



**Executive Committee Meeting Minutes
Monday 9th September 2019 at 3:15pm**

Attendees	Jane Taylor, Jamie Barsky, Yvonne Hemmings, Roslyn Law, Fiona Duffy, Paul Wilkinson
Apologies	Marie Wardle, Liz Robinson, Catherine Edmunds
Minutes	Jane Taylor

1. Review Previous Minutes

All attendees confirmed they had received a copy of the minutes dated 19th July 2019.

2. Updates from Executive Committee

A) Training Committee (JB)

- JB confirmed that the compliant procedure is close to being finalised and is hopeful it will be concluded at the next Executive Meeting on 29th November 2019.

Action: JB to continue completing complaint procedure

- Feedback from Scotland and discussions regarding recruitment process onto the training committee

Action: As this had already been discussed prior to this meeting, please see TC minutes 09/09/19 however agreed for further clarification via MW at next TC meeting

B) IAPT (RL & YH)

- RL reported no additional numbers or data available. HEE continues to develop the South West and in the process of generating surveys regarding refresher training

Action: RL and YH to provide a summary once available

- Funding for 2020 commissioning plans – requires further discussion

C) Treasurer (LR & CE)

- No updates

D) Research (PW & FD)

- NICE Guidelines have now gone out and available on the website.
- Currently reviewing the NICE Guidelines for self-harm
- Scottish Intercollegiate Guidelines Network (SIGN) for eating disorders is currently being formulated and likely to have an update in preparation for the next meeting.

Actions: None

E) Chair & Deputy Chair (MW & JT)

- RD's temporary contract is due to come to an end. Agreed that funding for extra admin is needed to continue to develop the IPT organisation. All agreed to extend the contract with the view of finalising the legalities in due course.

Action: JT to make enquiries regarding the legalities in offering 7.5 hours a week in addition to the existing admin post.

- Newsletter: Positive feedback received from members and keen to use it as a platform for communication purposes including advertising of future events. Feedback generated a discussion regarding opening the business meeting at the two yearly national conference meetings to all members as opposed to just trainers and supervisors. All agreed that this invitation to attend to be available to all members.

Action: This to be communicated via the IPT website and acknowledged in the next newsletter scheduled for November 2019.

- BACP: MW attended a meeting with Fiona Ballantine-Dykes (Chief Professional Standards Officer) last week regarding future alliance with a professional organisation in relation to IPTUK.

Action: MW to feedback the outcome of this meeting in the next Executive Meeting in November 2019.

- Membership numbers: Some enquiries had been made regarding the suitability for registering members with an individual membership number to assist with tracking membership fees and the renewal of accreditation. JT voiced that since preparing for the NW first conference due to be held in Sept 2019 that some people on the historic email list were not in fact IPTUK members when cross referencing. Therefore this requires further review along with how it would be resourced and monitored long-term.

Action: C/F to next meeting as key members unavailable

F) Communications (None)

- Nobody in post. Acknowledged that FD tends to the updating of Twitter however all parties remain unclear regarding the job role, resources needed and costing of the position.

Action: JB and YH to commence discussions regarding a Communications Lead in preparation for the next meeting.

3. AOB

None

4. Date & Time of Next Meeting

29th November 2019, 11:30am – 1pm (Business meeting – open to all members)
Whitefield Golf Club