

# Members' Pack

For anyone who wants to find out more  
about the Infection Prevention Society

Version 2 September 2011

# IPS Vision

Our vision is that no person is harmed by a preventable infection.

# IPS Mission

To make this vision a reality the IPS will inform, promote and sustain expert infection prevention policy and practice in the pursuit of patient/service user and staff safety across any setting where care is delivered.

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# Introduction:

## The Infection Prevention Society (IPS) Members' Pack

The IPS members' Pack aims to enhance your understanding of the Infection Prevention Society, what it does and what it can offer to its members. It is also intended to inform you about the structure of IPS and how it goes about its day-to-day operations and activities.

It is a reference for any member who wants to understand IPS better. It will help you get the most out of the Society and contribute to it in the most effective way.

It will be particularly useful for:

- New members of the Society;
- Future members of the Society;
- New and aspiring members of the Board, branch officers and consultative committee members, and special interest groups (SIG);
- Corporate Members.

After reading this we hope you have a much better understanding of why and how the Society brings value to its members and that you might also feel motivated to get even more involved in IPS.

If you have not yet taken up a position at Board or branch level or are not a member of a SIG we hope this guide might encourage you to consider doing so. You may even be motivated to set up a new SIG or become an active contributor to the many discussion fora on the Society's website at [www.ips.uk.net](http://www.ips.uk.net)

Over the next few pages you will get a brief insight into how IPS works, its vision, mission and charitable ethos.

If after reading this you want to get more involved in IPS we want to hear from you - contact us at [pa@ips.uk.net](mailto:pa@ips.uk.net)

# IPS – a charity and a professional Society.

IPS has existed since 1970 when it was formed under its original name of the Infection Control Nurses Association (ICNA).

ICNA was the forerunner organisation to IPS and the first professional association for infection control nurses in the world. IPS is different to ICNA in a number of ways, most notably in its base membership which is no longer nursing only. The IPS is proud of its pioneering and professional history and continually works to ensure that it remains a trusted, relevant and effective membership-led Society. To this end the Society works to a strategic plan, the Board taking a lead role on the development of the plan.

## IPS Vision.

Our vision is that no person is harmed by a preventable infection.

## IPS Mission.

To make this vision a reality the mission of IPS is to inform, promote and sustain expert infection prevention policy and practice in the pursuit of patient/service user and staff safety across any setting where care is delivered.

IPS does this by engaging and mobilising the users of healthcare, practitioners, managers, researchers, educationalists and policy makers, to actively translate evidence into practice and service improvement.

Education transcends all of its operations and activities.

## How IPS operates.

Like many professional societies, the IPS does not employ full time positions in the undertaking of its business. It has a Board of directors that set the strategic direction of the Society on behalf of and in consultation with its members. The Board is

supported by an infrastructure comprising standing committees and groups, including its branch network.

The Board, standing committees, special interest groups (SIGs) and branch network comprise individuals who fulfill their IPS duties in parallel to full time positions in the field of infection prevention and control.

In achieving its day-to-day activities IPS is guided by a series of Standard Operating Procedures. These will be explained fully later.

## **The importance of Charitable status.**

IPS has charitable status. This important facet of the Society is underpinned by its strong commitment to the advancement of education and the benefits this brings to the community. From the IPS Memorandum and Articles of Association (more about this later) the Objects of IPS are to promote the advancement of education in infection control and prevention for the benefit of the community as a whole, and in particular the provision of training courses, accreditation schemes, education materials, meetings and conferences.

We will come back to focus on the IPS's charitable status and its implications in a later section.

# The IPS Branch Structure:

14 Branches serving approximately 2000 members.

There are almost 2000 members of the Society and a strong network of fourteen branches, defined by geographical area. Members of the Society can join any branch regardless of place of employment or residence.

Like the society as a whole, the branches function to facilitate educational activity, professional development and peer support.

Branches are the engine room of the Society – providing its active, visible face. The IPS's success has been built on the successful running of its branches.

Branches have their own management teams comprising:

- A Branch Coordinator and deputy
- A Secretary and deputy
- A Treasurer and deputy
- Education lead

Registered members of the branch elect the branch management team. Members of the management team receive a modest remuneration payment at the end of their term of office, in acknowledgement of the time commitment required to fulfill the role.

Role descriptions exist for each member of the branch management team. These are available on the IPS website [www.ips.uk.net](http://www.ips.uk.net)

Branches are required to meet at least twice in any one year and the format of the meetings is decided locally.

Branches are required to provide an annual business plan and financial forecast at the beginning of each year, and an annual report and a set of branch accounts reporting on what has happened at the end of each year. Templates are available for these reports on the IPS website. Branch activity is aligned with the IPS Strategy.

The 14 IPS branches				
East of England Ireland London North	London South North East Northern Ireland	North West Scotland South West	Trent Wales West Midlands	Wessex Yorkshire

# The sum is greater than its parts

A healthy branch delivers for everyone. Individual members get something out of the branch network, the branch can contribute to the direction of the Society in a meaningful way and peer support is maximised.

The branch function has historically relied on a series of face to face meetings throughout the year, relying on staff being released from work to attend. However, an effective branch does not necessarily mean lots of face to face meetings. As technology progresses branches are increasingly exploring innovative ways of working in the pursuit of efficiency and success. This includes establishing virtual meetings, discussion fora, social networking sites including Facebook and Twitter, weekend and evening meetings, teleconferences and Skype, as well as conventional meetings and branch conferences.

## Find out more about your branch.

Each branch has its own page on the IPS website designed to keep you up to date with branch activity as well as act as a repository for the minutes of branch meetings and associated educational materials and other locally produced resources.

## Get more involved in your local branch.

IPS branches rely on members to survive and succeed. Whether you are a new practitioner or have spent some time away from your branch meetings – why not give it a try?

Branches are evolving and the meetings of 2011 are very different to those of the past. Many members describe them as invaluable in terms of professional development and keeping members energised and focused.

If you think your branch could be more effective for its members, talk to your branch coordinator, share your ideas and energy so that branches become stronger and more influential, locally and nationally. Consider how your branch is contributing to the IPS vision.

## **Could you be the next branch coordinator?**

The opportunity to take on a role at the branch level, whether as coordinator, secretary or treasurer affords members an unparalleled experience of leadership and management within a charitable organisation.

Taking on such a role can help in personal and career development and add immense value to your CV. It can also be an important stepping stone in moving on to a national role as a director on the IPS Board.

Talk to your branch coordinator, secretary or treasurer if you are interested in these exciting positions.

# Membership of IPS:

There are 6 categories of membership.

## 1. Full Member.

Registered practitioners resident in the UK and Eire working in the field of infection prevention and control.

## 2. Associate Member.

Any person not eligible for full membership.

## 3. Pre-registration Student Member.

Open to students training to become registered practitioners.

## 4. Institutional Member.

Open to accredited academic institutions providing health and social care training; registered voluntary aid societies or charities that provide aspects of health or social care; state healthcare providers and independent commercial organizations that provide health or social care.

## 5. Corporate Member.

Open to any commercial organisation working in the field of infection prevention and control that support the IPS's charitable objectives.

## 6. Honorary Member.

Honorary membership is bestowed on an individual who has contributed significantly to the Society.

## IPS Patrons.

Patrons are appointed to their position to function as ambassadors for the Society and are usually chosen on the basis of the skills, advice and expertise that they can contribute to the Society.

# Day to day management of IPS.

Since there are no full time paid roles within the Society, IPS employs a management company (Fitwise Management Ltd [www.fitwise.co.uk](http://www.fitwise.co.uk)) to carry out the day-to-day management of many of the business functions of the Society.

These functions include;

1. managing the membership database to make sure members' details are current;
2. performing the daily bookkeeping activities in compliance with the requirements of the Charity Commission and Companies House;
3. organising IPS events including the annual conference and exhibition, branch conferences and roadshows;
4. selling exhibition and sponsorship opportunities to companies including corporate membership
5. giving advice on general business and marketing matters to the IPS Board;
6. providing administrative support to the Board.

# The Board of Directors.

The Board is headed by a membership-elected president and supported by 11 officers, 6 of whom are voted into office and 5 appointed by the Board as a result of the positions they occupy leading the IPS Standing Committees. The Board meets four times a year and undertakes much of its business in-between meetings using virtual meeting software.

## Annual General Meeting.

The Society holds its official annual general meeting (AGM) each year in September usually coinciding with its annual conference.

The AGM is open to all members and is an opportunity for the Board of directors to formally update the membership on new appointments as well as present a summary of progress and plans including the financial position of the Society.

## Purpose of the Board.

The Board leads on the strategic direction of the Society in order that it meets the objects of the Memorandum and Articles of Association (see IPS Constitution).

The Board is responsible for all aspects of the Society's business and monitors progress in achieving its aims whilst ensuring that the Society complies with the requirements of the Charity Commission.

## How to Become a Board Member.

Any full member of IPS can nominate himself/herself to be elected to a vacant position on the Board.

To secure votes, nominees have the opportunity to write a supporting statement outlining their vision for the role that will be viewed by all members. Members vote after reviewing the supporting statements of the nominated candidates.

## **Benefits of Board Membership.**

Becoming a member of the Board of a charitable organisation and professional Society bestows considerable benefits in terms of professional development, not least the chance to work at an executive level. Existing Board members are keen to talk to any member with an interest in taking up a future role.

Get in touch now and hear more about the unrivalled opportunities and tremendous job satisfaction and career enhancement that IPS Board membership brings.

# Board Roles

## Honorary Officers – voted into office.

The Board of directors, consists of six honorary officers who are elected by the membership and includes the following posts: *President; Vice President; Secretary; Deputy Secretary; Treasurer; Deputy Treasurer*

## Honorary Officer - with no office.

Also elected to the IPS Board by the membership is a trustee with no specific office. Any full member of the Society can apply for this position on the Board and any person so appointed represents no one other than herself/himself. This is designed to demonstrate transparency and facilitate contributions from members.

## The appointed IPS Board Members.

Honorary Officers are members of the Board *ex officio* (which means they hold office by virtue of the roles they undertake in IPS) and they have the power to appoint the remaining members of the Board to hold the following five positions: *Conference Scientific Programme Committee Coordinator; Editorial Board Coordinator; Research and Development Committee Coordinator; Educational and Professional Development Committee Coordinator; IT Group Coordinator*

## Responsibilities of Board members.

- They are all company directors as defined under the Companies Act
- They are all trustees under the Charities Act
- They are responsible for ensuring that the Society is run in line with the rules and regulations stated in the Constitution.

## Role Profiles are available for all positions.

If a member wants to find out more about what the various positions involve it is easy to get hold of comprehensive role profiles for each one. Visit the website to find out more [www.ips.uk.net](http://www.ips.uk.net)

# Standing Committees.

The five standing committees support the Board in achieving the IPS strategy and a brief outline of their roles is summarized below.

## **1. Scientific Programme Committee (SPC).**

SPC leads on the annual IPS conference, using their knowledge of the latest developments, best speakers and key topics to develop a successful annual conference with a high quality scientific content.

## **2. Editorial Board Committee.**

Leads on all work associated with the development and publication of the Journal of Infection Prevention.

## **3. Education and Professional Development Committee (EPDC).**

The EPDC advises on and implements the education strategy to support and provide an excellent quality of education and professional development opportunities for IPCPs within the IPS.

## **4. Research and Development Committee.**

Leads on the research and development strategy on behalf of the Society.

## **5. Information Technology Committee.**

Raises the profile of the Society and increases awareness of infection prevention and control globally through the application of information technology.

# Special Interest Groups (SIGs).

IPS currently has 5 special interest groups.

## How to establish a SIG

Anyone can apply to the IPS Board to establish a SIG. The Board will look at business cases presented for a new SIG and will assess the potential viability before agreeing to support the formation of a new group.

SIGs are given their own web page on the IPS website and their own area on the members' discussion forum. SIGs agree on the best method of interaction and may function as a virtual group, one that meets face to face or a hybrid of both.

## Purpose of a SIG.

Special Interest Groups are communities of purpose with an interest in advancing knowledge and learning around a specific area of IPC in addition to providing a supportive network of members.

## Reporting Arrangements and Accountability.

SIGs elect a coordinator and deputy and in some cases a secretary and deputy with role descriptions and terms of reference available on the IPS website.

SIGs are required to provide an annual business plan and financial forecast at the beginning of each year, and an annual report and accounts at the end of a year.

Templates are available for these reports on the IPS website [www.ips.uk.net](http://www.ips.uk.net)

SIGs work to support the IPS Strategy.

## The five current SIGs:

1. Ambulance Forum
2. Audit and Surveillance Group
3. Community Group
4. IV Forum
5. Mental Health and Learning Disability Forum

# Consultative Committee.

## Connecting the Board, branches and SIGs.

### Composition.

The Consultative Committee (CC) comprises honorary officers of the Board and the coordinators, or their representatives, from each branch and SIG.

### What is the purpose of CC?

It is the vehicle by which the IPS Board consults with the membership through the branch officers and vice versa.

The Committee's main role is to act in an advisory and scrutiny capacity.

Consultative Committee provides feedback to the Board from the general membership on infection prevention and control issues as well as keeping the membership informed of discussions with the Board about future planning, policy and reporting procedures.

Any proposal arising from discussion at the Consultative Committee meeting is posted as an agenda item at the next meeting of the Board.

### How often does CC meet?

The Consultative Committee meets at least twice each calendar year.

### Reporting Arrangements and Accountability.

Terms of reference for the committee are available on the IPS website.

# Corporate Members.

Working in partnership to prevent and control healthcare associated infection.

## Why become a corporate member?

IPS recognises the value of working in collaboration with commercial colleagues. The Society is supported by a growing number of corporate members. There are significant benefits to be realised by the commercial sector in joining the Society. Corporate member status offers companies an opportunity to demonstrate corporate leadership in the field of infection prevention and control and the chance to contribute to the strategic development of IPS as well as joining a lively network of professionals with a common objective. Corporate members support the Society's charitable objectives through an annual subscription.

A key benefit to corporate members is the opportunity to access IPS expertise in the review of its educational materials. In addition, corporate members are able to list those training events that are free of charge to IPS members on the Society's website. Corporate members can indirectly access IPS' wide membership in the pursuit of activities of mutual benefit.

## Summary of benefits.

1. Use of IPS Corporate Member Logo - the logo cannot be used to promote products but it may be used on company headed paper, compliment slips and business cards for the period of corporate membership
2. IPS approval of educational materials - educational materials may be submitted and IPS will review the educational content.
3. Priority choice of exhibition space - 3 weeks priority booking with a better choice of stand position giving better company exposure
4. IPS Conference and Exhibition Handbook – you will be acknowledged on a specific corporate members 'thank you' page
5. Link from IPS Web Site – there is a corporate member's link from the IPS web site.

Find out more about why you should become a corporate member now:

<http://www.ips.uk.net/CorporateMemberView.aspx?ID=20>

# IPS Memorandum and Articles of Association.

The guiding document for IPS Board and the membership is the *Memorandum and Articles of Association* (sometimes called the 'Constitution').

## Advantages of being a limited company.

Like most charities IPS has established itself as a *limited charitable company*. This legal status allows the IPS to undertake certain important functions including borrowing money, holding a credit card, being able to sue or be sued as an organisation and conduct the normal affairs of a business.

There are advantages in being a limited company, largely relating to the implications for the Board and members in the unfortunate event of bankruptcy. IPS as a company is limited by guarantee which means, that if it does go bankrupt, then each member is liable to pay a maximum of £1.00

## How can IPS spend its money?

As a charity IPS cannot distribute profits to anyone, member or otherwise, and must spend any money it holds, both centrally and at branch level, in line with the 'objects' stated in the IPS Memorandum and Articles of Association.

This includes the use of branch funds and in essence means that IPS is restricted to spending IPS money only on education, but in its widest sense i.e. expenses related to the business aspects of providing education.

This both supports and is supported by the IPS vision, mission and strategic direction. The IPS Treasurer plays a vital role in the financial stewardship of the Society and is available to offer support and advice on these matters.

The *Memorandum and Articles of Association* are worth a look particularly if you want to become more involved in the IPS.

# IPS as a registered charity

A charity's objects must be exclusively charitable and they are defined in the Memorandum part of the constitution.

## What are the objects of a charity?

The 'objects' of a charity is a term used to describe and identify the purpose for which a charity is set up.

'Objects' are not to be confused with the objectives of the IPS, which are part of either the annual business planning process or the longer-term strategic planning process.

**There are several categories under which an organisation could apply for charity status and the IPS was successful under the category: "the advancement of education".**

From the IPS Memorandum and Articles of Association the Objects of IPS are to promote the advancement of education in infection control and prevention for the benefit of the community as a whole, and in particular the provision of training courses, accreditation schemes, education materials, meetings and conferences.

The Objects of IPS

## What about the 'Memorandum'?

The Memorandum part of the constitution regulates the external activities of the Society. It states the powers of the Society and the manner in which it can spend money i.e. the advancement of education only.

## And the Articles?

The 'Articles' is that part of the constitution which determines the internal workings of the Society and is more concerned with the day to day functioning.

So, within the Articles, are the rules and regulations relating to membership categories, subscriptions, voting rights, proceedings at general meetings, proxy voting, composition and proceedings of the Board, powers of the Board, removal of trustees, conflicts of interest etc.

# Legal obligations of directors and trustees.

The responsibilities that come with Board membership.

## Responsibilities.

Members of the IPS Board are both company directors and charity trustees and in this dual capacity there is equal individual responsibility for applying the following principles:

- Deliver a set of accounts together with a copy of every document required to be in the accounts for the accounting period (specific Company Secretary responsibility);
- Act within their powers;
- Promote the success of the Society;
- Exercise independent judgment;
- Exercise reasonable care, skill and diligence;
- Avoid conflicts of interest;
- Not accept benefits from third parties;
- Declare interests in proposed transactions;
- Comply with statutory duties.

In a situation where the IPS may be wound up or dissolved, the position is that, after paying off its debts and liabilities, any property or funds left would be transferred to some other Society or charity with similar 'objects'.

## Financial obligations.

As a registered charitable organisation the Infection Prevention Society is required to act within the terms and conditions set out by the Charity Commission, meet its obligations under the Companies Act and the regulations laid down by Her Majesty's

Revenue & Customs (HMRC). It is essential that the Society operates within these frameworks and in accordance with its own Standing Financial Instructions, contained within the Memorandum and Articles of the Society.

To ensure appropriate financial control the Society operates through its elected Honorary Treasurer, on behalf of the IPS Board, who is fully supported by:

- Fitwise Management;
- An independently employed accountant;
- An independent legal advisor.

The Society is required to make periodic returns to HMRC of its trading activity in order that it can be assessed for taxable purposes.

To view the IPS Charity Commission entry go to:

<http://www.charity-commission.gov.uk/Showcharity/RegisterOfCharities/AdvancedSearch.aspx>

## Sources of income

Since 2009 the Society has restructured to incorporate financial management of the annual conference budget, which provides the bulk of its central income, within the overall financial management of Society funds. This income is supported by the annual subscriptions of its membership, and provides the necessary resource to enable the Society to carry out its aims and objectives as laid down in its Strategy.

To guard against the vagaries of the financial climate the Society has over the years accrued a healthy financial reserve which is invested through investment brokers in a broad portfolio, applying an ethical policy.

## Branch funds

Individual Branches have their own identified monies, which are available to support the activities of Branches, and have been accrued over the years through fund raising. Whilst these monies are attributed to the individual branches it is important to realise that all the monies are held on behalf of the Society in accordance with the requirements of the Charity Commission.

## Financial control

The Society is required to produce audited annual financial statements to Companies House as well as audited annual financial statements plus a trustees' report to the Charity Commission.

These statements are prepared by the Society's accountant in collaboration with the Honorary Treasurer, and are available to all members through the Society's website. A detailed summary of the financial activity of the Society is provided within its annual report and financial statements.

In addition, all IPS records are subject to the scrutiny of HM Revenue and Customs (HMRC).

## Standard Operating Procedures

To guide activity of the IPS Board, Consultative Committees and SIGs there are a number of standard operating procedures (SOPs) that describe in detail the Society's required ways of working. Some of the current SOPs are listed below:

- Branch and central sponsorship for IPS annual conference;
- The Brendan Moore Society Award;
- Electronic communications;
- Expenses;
- Minutes of Society meetings;
- Nomination and award of honorary membership;
- Overseas delegate annual conference award;
- Representation on external groups/committees/working parties on behalf of IPS;
- Use and disposal of IPS Equipment;
- Working Parties

# The IPS year.

Milestones in the typical IPS calendar.

Month	Activity
January	Journal of Infection Prevention issued IPS Travel Award opens for applications Board Meeting Final date for receipt of IPS Charity commission Annual Return
February	IPS President's bulletin issued Completion of Trustees report
March	Journal of Infection Prevention issued Board meeting Consultative Committee meeting Closing date for IPS Travel Award
April	Ethicon Trust fund deadline IPS President's Bulletin Issued Voices of IPS Webber Teleclass
May	Journal of Infection Prevention issued Support May 5 Save Lives Clean Your Hands - global day of action on hand hygiene Completion of Trustees report
June	IPS President's Bulletin issued Board meeting
July	Journal of Infection Prevention issued Companies House Returns
August	IPS President's Bulletin issued
September	Journal of Infection Prevention issued Annual conference Annual General Meeting Board meeting Consultative Committee Meeting IPS Accounts to Companies house
October	IPS President's Bulletin issued IPS support for International Infection Prevention Week Call for nominations for Honorary Membership IPS Accounts and Trustees report to Charity Commission
November	Journal of Infection Prevention issued Board meeting - strategic review and annual planning meeting Consultative committee meeting
December	IPS President's Bulletin issued Deadline for submission of nominations for Honorary Membership



# And finally.

## 10 things you should know about IPS.

1.	The IPS provides a fixed amount of reimbursement to the employer of the President in acknowledgement of the time commitment to fulfill the role
2.	There are six categories of membership
3.	Only full, honorary and institutional members have the right to vote
4.	A member entitled to vote can appoint another person (whether a member or not) to act as his/her proxy vote
5.	An Annual General Meeting must be held not more than 15 months after the previous Annual General Meeting
6.	Honorary members can be nominated by any member of branch
7.	A quorum at a Board meeting is 2 Honorary Officers plus half of the appointed Board members
8.	There is an Investment Policy Group appointed by the Board
9.	All honorary officers and all management team officers (Branches and SIGs) serve a two year term of office
10.	A Board member can be removed from the Board if absent from all Board meetings for a 6 month period – unless permission is previously granted by the Board

# GLOSSARY

**Business Plan:** an outline of one's business, what it is, where it's going and a general description of how it will get there based on more comprehensive detail from within the strategy.

**Charity Commission:** regulator of charities in England and Wales.

**Communities of Practice:** groups that come together with a common interest and a commitment to nurture and develop learning, increasingly using IT to achieve results.

**Companies House:** the official government register of UK companies.

**Constitution:** A set of written rules.

**Ex officio:** relates to the rights of individuals within a Board context that arise because of their office or position.

**Financial Forecast:** an estimation of future financial position of e.g. a branch, informed by previous branch performance and future activities.

**Honorary Officer:** a voluntary or unpaid officer of an organisation.

**Mission:** A simple summary of the core purpose of an organisation.

**Special Interest Group (SIG):** A special interest group is a community of practice.

**Standard Operating Procedure:** an unambiguous, systematic instruction relating to tasks/procedures that will result in consistent quality outcomes.

**Standing Committee:** a permanent committee with a clear and ongoing remit to deliver in relation to a specific subject.

**Terms of Reference:** a concise summary of the background, purpose and scope of a role or committee.

**Vision:** a realistic and achievable description of a desired future.

## So thank you for reading this IPS Members' Pack.

We hope you enjoy the benefits of being a member of the IPS and will contribute to the Society achieving its vision, mission and strategy over the coming years.

The IPS will only be successful with your effective and energetic participation.

We look forward to working together to stop preventable infection.

If you have any feedback on this Pack or just want to get in touch, contact us at [pa@ips.uk.net](mailto:pa@ips.uk.net)

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Further copies of the IPS Members' Pack are available on the IPS website [www.ips.uk.net](http://www.ips.uk.net)