



Training Committee Meeting: Minutes

Date/Time	Friday 11 th May 2018 at 10:00am – 11:30am
Attendees	Yvonne Hemmings, Liz Robinson, Roslyn Law, Philip McGarry, Julia Fox-Clinch, Paul Wilkinson, Marie Wardle, Paul Wilkinson, Fiona Duffy
Apologies	Matthias Schwannauer, Jamie Barsky
Chair	Louise Deacon
Minutes	Jess Alton

1. Minutes from last meeting

LD raised that the CPD information is in the wrong place on the previous meeting's minutes.

Action: JA to amend accordingly

LR suggested that we could reinstate membership numbers to make it easier to track individual members when queries or concerns are raised. All agreed.

Action: JA to look into how we can assign membership numbers on PaySubsOnline

2. Actions from last meeting

RL and LD are yet to look at the trainer training document.

Action: Carry item forward to next meeting

LR and PW are yet to review the IAPT paperwork (to be discussed at next TC meeting). MW said that she is not using the new paperwork yet due to the restructure of her organisation. RL informed those present that the reason we introduced new paperwork was to control different versions of the same documents; we wanted the most up-to-date version available online for all to download as required. The main implication of using different versions of paperwork is the addition of the reflective therapy report, as this means that trainees are not required to write longer case reports.

Action: Carry item forward to next meeting once everyone has reviewed the paperwork

From item 4 – to be carried forward

Action: RL, MW and FD to develop a working party to talk about an alternative accreditation standard for IPC, or an alternative solution

Re: BPS/BACP accreditation – RL informed those present that we have had no response from the BPS. We need to consider the cost implications of each option; who do we as an organisation align ourselves with? We need to compare the options of BPS vs BACP and see which would be better for us as an organisation.

Action: TC members to send details of their courses to LD so she knows which courses are run across the organisation

Action: LD will draft an email and send it to RL for comments before sending it off to the BACP

Re: EMDR – LD has just sent a draft letter to RL.

Action: Carry this item forward to next meeting

Re: sole trainers competences form – MW and LD have drafted a version.

Action: MW/LD to email to RL to review. Item to be carried forward to next meeting

3. New/upcoming trainers

DW has submitted her materials, but MW and LR are waiting to receive all recordings (there was an IT fault which has caused delays).

4. Complaint re IPT UK member

Those present reviewed the proforma received.

As per the Complaints Procedure, LD will write to individual concerned to inform them of the complaint received, with the details provided; they will be asked to provide a response.

LR commented that, whilst the timescales relating to when an individual's responses should be received are very clear, those in which IPT UK must respond are quite vague. We should hold ourselves accountable to a timescale as well – we should state the date of next TC meeting so they know when discussions are scheduled to take place.

RL said that we should state that the next TC meeting is on X date, so within 7 days of this meeting we will communicate a decision/next steps.

LR suggested that we have a rota to state who is on the Complaints Committee, which changes on a six-monthly basis to make the process clearer. All agreed. First six months (i.e. from now – November), the Complaints Committee will consist of PW, PMcG, and LD. Where there is a conflict of interest, another member will be temporarily assigned to the committee.

Action: LD to write to individual within the next week

Action: LR to check through Complaints Procedure to recommend changes relating to IPT UK's timescales to respond to individuals

5. Supervisor issue from IPT trainee

RL informed those present that this issue has been raised repeatedly by multiple trainees in the past.

PW suggested that we could remind individuals of what we expect of a supervisor. RL confirmed that this has been done already.

PW suggested that we could write to the individual involved to express our concern as the TC, rather than this issue being handled by RL alone. All agreed.

Action: RL to write to individual on behalf of the TC to say that this has been discussed

LR suggested that we add to the website a series of timescales for when a portfolio should be reviewed, how long external supervisors have to review it, etc. This would make it clear to trainees, so they know what to expect and by when.

Action: JA to add this information to the website

6. Requests for extensions (2 received)

First request was considered.

Action: LD to email the relevant supervisor to state the agreed standards that both trainees and supervisors are held to (i.e. one month from the final session for write-ups to be completed)

Action: LD to email the relevant trainee to inform that a one-month extension has been granted

Second request was considered.

Action: LD to email the relevant trainee to inform that a one-year extension has been granted

7. Accreditation

Already discussed above (under item two).

8. Review of supervisor courses

RL and MW will arrange a date to discuss this. They will also review FD's paperwork re: Scotland's courses.

Action: FD to forward documentation to RL and MW

Action: item to be carried forward to next meeting

9. AOB

The TC discussed the system in place for when someone raises a confidential issue in light of our Code of Conduct (e.g. previous police cautions, etc). RL said that, in the first instance, it should be reviewed by the Chair and Deputy Chair. If they do not have any concerns, then there is no need to take any further action, but if there are further concerns then it should be brought to the TC for wider discussion. YH said that a separate but related issue is how we store the information, in terms of GDPR (to be discussed in the Business Meeting).

10. Dates of next meetings

Tuesday 10th July 2018 at 1:30pm – 3pm

Tuesday 11th September 2018 at 1:30pm – 3pm

Friday 9th November 2018 at 10am – 11:30am (network meeting)

Tuesday 8th January 2019 at 1:30pm – 3pm

Tuesday 12th March 2019 at 1:30pm – 3pm

Friday 10th May 2019 at 10am – 11:30am (network meeting)