



## Business Meeting: Minutes

Date/Time	Friday 11 <sup>th</sup> May 2018 at 11:20am – 1:00pm
Attendees	Yvonne Hemmings, Liz Robinson, Roslyn Law, Philip McGarry, Julia Fox-Clinch, Paul Wilkinson, Marie Wardle, Paul Wilkinson, Fiona Duffy, Louise Deacon, Bob Pritchard, Viktoria Cestaro, Peter Shepard, Kate Halliday, Zee Cassam, Annie Waring, Mike Day
Minutes	Jess Alton

### 1. Review Previous Minutes

No actions to be carried forward.

### 2. Executive Committee Update

#### a) Transition from RL to YH; RL's overview

YH informed those present that today is the official IPT UK Chair handover day from RL to YH. RL has been Chair of IPT UK for eight years. RL said that she was delighted to have been in this role, although it has been an enormous amount of work. She said that the organisation began with LR and herself, with around 50 people, at which time there was no IAPT, no supervisor training, and no admin support. RL said that she was delighted, as she steps down, that lots of people are now holding different responsibilities within IPT UK, and was particularly pleased about the established regional groups and the various groups of people now collaborating and sharing their expertise with each other. RL acknowledged that it is still an uphill struggle, but that she couldn't be happier that YH is our new Chair. RL highlighted that all members should be part of the process – it's not something one person can do. RL thanked everybody for their support and input, and asked that everybody now commits to do the same for YH, going forward. YH added that we have all done lots of work over the last year to improve our processes, and sharing resources and information with each other more clearly, hopes to take that forward.

#### b) Research Lead post

YH informed those present that MS is making progress with putting together a research working party, of which FD is a part, and that updates will be provided as and when they are available.

### 3. Presentations/Feedback from Executive Committee

#### a) Training Committee (LD)

LD said that one of the biggest aims for the Training Committee at the moment is to get our courses accredited. We are currently exploring the BPS and BACP as options. LD also said that the Training Committee are also about to review our supervisor training courses across the board, with a view to coming up with a more common, consistent approach across all the courses run.

*See slides available separately regarding LD's goals presentation.*

#### b) IAPT (RL)

Goal 1: IAPT paperwork – this is available to use universally; it is not IAPT-specific, it just follows the IPT competences, so it can be used by everyone. IAPT reports are also available online as they are released.

Goal 2: an IAPT training providers document has been created and is shared amongst trainers to input figures regarding cohorts directly. This will allow us to track trends going forward.

Goal 3: a survey has been developed to evaluate what we are doing to help refresh our training. We can make this available so that other institutions can use it if they would like. This also links with Annie Waring's post-qualification survey, so we will wait to see the outcomes in due course. This will allow for the sharing of feedback, and then implementing it for quality assurance.

Goal 4: we have initiated the process regarding accreditation – after contacting the BPS and them rejecting it, they are now reconsidering our proposal.

*See slides available separately regarding RL's goals presentation.*

c) Treasurer (LR)

LR stated that IPT UK's income at present is around the same as last year. Our source of income is from members' and Training Institutions' membership fees. We currently have two nominated directors, RL and LR (two is the minimum number required). LR said that our accountant raised that organisations usually have more than two directors; therefore, LR requested that interested individuals should contact her to nominate themselves to be a director (with limited liability of £1).

YH and BP nominated themselves to be directors.

LR raised that, in light of the new GDPR, it is important to think about data protection. This will be discussed later in the meeting.

Action - LR to check with our accountant about insurance protection/professional liability providers

*See slides available separately regarding LR's goals presentation.*

d) Research (MS)

No presentation provided; MS absent.

e) Chair (YH)

YH stated that her first goal had been clarifying the roles of Chair and Deputy Chair. She reminded those present that we are now scoping interest for a new Deputy Chair to start in 2019.

YH's second goal was to promote better communications (together with BP – see next presentation). Going forward, a requirement of those presenting the educational seminar at network meetings will be to ensure that slides are made available to members via our website – and, ideally, audio recordings.

YH shared the results of our recent survey regarding the running of our network meetings.

*See slides available separately regarding the survey results.*

YH informed those present that there is a potential consideration of whether we move one of the network meetings to a northern location. There are certain meetings which need to take place at the network meeting (i.e. Training Committee Meeting; Business Meeting), so we either have to ensure that those involved in these meetings can attend in a northern location, or we separate these meetings and ensure that they take place on a separate date and location.

General consensus from the feedback received is that it is worth trialling a northern network meeting

Action: YH to speak to the Executive Committee regarding whether all could attend next May's network meeting if it were based in York

YH raised that a possible next step is also to look at the cost of providing webinar access to the business meeting and educational seminar so we can make network meetings nationally accessible.

Action: YH to discuss this with the Executive Committee

YH also discussed whether we could use IPT UK funds to assist the running of regional CPD events.

Action: YH to contact regional reps to ask them to take this forward and discuss within their regions

*See slides available separately regarding YH's goals presentation.*

f) Communications (BP)

BP requested that members send him content to share on IPT UK's Twitter account. Suitable news items can be emailed to BP directly at [bob.pritchard@annafreud.org](mailto:bob.pritchard@annafreud.org) or to [contact@iptuk.net](mailto:contact@iptuk.net)

BP shared the results of our recent survey regarding the IPT UK website.

*See slides available separately regarding the survey results.*

BP said that a key issue for us to consider is to whom the website is aimed – professional use, potential clients, or both. The survey feedback largely showed that our online resources are a very popular, useful addition to the website, but we require members to provide new resources to share with the wider membership.

The feedback received showed that the membership are keen for the IPT UK website to be updated.

Action: BP to research website designers, putting together costings for a 'facelift' of the website as it currently stands (i.e. professional-focused)

BP said that additional members are required to join the Communications Working Party. It could be helpful to include trainees and/or members who are unable to attend network meetings in person – i.e. those who can only access IPT UK information via the website.

BP raised the possible implications of having a website aimed towards young people – if they try to communicate with us we then have a responsibility to respond to them promptly, which may be beyond our current capabilities; there would also be additional GDPR implications. However, to have our website as a source of information for adolescents would be a good idea.

Action: JA to compile a list of options for how we could use the IPT UK budget (i.e. network meeting options, website options, etc)

*See slides available separately regarding BP's goals presentation.*

g) Membership and Website Update (including review of resources submitted by regional groups; JA)

*See slides available separately regarding JA's membership and website update presentation.*

#### **4. NICE Guidelines**

a) Depression

YH informed those present that the NICE review is indefinitely suspended at present. The guidelines for depression in children and young people is open for consultation; the process is about to start and we will keep members informed as we receive information.

b) Eating Disorders

Agreements were made at the last network meeting to pool our outcome data. FD had done a lot of work around this but, unfortunately, this was not taken further. JF-C had run a series of IPTG for binge eating but this has now terminated; she is awaiting confirmation on whether we can use this data. FD requested that, if anyone has outcome data regarding IPT for eating disorders, they should send it to her directly so it can be used formally.

#### **5. BPS Accreditation Update**

Item already covered above by LD.

## **6. GDPR**

YH informed those present that the new GDPR comes into effect on 25<sup>th</sup> May 2018. Our new privacy statement will be added to the website soon. YH said that PaySubsOnline is the main database we use, whilst other information is currently linked via Google. We are currently considering how we store more personal information relating to issues such as complaints and training extension requests.

Action: YH to send data map to LR so she can add accounts data information

## **7. IPT Scotland**

YH said that we had agreed a six-month 'grace period', which has now passed. IPT Scotland members will be asked to register with IPT UK in due course.

Action: JA to email IPT Scotland members to welcome them to IPT UK and inform them how to join us

## **8. IPT UK Accreditation/Renewal Update**

YH acknowledging that there is a backlog of accreditation certificates to be issued from 2017-2018, onwards.

Action: JA to inform members of this via next newsletter

## **9. Regional Representative Reports**

*See documents available separately regarding regional reps' reports.*

## **10. AOB**

None.

## **11. Future Educational Seminars:**

November 2018 – South West

May 2019 – Norfolk and Suffolk

November 2019 – West Midlands

May 2020 – North East

November 2020 – Scotland

May 2021 – London

November 2021 – North West

May 2022 – Northern Ireland

November 2022 – Yorkshire and Humberside