

**CAIPE BOARD MEETING**

**University of East Anglia, Norwich**

**Thursday 12th March 2020**

**Attending:** Richard Pitt (RP), Sundari Joseph (SJ), Maggie Hutchings (MH),

Sharon Buckley (SB), Chris Sanders (CS), Emma Beal (EB)

**Via Zoom:** Hugh Barr (HB), Andreas Xyrichis (AX), Veronica O’Carroll (VOC)

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| **Item** | **Notes** | **Action** |
| **1. Welcome and Request for Conflicts of Interest** | RP welcomed everyone to the meeting and thanked them for travelling to Norwich.  RP asked all attendees if they had any conflicts of interest with any items on the agenda. There were no conflicts of interest to report. |  |
| **2. Apologies** | Apologies were received from Laura Chalmers,  Alison Machin, Nichola McLarnon, Linda Eyre,  Chris Essen, Pat Bluteau, Dawne Gurbutt and  Emma Smith. |  |
| **3. Approval of minutes of the previous board meeting** | The minutes of the meeting held on the 28th November 2019 were approved as a true and accurate record of the meeting. |  |
| **4. Matters Arising Not On The Agenda/Action Log** | 4.1 Collaboration with Brazil. (item5.12) AX confirmed that he has submitted an application with his partners but won’t know if they have been successful until May. He said that they need to wait for an answer on what they are awarded before they discuss further with RP and the Board.  Small Organisations Charity Category. This has not yet been discussed by the Exec Group but will be dealt with in April ready for the Away Day. |  |
| **5. Chair’s Report** | The meeting reviewed the Chair’s Report provided by RP.  5.1 Update from CAIPE KCL conference.  RP reported that no submissions of abstracts or registrations have been received. RP will be meeting with the organising team the following week and will update the Board after this meeting. It was agreed that they will need to consider the current health situations with COVID-19 which may force the conference to be postponed.  5.2 ATBHX  RP said that 200 abstracts have been submitted. He asked which Board members will be attending the conference and if anyone required any funding help for travel. SJ asked that we keep promoting the conference and encourage registrations.  5.3 Journal of Interprofessional Care  Following positive meetings with Melody Harris and Lucia Garavaglia, RP reported that a good agreement has been reached with Taylor & Francis. On all future front pages of the journal it will be noted that it is CAIPE’s official journal. Lucia has arranged to produce and send a pull up advertising banner to RP. RP also announced that Taylor & Francis will also be part of the John Horder Award awarding £500 annually. AX said he was pleased with the good outcome for both parties. CS also acknowledged the excellent outcome for both parties and congratulated all those involved on such a positive outcome.  5.4 Interprofessional.Global  RP updated the Board on all of the current activities. Pat Bluteau and RP have discussed helping them with payments and have made an arrangement to pay for the website work for them and invoice for this to be reimbursed when they have their accounts set up. Situational analysis working group now merged with InterprofessionalResearch.Global group who have developed a survey that they would like all Regional Networks to pilot (see below). Criteria for hosting the ATBH conferences in 2022 and 2024 are being worked on by the ATBH Planning Group.  5.5 Values Based Practice Interprofessional Education Network lead by our CAIPE Honorary Fellow Richard Gray held a successful annual workshop last October. They are also planning a preconference workshop prior to the CAIPE/King's College London Conference on 18 June 2020. Their recently published short report in JIC on values based practice and interprofessional education can be found here: [http://bit.ly/2SBZJoa](https://caipe.us3.list-manage.com/track/click?u=362c3c341d01d8600eb1c7d6b&id=35d825dfe5&e=d99244010a) along with Guest Blog at <http://jicareblog.org/guest-blog-producing-digital-stories-as-a-new-ipe-resource-for-teaching-and-learning/>  5.6 CAIPE Website  RP informed that the issues with Individual members’ payments has now been resolved but this reduced the numbers of individual members. The website continues to be developed and we encourage **individual and Corporate** members to complete profiles to share areas of expertise, research and interests in interprofessional education and collaborative practice and working. RP requested Board members to contact their Corporate Links to encourage.  5.7 Pilot survey from Interprofessional Research.Global  Planning in April to launch a survey on global situational analysis of IPE activity at Institutional and Programme level. Each Regional Network of IP.G has been requested to circulate the survey to its members so please look out for this in your emails and help by completing the survey. We have been requested to add to excel spreadsheet how we have distributed this and to what institutions. There was discussion about the length of the survey and language used. It was agreed that in its current format many institutions may be reluctant to complete. RP agreed to feedback concerns to next IP.G representatives meeting.  5.8 CAIPE Fellows  Richard Gray joined the meeting to update on the work of the CAIPE Fellows. He reported that they have reviewed the criteria for being a Fellow and have concluded that the 5 year term requires an extension option. They suggested possibly 3-5 additional years. SB said the University of Birmingham has a similar arrangement where HEFE fellows have one year but can write a report to extend their time as Fellow. RG was asked to work with the Fellows in formulating an updated criteria.  RG said that Susanne Lindqvist managed to get accommodation for the CAIPE Board Meeting, Fellows meeting and Regional Forum at the University of East Anglia on the basis of being a Fellow.  The Fellows are completing a report on everything they have undertaken including the Dunhill Research Bid. The deadline is in June to apply for £300,000 funding on collaborative leadership. This will allow them to develop a series of workshops which CAIPE can run over 3 years. Two aspects of the bid are not quite formalised including a survey of CAIPE members asking for their experience of working in or with Integrated Care teams. They will then look at case studies which will then inform a series of workshops. This could also provide a source of income for CAIPE. RP thanked RG to joining the meeting and reporting on the excellent work that the CAIPE Fellows are undertaking.  5.9 NHS Clinical Leaders Network 2020 Annual Congress in May.  RP said he would like a CAIPE Board member to attend and would like expressions of interest.  5.10 National Institute for Health and Care Excellence Collaborative Group on Shared Decision Making.  As Chair RP has recently been made aware of this group and invited to represent CAIPE's interest in the development of guidelines for practice. HB said we need to celebrate our work together with this group. CS offered to help with this group.  5.11 John Horder Award  We all need to promote this award through any contacts with Primary/Community/Social Care or General Practice.  To date we have had two student submissions and one international team. JIC would now like to partner the award and offering £500. We need to have a partnership agreement with RSM Section of General Practice and Primary Health Care, CAIPE and JIC. The John Horder Award and Student award are still open and details with flyer will be circulated and RP would value everyone’s help in promoting.  5.12 Conversion to Charitable Incorporated Organisation.  We are in the final stages of finalising the process and will have a new constitution to guide the Board ensuring transparency and accountability. However, the process has been delayed being advised that some Trustee declarations had not been received. This was rectified on 6 February 2020 and still waiting response. It will enable us to start the process of: electing new board members and we will potentially have three vacancies; and electing new Chair and Treasurer by December 2020 and any expressions of interest please contact RP to discuss further. We also need to review the ‘Becoming a Board Member Criteria’ and election of Chair and Treasurer criteria in light of the new CIO Constitution.  5.13 Individual Membership  Promoting individual membership needs to be reviewed to increase numbers.  5.14 Westminster Health Forums  CS said that he attended a recent forum and reported his experience to the meeting.  5.15 Succession Planning  RP said that we need to review the criteria for becoming a CAIPE Board member and CAIPE Chair. RP will stand down as Chair in June 2021 so we need to know the next incumbent by December 2020 to allow a 6 month handover period. | **ALL BOARD**  **RP/AX**  **RG**  **EB/RP**  **ALL BOARD**  **RP**  **RG**  **ALL BOARD**  **ALL BOARD**  **RP/CS**  **ALL BOARD**  **ALL BOARD**  **ALL BOARD**  **ALL BOARD** |
| **6. Financial Report** | 6.1 EB distributed copies of the latest financial report of the CAIPE accounts. This showed a surplus and EB confirmed that, with end of financial year approaching, we will end the year with a surplus. SB suggested that we should note a surplus rather than a profit as we are a charity. EB agreed to change the report to demonstrate this.  6.2 RP asked the Board to approve the CAIPE Expenses Policy and the Funding Application Form that PB had drawn up. He agreed to circulate this to all board members via email and ask for approval. | **EB**  **ALL BOARD** |
| **7. Working Group Reports** | 7.1 Research  VOC joined the meeting via Zoom. She said that the group have mainly been working on writing the Top Tips for IPE Research paper. This was submitted for publication in January and is now under review.  Noreen O’Leary, Catherine Stephen and Nichola McLarnon have now become members of the group. VOC said she would like to have Service Users join them and RP suggested she should speak to Chris Essen who leads the Service User Working Members Group.  Those members of the group who are planning to attend ATBHX have sent abstracts based on the Top Tips paper. VOC said she is not attending ATBHX but other members of the group are and will run the workshops on the group’s behalf.  HB said that he is encouraged by the way the group has responded to developing a survey review of the CAIPE 2017 Guidelines.  SB asked about the timeline for revising the guidelines. VOC said that they have put a suggested timeline in the protocol and that it could be done within 18 months.  It was suggested that the group could work together with the Validating IP group. MH said that the two pieces of work are complimentary but are also two separate pieces of work as well and should be kept distinct.  SJ asked if there is a connection with the CAIPE Fellows. VOC has had discussions with Lesley Diack.  VOC said she has not yet been able to join the Interprofessional.Global research group but will do so soon. She said she is conscious that they are planning a global survey. RP said it will be a pilot survey and that they want it concluded by the end of April. He said it needs to be reviewed and the number of questions reduced. AX said the he felt the survey should be sent to the networks rather than the members of the networks. RP said he will join the next research meeting and inform them that CAIPE are willing to assist them with this survey.  7.2 Awards  It was suggested that CAIPE could support a student and an individual member to attend the CAIPE/KCL conference.  7.3 Learning & Teaching  No update was available from this group.  7.4 Workshops & Consultancy  SJ reported that this year had been successful for the Workshops & Consultancy working group. They have held two workshops which have made important contributions to the finances of CAIPE.  Their pages on the website have been updated and it looks more professional and interesting.  Two more enquiries have been received from overseas, Budapest and Turkey however these are now on hold due to the COVID-19 pandemic.  CS said he would like to deliver workshops for CAIPE and Jayne Frisby has also expressed an interest.  SJ said that there are three types of workshop advertised on the website but that these can be mixed and made bespoke to the customers requirements.  7.5 Promotion & Communications  RP advised that he and EB had recently had a zoom chat with Linda Eyre to discuss restarting the group now that she has returned from her maternity leave. He said that she is working on social media and particularly Facebook which has now become more active. She is looking at setting up CAIPE with LinkedIn and Instagram accounts. Linda has also become involved with promoting the KCL/CAIPE conference.  RP said that we need to recruit new members to the group and asked all Board members to consider joining.  Promotion & Communications will be the topic of the CAIPE Retreat in May.  7.6 International  SJ reported that it is challenging to get the group together as they are located all over the world. She plans to work on the aims of the group.  She also confirmed that she has been organising study tours for overseas visitors and whilst these are difficult to co-ordinate, they are another source of income for CAIPE.  7.7 Individual Membership  RP asked for Board members to join this group and help promote individual membership.  7.8 Validating IPE/IPECP  SB updated the group on the work they have done since the November Board meeting. They have worked on the proposal document and begun putting together a project plan. The proposal document draft has been circulated to the Exec Group who provided detailed feedback and specific direction for a collaborative approach with professional and regulatory bodies (attached). The working group convened by SB, which includes LC, NMcL and Wendy Leadbeater with the recommended addition of PB based on her experience working closely with professional and regulatory bodies, will report back to the Exec and the Board with their amended proposal in a position paper.  We are indebted to Sharon and her team for re-engaging CAIPE with the issues concerning IPE standards.  The meeting discussed who would use the tool and it was agreed that it needs to be about educators. Funding needs to be considered and it was suggested that we look toward HE England, Scotland, Wales and Ireland.  If anyone else has any further comment on the document they should feedback to SB.  7.9 Publications  MH updated the Board on the latest developments with publications. She said that Grace is now back on board and working well with the group again. Past difficulties have now been resolved and they are confident in her support again.  Decisions have been made going forward on titles of the next publications. They currently have three titles to progress. Learning Disabilities, led by Helen Laverty, Dementia, led by SJ and Lesley Diack, Disadvantaged Group which is led by MH. Dave Roberts’ book on palliative care is close to completion and the draft should be available by the end of March.  SJ asked how long they will have to write the publications. MH said that they should initially do a proposal and send this to MH. This then goes to reviewers who feedback their thoughts and suggestions. She said that they usually take 18 months to completion.  MH confirmed that she would like proposals by the end of April.  MH said that the Disaster Management publications has been abandoned. After very extensive correspondence with colleagues in Tokyo it was concluded that it would not be possible to complete it.  7.10 Student Group  The group’s report will be sent with minutes.  7.11 Service User and Carer  Chris Essen and Emma Smith will be working on setting up this working group. | **VOC**  **RP**  **ALL BOARD**  **ALL BOARD**  **SJ**  **ALL BOARD**  **SB/LC**  **NMcL/PB**  **ALL BOARD** |
| **8. CAIPE Fellows** | This item was discussed in the Chair’s Report. |  |
| **9. Corporate Members** | 9.1 Regional Forum  The University of East Anglia will be hosting the next Regional Forum this week. MH and SJ confirmed that Staffordshire University have offered to hold the next forum in March 2021 with Aston University hoping to hold the September 2021 event. |  |
| **10. Membership Update** | 10.1 Update on Membership Numbers  Student = 126 (118) 🡹  Service User = 14 (14) 🡺  Individual = 64 (92) 🡻  Corporate = 34 (35) 🡻  Sponsored Logins = 306 (292) 🡹  EB reported that we will be losing Brighton & Sussex NHS Library’s corporate membership in May as they have chosen to cancel their membership.  EB explained that the large drop in numbers of individual membership was because of a processing error that she had found and now rectified. |  |
| **11. HEE South Project Update** | The project group have now held their final workshop in Aylesbury with 17 people attending.  RP advised that he has also been approached by HEE Advanced Clinical Practice lead for AHP’s who have offered £20k to CAIPE to commission us to do some scoping work at the end of the year. A meeting will be arranged to discuss this project further. | **RP** |
| **12. Forthcoming Events** | 12.1 CAIPE Symposium  Research will be the focus of the next Symposium in November. No further plans have been made as yet.  12.2 CAIPE Retreat (formerly Away Day)  EB advised the meeting that she has arranged to hold the Retreat at Portsmouth Historic Dockyard in May. Further detail will be sent out in the Notice Board.  12.3 CAIPE Summit (including the CAIPE AGM)  RP confirmed that the summit will be happening at King’s College London in the morning before the KCL/CAIPE Conference opens and will include the AGM. After lunch there will then be workshops.  12.4 Diary Dates  EB will update the diary dates with new venues and publish in the next Notice Board. | **EB**  **EB** |
| **13. ATBH Conferences** | 13.1 QATAR  There was no further news to report on ATBHX that has not been covered in Chair’s Report. |  |
| **14. Any Other Business** | RP said that he had received an enquiry from Louise Kingston at Chester University. They are holding a Research Conference on the 15th and 16th June, titled Evidence in Impact. They are looking for a speaker and if anyone is interested in taking this on for CAIPE they should email RP directly. | **ALL BOARD** |
| **15. Date of Next Meeting** | 14th May 2020. Portsmouth. |  |
| There being no other business, the meeting closed at 4.30 pm. | | |

**ACTION LOG:**

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| **ITEM** | **ACTION** | **ACTIONEE** | **DATE COMPLETED** |
| **13th March 2019** |  |  |  |
| 5.8 Website | Discuss changes to application form to include profile. | EB/RP | ONGOING |
| 9 Working Group Reports | Produce a discussion paper on how Service Users can be involved in IPE. | CE | ONGOING |
| 12 Away Day | Investigate marketing groups for charities. | PROMOTIONS GROUP | ONGOING |
| **28th November 2019** |  |  |  |
| 5.6 | Review criteria for board members. | EXEC | ONGOING |
| 5.7 | Prepare timeline and information for succession planning. | EXEC | ONGOING |
| 5.9 | Consider what should be open access and copyrights. | Promotions Group | ONGOING |
| 5.11 | Contact Cardiff University about the proposed Federation of Health Care Educators. | SJ | ONGOING |
| 6.3 | Review Working Group Funding Application. | EXEC | ONGOING |
| 10.3 | Consider small organisations membership. | EXEC | ONGOING |
| 14.1 | Re-design the newsletter. | EB | ONGOING |
| **12th March 2020** |  |  |  |
| 5.2 | Contact RP if attending ATBH and you require funding. | ALL BOARD |  |
| 5.9 | Consider attending NHS Clinical Leaders Network 2020 Annual Congress in May. | ALL BOARD |  |
| 5.11 | Promote the John Horder Award | ALL BOARD |  |
| 6.1 | Amend finance report to show surplus/deficit. | EB | 31/3/2020 |
| 6.2 | Distribute CAIPE Expenses Policy and the Funding Application Form for approval by the board. | RP | 19/3/2020 |
| 7.1 | Speak to Chris Essen about inviting Service Users to join the Research Group | VOC |  |
| 7.1 | Attend Interprofessional.Global Research Group meeting to offer CAIPE’s assistance with their survey | RP | 02.04.2020 |
| 7.5 | Consider joining the Promotions Group | ALL BOARD |  |
| 7.7 | Consider joining the Individual Membership Group | ALL BOARD |  |
| 12.4 | Update Diary Dates | 30/3/2020 |  |

**APPROVAL:**

These minutes were approved at the Board Meeting held on

Thursday 14th May 2020.

Signed:



Richard Pitt

CAIPE CHAIR