



Business Meeting: Minutes

Date/Time	Tuesday 11 th September 2018 at 3pm – 4pm
Attendees	Yvonne Hemmings, Louise Deacon, Roslyn Law, Bob Pritchard
Apologies	Liz Robinson
Minutes	Jess Alton

1. Review Previous Minutes

Accepted by all.

Rollover action point about LR looking for venue hire options in Northern England for the May 2019 Network Meeting as LR is absent today.

2. Executive Committee Updates

a) Research (MS)

None – MS absent.

b) Training Committee (LD)

LD said that the Training Committee are reviewing our complaints procedure; it has been used for the first time and there are some improvements to be made regarding the possible outcomes of a complaint's investigation. LD also said that the Committee is looking at our protocol for managing people who try to register with IPT UK who may not be eligible to do so. YH is also drafting our extended leave policy; she aims to have this drafted by the next meeting.

Action: YH to draft the extended leave policy for the next meeting

c) IAPT (RL)

RL said that there have been significant changes in terms of funding. Confirmation about this came very late, meaning that we missed the funding for the first course. This brought our numbers down to about a third of usual numbers. Funding has come through for this year – there are approximately 21-22 places now. RL has not received any other reports from other IAPT providers.

From a CYP-IAPT perspective, RL said that this is the last year of ring-fenced training. HEE have changed the parameters of the training, so, rather than training existing members of staff, now all training is for a 'recruit-to-train' force (i.e. to expand the workforce, rather than upskilling the workforce). From an IPT-A perspective, RL said that this is concerning – in that there would be individuals who are not trained therapists – and so she has ensured that individuals must be therapists in order to access our course.

Action: RL to email trainers asking them to update their numbers on the IAPT spreadsheet

d) Treasurer (LR)

None – LR absent.

e) Communications (BP)

BP said that Mark – the web designer – has started looking at the wording and content of our website. In terms of themes and imagery, BP will pick this up when Mark returns from leave. From the Executive Committee's emails, BP said that we seem to have a general consensus about the themes, and about potentially providing our own pictures due to problems with stock photos. BP will wait to hear from Mark about this.

All agreed that BP can take more of a lead with this, keeping the Executive Committee informed on more major decisions/updates only.

BP requested that if anyone has any ideas for Twitter, to email them to him directly. JA confirmed that an email had gone out to the membership recently calling for those interested in joining a Communications Working Party to contact BP directly.

3. Additional Admin Time - update

YH said that JA has offered an extra day per week and together will pull together a job description. JA has provisionally agreed some specific days to work – this is to be confirmed according to JA's university timetable. YH said that we are also looking at some hotdesking areas for JA, which has a financial implication but allows for protected workspace.

RL said that she has potentially agreed some time from an assistant psychologist for two days per week through the Anna Freud Centre. This will be about supporting training in IPT and IPT-A, and their time could also be used for the website, including updating the research page on the website.

4. Network Meeting – Webinar trial November, Northern Location May

YH said that LR has been tasked with finding a location to run our national meeting in the north for next May. We have had a couple of responses from regional groups about what they would do with the CPD budget if they were given one; both the North East and the North West groups have suggested hosting something in their regions. The North West have also identified a venue. This may be something to consider for hosting May 2019's Network Meeting there. YH to discuss with LR.

Action: YH to discuss possible venues with LR

Action: YH to email the NE and NW regional reps asking them to write a proposal for the Network Meeting (e.g. who/what/costing/what is their vision for the day?) to be discussed at the next Network Meeting on 9th November

YH said that we have agreed on a webinar host company, and have bought our own speaker phone and camera. We need to trial it in advance of November's Network Meeting; the plan was to trial it at next week's London regional meeting, but KCL can't find an available room at their Waterloo campus. RL has asked them to look at their Strand campus but we haven't heard anything, and our contact person is now on leave until next week, which leaves it too late. RL has checked about whether UCL could provide any rooms for us, but these will incur a cost. YH said that we may need to cancel next week's meeting, and we may also need to find alternative venues from KCL entirely. For the November meeting, YH said that we could see whether KCL could offer us anything, but we should also look at other options in case.

Action: JA to email KCL and St Albans Centre about venue hire for November's meeting

5. CPD offer – access to webinar equipment in exchange for national access to local events

YH said that, as we will be paying for a webinar service subscription, we could potentially offer this service to regional groups too, so they could broadcast some of their events via webinar. RL suggested that we could give them access to this in exchange for enabling access to the recording via the website afterwards. All agreed. YH said that this can be discussed at November's Network Meeting.

6. Research Lead election

YH said that nominations will go live this week for the Research Lead position. We would be open to this being either a one- or two-person job. BP suggested that we wait to see how many nominations we receive. RL said that, after the nominations are received, we could contact them all about whether they'd be happy to stand in either a solo position or as a job share. All agreed the following timeline of events:

ASAP until 30th September - Nominations Phase

1st October until 14th October – JA to contact nominees (do they accept nomination/solo or job share); nominees to provide a brief paragraph about why they would be suited to the role

15th October – 28th October - Elections Phase

Research Lead to be announced w/c 29th October. Successful individual to prepare a short piece to introduce themselves to all at the Network Meeting on 9th November.

7. AOB

None.