BL if clashes with events	All
Send details of National Academy for Higher Education in Ireland to MS	SN
Put notice on website re easy fundraising and put note in bulletin with web link	HI/SN

### 1. Welcome and apologies

BL welcomed everyone to the Board meeting. She apologised for the delay in sending out papers for the meeting, there had been technical problems. It was hoped that in future papers would be placed on the intranet on the Website for Board members to access.

## Apologies

Suzanne Lindqvist (SL), Helena Low (HL), Dawn Forman (DF), Chris Green (CG), Clare Stewart (CS)

### **2. Minutes and matters arising from:**

Board meeting held on 2<sup>nd</sup> May (Paper 1): These were agreed as an accurate record of the meeting and were signed by BL. Matters arising: AM asked why NVCO was on agenda when the decision was taken on 2<sup>nd</sup> May not to continue subscription to NCVO. BL explained that the Executive Board had reconsidered this and that for the annual subscription of £94 it was felt to worth re subscribing if sufficient funds available.

Board meeting held on 10<sup>th</sup> July: These minutes were agreed as an accurate record and signed by MS who was present at the meeting.

AGM Report (Paper 2): To be confirmed at the next AGM. SN noted that on page 2 the item 'CAIPE Ireland' that her name was spelt wrongly and that rather than expressing that 'Launch of CAIPE Ireland in June 2007, with the first ever IPE event' it should read the 'first CAIPE event'.

### **3. Exec Actions since AGM**

Agreed proposal for new treasurer to work with CS – see 5. CAIPE Board Roles and Responsibilities (Paper 3) discussed under agenda item 9

HCP consultation (Paper 4a and 4b), BL reported that HB would like Board members to comment on these papers and send comments to him. BL to remind Board members.

### **4. CAIPE Forum (Paper 5)**

It was agreed that HB's report from the CAIPE Corporate Forum held on 30<sup>th</sup> September in Coventry could go into the Bulletin.

BL reported the value of having an SHA as a corporate member was discussed at the Forum. Maggie Styles from NHSE South Central stated at the Forum meeting she would be happy to advise other Forum colleagues on how to work more closely with local employers / SHA and LAs and she would do all she could to encourage other SHAs to join CAIPE. BL suggested Maggie be co-opted to the Board but the Executive need to look at the number of people being co-opted.

### **5. CAIPE Board**

Board elections (Paper 6). BL raised the issue of the CAIPE Chair, reporting that it had been discussed with her about being nominated as Chair rather than acting Chair until either Christmas or the next AGM depending on the outcome of discussions about the report to be considered from the Search Committee. MS formally proposed this suggestion and DF who also supported this proposal seconded it through earlier correspondence. The Board agreed that BL be nominated Chair and not acting Chair.

It was also proposed by BL that AE be nominated as Company Secretary. LC formally proposed this suggestion and LA seconded it. The Board agreed for AE to be nominated Company Secretary.

AE took to the CAIPE executive the proposal to appoint Mr Tony Perry (TP), Head of Finance and Contracts in the School of Health and Social Care at Oxford Brookes University as an Honorary CAIPE member to take on the role of Treasurer from KS

once the March 2008 accounts have been submitted to CH and CC. TP is an experienced accountant who has worked both in the NHS and HEI sector. The Executive agreed this appointment. KS is to be asked to remain as auditor and charity law expert to CAIPE. LC said that auditors may not be needed for a small charity due to changes in law and that a report may be sufficient.

The issue of re-establishing rotational election in the Board members was discussed and it was agreed that BL, AE and LA would stand down at the next AGM. They could if they wished stand for re-election. MS is due to end her first term of office at the AGM and she can also re stand for election. This will mean that one third of the Board places will be up for election at the next AGM. If this process is repeated next year then rotation will be re-established. If any Board member decided before the AGM that they wish to retire from the Board then this will be considered and one of the three members standing down will remain on the Board.

Co-opted members were discussed. In respect of the 4 student co-opted members it was unfortunate that none were present at the Board however it was agreed that BL would discuss with the student forum that co-opted students to the CAIPE Board must be CAIPE members or must join if they are to be co-opted.

There is a National Student Forum hosted by Birmingham City University and a Welsh student forum. MS asked what link there was between the two and whether the co-opted students were from only the Birmingham forum although one student is from the Welsh forum. BL agreed to clarify this and for future reference to establish which was co-opting students to the CAIPE Board. It was also asked that BL clarify that in future student co-option should be undertaken via the forum(s) and not via the Board election process. BL had written to the Birmingham Forum to ask if a CAIPE Board member could attend.

Report from Search Committee for progressing appointment of new Chair (Paper 7)  
HB spoke to the paper. Two internal CAIPE members, one a Board member (Angus McFadyen (AM)) and one a previous Board member (Elizabeth Howkins (EH)) had expressed interest in standing for Chair. After much debate the search committee preferred an internal appointment at this point in CAIPE's development and therefore both expressions of interest were welcomed. The Board was asked to decide on the following options:

- To hold elections in December for the two identified candidates
- To hold elections at the next AGM for those wishing to stand as chair

After contributions from Board members it was clear that the next AGM was a preferred option for the appointment of a new chair but that it would favour a third option offered by MS of having an election take place prior to this and confirmed at the March Board meeting of a 'Chair Elect'. After further clarification the following proposal was considered.

That BL continue as chair until AGM but by 10<sup>th</sup> December 2008 that all interested candidates for the role of chair put themselves forward to HB as chair of the Search Committee. The term of office for Chair will be 3 years but that in year 3 and at least 6 months before the Chairs end of office that a 'Chair Elect' is put in place. This might in some instances be the Vice Chair but being a Vice Chair was not a prerequisite for standing as Chair. Those eligible for standing as Chair are CAIPE members who are either current Board members or have served on the CAIPE before in the last 6 years. External people who are interested in standing for the Chair of CAIPE are to be encouraged to stand for the Board.

This proposal was agreed. The following details were also agreed; AE to draft an alert to be sent to CAIPE members. CS is to send the alert to all CAIPE members. SN to place the alert in the CAIPE Bulletin. The alert will advise CAIPE members of who is eligible and the deadline for application. Applicants will be directed to contact HB who will send them the papers relating to roles and responsibilities and role specification for the Chair and instructions regarding submitting a CV, a vision statement for CAIPE of a maximum of 500 words and how they consider they can meet the necessary commitments of the role which should be sent to HB by 10<sup>th</sup> December 2008. The search committee will be asked to scrutinise the applications and undertake short listing by January 2009 for the CAIPE Board to consider and vote upon via e-mail by February 2009.

CS is to be asked to undertake the sending out of details of the short listed candidates to Board members (only elected Board members not co-opted) and receiving of votes from the Board members by e-mail. The outcome of the election is to be confirmed at the March 2009 Board meeting. It was agreed that AE would take the place of AM on the Search Committee to assist the short-listing due to his expression of interest in the role of Chair.

It was agreed that BL would write to both AM and EH to thank them for their interest in the role of Chair and to inform them of this agreed process.

#### Board sub-committees

It was agreed that the CAIPE Board would continue to work with the current Executive Board who would manage day to day business and where necessary make executive decisions but would bring all relevant issues to the Board for decisions.

#### Volunteers

BL reported that HB had informed her that Richard Gray and Sebastian Yuen were both interested in doing something for CAIPE. BL to contact them

### **6. Accounts, Companies House and Charity Commission returns**

BL has been working with Ken Stratton (KS) and CS in order that she could submit a good record of the accounts to date to the Board. She reported that Returns for 2007 have been sent to the Charities Commission and Companies House.

BL is still experiencing problems with getting access to on line banking. This should be resolved in the next few days. BL, DF and HL are able to sign cheques and when TP takes on the treasure role he will also be asked to be a signatory. CS and TP will be given access to the on line bank details. They will be asked to sign a confidentiality agreement and to acknowledge that access to the account is for read only purposes. AE to seek out a confidentiality agreement for this.

PayPal is now up and running.

Gift Aid This was covered in the discussion on accounts, CAIPE is anticipating Circa £5,000 in claims on Gift Aid.

2007 These accounts have been submitted to CH and CC. The accounts indicate that a previous payment of £3.300 has been made to Informa. No one could remember if this was the case. Minutes of previous meetings to be looked at to see if this is recorded anywhere.

2008 BL reported on the 2008 accounts prepared by KS. It was agreed that BL will confirm any further queries with KS but then BL will sign off and ask KS to submit to CH and CC as soon as possible, hopefully by the end of October. Once done AE and TP will arrange to meet with KS to handover.

2009 BL presented an inter-rim report worked on by herself and CS. BL to ask CS to confirm to LA when the £500 donation from Leicester is received in the CAIPE bank. LA will look into outstanding monies from Leicester for a CAIPE workshop. BL reported when consultant's work for CAIPE 25% of the fee is usually donated to CAIPE, unless CAIPE bills for the work. Individual donations are eligible for gift aid to CAIPE. Sometimes the person donates 100% of the fee, depending on their circumstances.

The main outstanding liability is Informa, CAIPE pays Informa monthly now and is hoping that the liability may be written off.

College of Radiographers still outstanding DF to explore.

MS requested that where it states on accounts loan from KCL that this be changed to Health Sciences and Practice Subject Centre. This loan has now been repaid.

MS proposed that when the current bank account has more than £1000 in it that the surplus is transferred to the CAIPE deposit account where it can earn interest. This was agreed. BL to take action

LC said that it is possible for a charity like CAIPE to have a treasurer's account rather than a business account and charges may be less. BL will pursue this .

BL reported that KS has had his expenses paid but not the originally agreed honorarium of £1000 per year for the past 3 years. It is hoped that KS is not expecting this although he has noted this as not paid in the 2008 accounts.

MS reported that on the Charities Commission website that CAIPE has not submitted the 2005-6 and 2006-7 accounts, the former being nearly 900 days late and on the website. BL to discuss with KS.

BL reported that CAIPE Website domain name expired in September. Media Eden dealt with this and a payment of £58.75 has been made to them. This should now be resolved. The fee for IChameleon to build the new website was now paid and CAIPE is just paying £25 per month from July 2008 for hosting the site.

BL reported that the Haringey PCT liability has now been removed from the accounts after no response last year to letters sent.

CS has the CAIPE computers, she is using the newer one but the old one needs either wiping clean and giving to a charity or if this is expensive then remove the hard drive and dispose of it.

Overall the financial position for CAIPE is stable and meeting its liabilities when they fall due. CAIPE has really pulled itself back from financial disaster. It was agreed at the Exec that CS could submit receipts for expenses incurred including travel. CS has been an absolute asset and should not be out of pocket. This was agreed.

BL reported that people incurring expenses should start to keep receipts and have these paid. Expenses above £20 need to be agreed in advance with BL. At present CAIPE cannot include travel expenses except for CS and the agreed payment to co-opted student members. This needs to be kept under review and CAIPE will aim to pay all expenses when it can afford to do this.

#### Registered address

It was agreed that AE would submit a change of registered address for CAIPE to Oxford Brookes University in order that she can receive passwords and then submit forms etc on line. AE is to check with KS when she is able to do this in order not to disrupt the submission of the 2008 accounts. Charles Campion-Smith (CCS) had offered to hold the registered address and he was thanked for the offer even though now not necessary.

### **7. Membership, website and administration**

Renewals The Executive Board agreed that new members from this point until January when renewal due can have the next few months free. This will allow time to process the application and get JIC set up.

JIC and membership packages Not discussed – Take to Executive Group.

Corporate MO is currently ill and DF unable to attend meeting today. Need to get an up to date list of all corporate members and the link members. The corporate members have not been put on the website and these needs to be addressed.

Individual Fees for 15 new individual members since April were identified in the accounts. The board wanted to know the total number of individual members. To be noted at future Board meetings.

Students It was noted since April 11 students have become members of CAIPE. Again it would have been useful to know the total number of student members.

### **8. CAIPE Ireland**

SN raised the issue that the CAIPE fees go into the general pot and nothing goes back into CAIPE Ireland. BL said that the Exec had discussed that perhaps workshops and events could be held in Ireland. MS suggested that perhaps some of the fee could go back to CAIPE Ireland and support SN in activity.

SN said she had had some funding for IPL events but it is important to show CAIPE has a strong force in Ireland as it is still uncertain what IPL can deliver.

SN wondered if packages of resources could be sold that doesn't require CAIPE coming to Ireland.

SN felt that CAIPE needs a business plan that can be sent to potential corporate members who are ripe for developing IPL in Ireland. CAIPE could put together learning packages on the website that all members could access free of charge. Members of CAIPE need to be applying for funds to progress and sustain IPE and CAIPE could offer advice. BL reported that at the corporate forum concern was also expressed regarding sustainability and the issue of working together as regions was discussed. BL to discuss further action with SN and the Exec.

## **9. Management, Administration, Website and Bulletin**

### Roles and Responsibilities (Paper 3)

HB said that a tension exists between appointing an internal Chair and the potential to have someone with UK government clout and who has international contacts and profile. HB as president has an international profile.

The President role is by invitation and usually discussed by the Chair in place with the President. The President acts as advisor to the Chair and could also liaise with patrons alongside the Chair. This discussion brought up the issue of whether CAIPE wanted to pursue the idea of a CAIPE patron.

After discussion it was agreed that CAIPE would like to try and appoint 3 or 4 patrons, one with a policy role within government, one with a role in the Department of Health or Department of Children, Schools & Families etc, one with an education remit and one with an international remit. The patrons should cover all the UK. To establish the work on this would require some serious work and needs leading by someone who has a significant IPL profile. It was suggested that Marilyn Hammick (MH) might be willing to consider taking on this piece of work for CAIPE. It might also be possible for MH to lead on the CAIPE student work as she had been instrumental in developing this to date. If MH agreed to either or both of the above, then an invitation to be co-opted to the Board would be made. BL to write to MH.

BL asked Board members to consider taking on some of the roles identified in Paper 3. LA will undertake the International Liaisons Officer role and will also speak to Dr Angela Lennox regarding policy links.

Working with regions and CAIPE Ireland could fall under the project officer role, also need to strengthen processes for events.

AM would be interested in supporting CAIPE from a research officer role possibly including evaluation of IPE. AM will think about this and how the role might shape up and what it could cover. It might be possible to look at making the database facility of IPE activity on the website more active and AM will consider this also.

#### Volunteers

BL to discuss with Richard Grey and Sebastian Yen from Warwick who are both willing to do some work for CAIPE.

#### Website

A training day is being held on 21<sup>st</sup> October for MS, HL and CS. MS is the website manager but worried about taking on the role as she does not feel she will be able to do it well. HL will help and BL. and if MH willing to consider the student liaison role then she would also help. There are currently some problems with getting access to the members' part of the website, this needs checking with Ichameleon.

#### Bulletin

BL noted thanks to Eileen Huish for her contribution to the CAIPE Bulletin. Lesley Hughes will now assist SN with the bulletin.

Board members not at the meeting to consider the role they can play and BL will discuss with LC what role she might play.

### Marketing and publicity materials

BL reported that EH is working on publicity material and reviewing the CAIPE workshops. LA said CAIPE should be aware re the workshops where HEIs work in regional groups. BL said she would like someone to work with EH on publicity. MS said CAIPE needs to evaluate its events and feed this into an annual report that is submitted to CH and CC. Also good quality paper copies of annual report should be produced. Business cards and publicity material for members including students needs to be developed. SN agreed to liaise with EH. Co-opted student members could also be invited to contribute to this work.

CAIPE workshops to review Papers from EH were tabled. Discussion Needs progressing

### **10. Partners/ Relationships**

EIPEN Successful meeting held in Ljubljana. There is a strong intent to continue as a European network with or without funding. MS has secured enough funding for writing a new funding bid via the EU Erasmus thematic network.

The Network – Towards Unity for Health E-mail from DF reports over 400 delegates at the TUFH conference in Bogata, many having a keen interest in IPE, including students who want to link up with UK student Network. DF has given keynote address and run a workshop.

### **11. Consultancy**

WHO Framework for Action – IPE study groups

The CAIPE response to the WHO consultation in August was circulated. The Framework should be published in March 2009. MS reported that it is important to use the full title of the document, which is WHO Framework for Action on Interprofessional Education and Collaborative Practice.

CAIPE definition of IPE Discussion held on the link between the CAIPE definition of IPE and the WHO documents definition. It was agreed that BL would discuss the CAIPE Boards view with Steve Hoffman at WHO.

### **12. NCVO**

Executive Board recommended that the £94 subscription be paid if the accounts show it can be afforded as it is viewed as helpful. This was agreed.

### **13. Board Meeting Dates**

11<sup>th</sup> December 2008 Nottingham BL to check with HB regarding the booking of the venue

12<sup>th</sup> March 2009, clashes with HSAP Festival of Learning at Walsall, Wolverhampton University. Agreed to move the meeting to Walsall with the meeting taking place 1.30-4.30pm.

Provisional date for AGM set as 24<sup>th</sup> June 2009, people to advise BL if this clashes with any major IPL events.

### **14. Any other business**

SN said that a National Academy for Higher Education is being set up in Ireland. SN will send details to MS.

HL to be asked to put notice on website about [easyfundraising.org.uk](http://easyfundraising.org.uk) and SN to put note about this with web link in bulletin.