

Minutes of a meeting of the Council of the BHPR
held at **BSR, Bride Lane, London EC4Y** on
Thursday 11th March 2010 at 10.30 hours

Council Members Present:

Ms Diana Finney, President
Ms Lindsey Hawley, President-Elect
Ms Andrea Graham, Deputy Secretary
Ms Tricia Cornell, Treasurer
Dr Stewart Glaspole, Communications Officer
Dr Ross Wilkie, Research Officer
Ms Keri Hutchinson, Education Officer

Others in attendance:

Mrs Sue Gurden, Co-opted Deputy Communication Officer
Ms Victoria Chamberlain, RCNRF representative
Ms Sue Murray-Johnson, Chief Executive
Mr James Glavin, Head of Journal, Events & Education BSR (Item 5)
Ms Briony Wilson, Events Officer BSR (Item 5)
Ms Claire Mayne-Constantinou, Finance Manager (Item 6)
Ms M Hughes, Governance Officer

1. APOLOGIES and WELCOME

Apologies were received from Dr Ian Rowe, Chair of BSR CAC Representative, Ms Vicki Cameron, Honorary Secretary, and Mr Robert Field, Podiatry Rheumatic Care Association.

Dr Wilkie was welcomed back from his secondment.

2. MINUTES OF THE PREVIOUS MEETING MATTERS ARISING FROM THE MINUTES

i) The minutes of the meeting held on 9 December were previously circulated and read. It was noted that Lynne Goodacre was a 'Dr' and not 'Ms'. It was noted that it was Prof 'McInnes' and not Prof 'Innis'.

The minutes were then approved as an accurate record.

ii) Matters arising: The following actions were reported on as follows:

Minute 2(i): The Droitwich lecture will go ahead in 2011 along with a list of core activities that will be discussed further at the Away Day.

ii) arc withdrawal of courses: It was thought that a Memorandum of Understanding (MoU) with arc would be good and that the letter previously drafted should be revisited in order to link with the re-launch of arc as Arthritis Research UK. The letter should be sent to Alan Johnson and copied to Mike Patnick and Liam O'Toole. All educational links should be added to the Education Officer job role to maintain.

It was also agreed that a MoU with the BSR should be looked at.

The council also looked at actions held over from previous meetings and the following updates were made:

- Ros Wilkie was working closely with Samantha Peters on the World at Work conference and hoped to have a summary published in time for the conference

and also on the website. It was agreed that this should be discussed more at the next meeting to look at the ties with Fit for Work and ARMA's Work Charter.

- It was agreed that the following resources should be on the website or members' information: Fit For Work, Charter for Work and that Ross Wilkie will lead on the website content until April then hand over to Stewart. Arrangements should be made for the Council to have relevant information about the conference.
- Letters to re-coup arrears would be sent out after the direct debit run for this quarter was completed.

Action Points:

To add MoU to Away Day agenda and World at Work to the Council agenda – MHu/AG

To re-draft letter in light of re-launch and new CEO of Arthritis Research UK – LH, DF, KH

To update website with Fit for Work, Charter for Work and other useful resources – SEG/RW

To forward relevant information to the Council on World at Work – RW/Samantha Peters

3. REPORT FROM THE PRESIDENT

Diana Finney introduced her report that was previously circulated. She highlighted the following request:

- Alisa Bosworth from NRAS had requested that an email was sent to all members asking them to write to NICE about the Technical Appraisal. The council discussed this and agreed that an article should be published in the e.news with a link to the NRAS site for the specific details. It should be clear that members' responses were not on behalf of BHPR but individual basis.
- Diana invited Trish to give an update on NICE and she briefly highlighted the progress on recent appraisals (one anti-TNF and Rituximab). There were a number of anomalies and a Plan B had been agreed to fall back on.

Action Points:

i) To draft article for newsletter with link to NRAS website – DF/SG

4. REPORT FROM THE CHIEF EXECUTIVE

Sue Murray-Johnson gave a verbal report on recent developments:

- She informed the Council that the MSC was re-designing their journal and wanted to include the BHPR logo along with an offer of free hard copy to all members. The council agreed that this should be highlighted at every possible opportunity: the website, the conference, the AGM and to update the application information to include this if not already there.
- She also informed the Council that work was well underway on the member search which was replacing the members' handbook and would include a feature to search by hospital.
- All officers and especially those leaving were asked to forward any document to add to the central filing and archiving system.
- She also recommended that the BHPR break links with Baker Tilly auditors following Charity Commission ruling to up the threshold that allows independent examiners. Will be on the AGM agenda.

Finally, the team would be developed further by meeting various Council members at their place of work for a one-to-one meeting to better understand each other's roles. The first meeting was planned with the President Elect.

Action Points:

To publicise free MSC Journal and need to opt in – SMJ, SG

To ratify appointment of independent examiners at the AGM - SMJ

5. BSR/BHPR CONFERENCE

i) Mr James Glavin and Ms Briony Wilson briefed the Council on progress for the conference and the following points were noted:

- 2010 final programme due out shortly and all going well
- registration to date was up from last year at 1126 of which 149 were BHPR members.
- 152 had bought tickets for the anniversary dinner
- The BSR had organised a membership drive to offer half-year free of charge to new members. The Council agreed to do the same for BHPR.

He also confirmed that 2011 conference would take place in Brighton and will be a two-day conference with an additional day as pre-conference symposium. This was included in the cost of the 2-day conference.

James asked the Council to email him with any questions they would like included in the evaluation form which was currently being put together or with any special help needed. Briony also agreed to follow up on the costing of AV equipment and email Trish Cornell.

ii) Arthritis Research UK Prizes session

Arthritis Research UK funded five prizes, two of which were administered by the BHPR. It was suggested that the prize-giving session should include all five prizes. At present the BHPR winners were not requested to present but it was thought that this should be done for all winners even though there was a monetary implication. It was agreed that James Glavin and Sue Murray-Johnson would discuss re-imbursing the winners as speakers at the conference.

It was also noted that the RCN prize was presented at the RCN conference and Vicky Chamberlain agreed to check which would be preferable to present the RCN prize, or if to include for uniformity but without a winner's presentation.

The Council thanked James Glavin and Briony Wilson for their report. Ross also took the opportunity to thank Keri Hutchinson for covering his conference workload whilst he was away.

Action Points:

- **That funding decision for prize winners as speakers was considered and a proposal put forward in time for the Away Day - by Sue Murray Johnson and James Glavin**
- **That the RCN was asked about the presentation of the RCN arthritis research UK prize – Victoria Chamberlain**

6. POLICIES

Most of the policies were underway and final copies should be ready in time for the Away Day in June.

- Honorary Membership - The chair noted that the Honorary Membership report was complete. She asked the Council if they would agree to making Vicki Stevenson an Honorary member for the 25th Anniversary as recognition for her role in setting up the BHPR. The Council agreed that this would be a fitting tribute.
- Conflict of Interest – It was agreed that further discussion was needed on whether the President should accept Pharmaceutical Sponsorship or do so with a disclaimer. The outcome of this discussion should be added to the policy.
- Prizes Policy – to include changes made to Arthritis Research UK session.
- It was agreed that all would email Michelle Hughes for any missing information and to complete the drafts to be discussed and agreed in time for the Away Day.

Action Points:

To write to Vicki Stevenson and invite her to be an honorary member – DF/LH, MH

To liaise with Michelle Hughes for documentation for policies - ALL

7. TREASURER'S REPORT

Ms Claire Mayne-Constantinou presented the 2009 Annual Report and Financial Statements and drew attention to some key points:

- Prize money will be paid in the year the prize was awarded.
- The charity has to show what proportion of costs was governance related.
- Public Benefit and Future Activities & Strategy were new additions to the report required by the Charities Commission.

It was noted that there was an extra 'and' in the first sentence on page 5 of the report and this should be corrected in next year's report.

8. COMMUNICATIONS REPORT

Ms Sue Gurden reported that the newsletter hits under 10% should be discontinued. The most popular were Guidelines and NICE policies.

She was looking at introducing a range of viewpoints from another charitable organisation (e.g. rehabilitation work in Haiti) to a day in the life of various specialists. Andrea Graham would be the first feature in this section. It was also suggested that the next newsletter would have a prizes update article.

It was agreed that these should be included in the Communications policy.

Action Point

To include article on Prize winners in next newsletter - SG

9. DECLARATION OF INTERESTS

The Council were asked to submit their annual declaration which had been circulated earlier.

10. COUNCIL APPOINTMENTS

l) Deputy Research Officer – The Council discussed the workload associated with this post and that of the Education Officer.

It was agreed that they would ask the applicant who did not win the ballot (if application form was of a high standard) to join the Council as a co-opted member for one year in an education role which would help both posts. Ross Wilkie agreed to be available in an informal capacity to help with some of the handover.

Action Point:

To contact the second place applicant after the ballot closes on the 25th March - DF

11. ANNUAL REPORT

This item was taken earlier.

12. NICE

This item was taken earlier.

13. BHPR AWAY DAY

The following items were agreed for the Away Day:

- Conference Review
- Policies
- Education Courses Strategy

- Research Support Strategy
- General Discussion: Topical issue
- MoU
- Trustee Role and Responsibilities.

The Council agreed that they would have a facilitator for the day if the cost was minimal.

The Council agreed that the cost for dinner should be no more than £20 per head

Action Points:

To draft an agenda for Away Day – LH, MH, SMJ

To arrange a facilitator from Charity Days and arrange a venue for dinner – MH

To check on attendance for travel/accommodation – MH/TC

14. REPORTS FROM COMMITTEES AND ACTIVITIES

The reports from committees and activities were previously circulated. Trish Cornell added that she had received a letter from Prof Alan Silman asking BHPR to comment on a patient booklet and that anyone interested should email Michelle Harrison at Arthritis Research UK directly. It was thought that the commentary should be a BHPR response and not individual so it was agreed that the responses should be co-ordinated.

Action Point:

To co-ordinate with the Council and representatives and respond to above request- DF, TC

15. ANY OTHER BUSINESS

i) Membership

A membership report was previously circulated for approval. It was noted that the numbers of applicants were steadily increasing.

The Trustees approved the applications as new members.

It was noted that there were four resignations.

16. DATE OF NEXT MEETING

The next meeting of the BHPR Council will be at 10.30 hours, 29th June 2010, at Bride Lane (BSR head office). It was noted that this was preceded by the Away Day on the 28th June at the Jury's Inn, Islington.

The deadline for all agenda items and reports is the 18th June.

The Chair closed the meeting at 3.15pm.

Minutes drafted by: Ms M Hughes, Governance Officer

Minutes signed by Chair: _____