

**Minutes of the Board Meeting
4 April 2014
Board Room, Chancellor's Building**

Present:

Simon Edgar (SE) (Chair)
Neil Turner (NT)
Keith Wylde (KW)
Fiona Willox (minutes)

Morwenna Wood (MW)
Helen Cameron (HC)
Debbie Aitken (DA)

Apologies:

Roddy Campbell (RC)

Bill Reid (WR)

Minutes of Previous Meeting

The minutes of the meeting held on 11 December 2013 were accepted as a true record of proceedings.

Minutes of 18 September 2013

In the section on TuBS, last paragraph, change the sentence "It is now owned by SEFCE, but by Fife and the idea would be to sell it to other universities." to "It is not owned by SEFCE, but by Fife and the idea would be to sell it to other universities."

Minutes of the SEFCE Board meetings should be held in a place where they can be accessed by a wider group, eg on the SEFCE website. **SE/FW to discuss.**

Clinical Educator Programme (CEP) Update

DB distributed a document showing how numbers registered with the programme have increased since it started. There are currently 720 people participating in the programme. Completion rates look low as participants can take up to three years to complete. Plan to contact people when they are nearing three years to remind them what they still need require to complete the programme. **DA to send a copy of the ACT accountability report to the members of the Board.**

The programme has two tutors, Maia Forrester and Lisa MacInnes, and two admin people, Fiona Willox and Elaine Fairchild, as well as a faculty of 25 (all of whom are consultants, except 1). There are also links at each site who assist with local admin.

Work is ongoing to continue to develop the website to make it easier to use.

Current challenge is the SEFCE website and new booking system, which some people are finding difficult to use. New development money is available. The solution is a single log-in for SEFCE and TuBS and to provide access to the website on a mobile phone. MW has some funding from NES for half a person for IT development, part of which could be used for SEFCE. However, the recruitment process would take too long for this purpose. It was pointed out that the front page of the CEP website does not make it clear that participants do not need to complete the Intro Level, then Level 1 before going to Level 2. This will be made clearer when the page is updated.

£6,000 has been given to LTS to make a link between TuBS and the SEFCE website, allowing people to book workshops on TuBS from the SEFCE website. The process needs to be simplified to engage more people. The CEP Faculty discussed the website at their meeting on 20 March and it was felt that it would be preferable to open the website to everyone, but keep certain areas accessible by log-in only. A breakdown of the costs from LTS will help prioritise tasks. It was suggested that getting an indication of the cost of outsourcing should be considered.

Action: FW to compile a list of tasks in the original specification showing what has still to be delivered. This will also include what is essential to make it work, but has not been requested, and what will be required in the future.

Action: NT to report back from his meeting with Matt Hammond (MH), LTS.

Running Costs

These include IT and the symposium. KW stated that there is £10,000 for SEFCE and he will invoice the Boards accordingly.

LTS is being restructured and will become part of central IS Services, with time being allocated to the Medical School. This could be advantageous. TuBS is currently free for NHS Southeast Scotland and Edinburgh Medical School, but paid for by anyone else who wishes to use it. This income should go towards development costs, with LTS/SEFCE managing it.

It was suggested that a meeting with MH and Michael Begg be set up to discuss LTS issues and that Rob Waller be the IT person on the SEFCE Board.

LTS annual cost of £5,000 should be used for development, with hosting being free. **Action:** NT to clarify what £1,000 maintenance is for.

It was suggested that the website be tested by selected users (eg, IT savvy consultants and students) to gain feedback and ideas for improvements. This would need to be done after DA/MH resolve the current issues.

SEFCE Symposium

David Roberts of Harvard has confirmed that he will deliver the keynote lecture this year. The level of the honorarium and who will pay for flights and accommodation was discussed. The Board agreed that a standard honorarium of £500 be paid for delivering the keynote lecture at SEFCE symposiums, with flexibility. The question was raised as to whether business or economy flights would be paid for. If economy flights are acceptable, SEFCE will offer to pay economy flights plus £1,000 honorarium.

Action: DA to contact David Roberts to find out if economy is acceptable.

Any Other Business

Newsletter

Rob Waller is to be asked if he would be willing to continue doing the SEFCE newsletter.

Remit

Currently on the SEFCE website on the page "About", which can be found under the Home Page tab or by clicking on "more" on the home page.

Action: SE to send the current wording to the Board for amendments and the video is to be removed from the home page.

Dropbox

Action: SE to set up a Dropbox folder for SEFCE.

ESSCE

The keynote lecture will be delivered by Dr Andy Elder this year and will be video linked to other sites.

Symposium 2015

It was agreed to discuss the keynote speaker for 2015 at the next Board meeting in September.

Date of Next Meeting

The next meeting of the SEFCE Board will be on at 9am on Friday, 12 September 2014 in the Board Room, Chancellor's Building.