



## Business Meeting: Minutes

Date/Time	Tuesday 10 <sup>th</sup> July 2018 at 3pm – 3:50pm
Attendees	Yvonne Hemmings, Louise Deacon, Roslyn Law, Liz Robinson, Bob Pritchard
Minutes	Jess Alton

### 1. Review Previous Minutes

Minutes from May's meeting approved by all.

LR will chase the accountant regarding professional liability protection.

All other actions completed.

### 2. Executive Committee Updates

a) Chair (YH)

N/A

b) Research (MS)

MS not present.

c) Training Committee (LD)

N/A

d) IAPT (RL)

RL said that lots of committees have amalgamated from adult IAPT to form an expert reference group. RL has been invited to join this group and will circulate minutes from these meetings going forward. The group is about trying to redesign and plan for how the adolescent trainings will be funded in the future; as of this year, all the money that had been put into IPT-A training has stopped, and next year there is a fixed amount of funding for one year only, which is exclusively for 'recruit to train' trainees. This poses a bigger challenge for IPT over the other modalities. Potentially this will be a non-qualified workforce for one year only, after which there is no continuing funding. Therefore, the expert reference group meetings are to meet with stakeholders and think more about funding opportunities going forward.

RL updated us that there is no feedback yet from the BPS in terms of accreditation. She said that funding has been exceptionally slow, such that funding has not yet been confirmed for London. LR agreed that it is the same in the North East.

e) Treasurer (LR)

LR has heard back from the accountant regarding the HMRC and our tax obligations. They have said that we need to pay corporation tax. LR will take accounts in mid-August; we will need to bear in mind that, going forward, of the funds we have we will need to account for corporation tax. LR will know more in due course, but this will be approximately 10% of any income we have made. We do have money to pay from as our expenditure isn't large, but once we know the approximate amount, there will need to be a regular budget to pay it.

f) Communications (BP)

BP has been exploring our options in terms of website redesign; so far the quotes have been fairly high. There are two leads at the moment; the first contact is a freelance web developer and has quoted £3000 for redesigning the website as it currently stands (i.e. with no new added content). If we wanted to add extra features later, such as a forum, she could add that on at a later date. The web developer has asked a few questions regarding our logo and colour branding, and whether we would be open to changing these. RL said that it is about what our priorities are, and where the visual aspect of the website sits on that list of priorities. BP said that the feedback from our survey says that members considered that the website looks dated visually; the logo is part of that. RL said that there is no search facility, which makes the website harder to navigate; it seems an important priority for the website to be functional rather than concentrating on the aesthetics. BP queried what had been discussed and agreed at the previous meeting; he thought that the visuals are the first step in terms of the redesign, and then functionality is the second step. LR said that we did not make a clear decision but agreed with Ros in that getting the basic functionality of the website is more important than the visuals, so that it is more accessible and user-friendly. BP said that, from the survey and as agreed at the last meeting, his understanding was that the website needed an overhaul and that the first step we would focus on is a 'spruce up' of the website as it currently exists, rather than adding any new features yet. YH agreed that the aesthetics is definitely part of what is required and agreed that the majority of the feedback was that people didn't think it was visually appealing.

YH asked whether there are any particular issues that we want BP to raise when he next contacts the web developer. LR said that searching for a therapist or supervisor is very difficult and, given that people are paying for membership with us, it is important that we offer this function to them via our website. BP said that he could ask the web developer for her advice on the website's functionality. YH suggested that we set a deadline for a couple of weeks' time for us all to go back and look at the website and clarify what we mean by 'functionality'. BP agreed, and suggested that we do not discount the visual aspect of the website. Deadline set for 27<sup>th</sup> July 2018.

Action: All members of the Executive Committee to look at the website and propose which aspects should be focused on in the upcoming redesign. All to send their comments to BP by 27<sup>th</sup> July

**3. GDPR**

YH confirmed that she has sent everything relevant around to all members of the Committee. Most of the data we handle is not considered 'sensitive'; this mostly affects the Training Committee and JA. YH confirmed that any sensitive information received via email should be deleted from your inbox. JA is storing sensitive information on our external hard drive under password protection.

LR raised the issue of storing people's electronic signatures for copying and pasting onto certificates. RL said that we would have written consent from the individuals whose signature we are storing, so this should be fine. LR proposed that, for the balance of risk, we could just have one signature on each certificate that we issue; RL said that, if a certificate only has your signature on it, you are effectively taking full responsibility for that person. LR said that we do receive confirmation from the other supervisor by email so as long as we keep this it should be fine. Therefore, all agreed that we will move to having just one signature on newly-qualified practitioners' certificates. RL said that we also need to let Training Institutions know that this decision has been made and confirmed that we should still inform Training Institutions of who the external supervisor was, but that their signature is not required on the certificate any more.

Action: JA to inform the relevant individuals from our Training Institutions of the decision made above regarding certificates and signatures

#### **4. Additional Admin Time**

YH confirmed that JA is working an extra day per week through the summer, and an extra person will be recruited to work the extra day from September onwards. RL has an interested individual in mind for the post; YH and RL will arrange a time to discuss this further next week.

Action: YH and RL to discuss the additional admin post

#### **5. Network Meeting – Northern Location Trial in May 2019**

YH asked whether Committee members would be willing to travel to northern England to attend the network meeting in May 2019. All provisionally agreed that they could travel north to attend the network meeting on 10<sup>th</sup> May 2019. LR has agreed to support us with venue hire; she is not aware of free places available to us in York but this could potentially be an option if we hosted at Newcastle University. YH said that it would be helpful if we could compare options of hire costs in York with free venue options in Newcastle.

Action: LR to explore venue hire options for the May 2019 network meeting in both York and Newcastle, and to compare these together with YH

YH said that we needed to start to consider offering webinar access to the network meetings going forward. This is not available to us if we continue hosting in London at KCL. RL hasn't scoped other options out, but YH will look into this.

Action: YH to look into alternative London venues where we could host the network meetings and offer webinar access

#### **6. IPT UK Budget Options**

IPT UK balance stands at approximately £30,000.

Outgoings:

- Additional day per week of admin time (approx. £8-9000 per year)
- Website redesign (approx. £3000)
- Corporation tax (TBC)

Further possible options discussed:

- Cost of venue hire in northern England for network meeting, plus webinar access; once per year
- Cost of alternative venue hire in London, plus webinar access to network meeting; once per year
- Cost of funding regional CPD events (e.g. venue hire, webinar access, providing food and refreshments)

LD suggested that, from the survey feedback, people are very keen to have video resources available on the website, so we could use some of the budget on providing these. YH said that we can cost the venue hire options up and see where that leaves us, as well as after corporation tax.

#### **7. AOB**

Transition of Scottish members to IPT UK; YH will discuss this with RL.