

SSPC Advisory Group Meeting
Monday 4th February 2008
Draft Minutes

Present: Frank Sullivan (FS), Alison Hinds (AH), Kate Niven (KN), David Gani (DG),
 Alison Spaul (AS)

<p>1</p>	<p>Apologies: Prof Martin Roland, Mr Derek Feely, Prof Andre Knottnerus</p> <p>In Attendance: Laura Wilkie, Secretary</p>	
<p>2</p>	<p>Welcome</p>	<p>ACTION</p>
	<p>FS introduced the members to the group and thanked everyone for attending.</p> <p>FS advised the group of the purpose of the advisory group and stated that there should be 3 meetings in the 1st year of the group then every 6 months thereafter. He apologised for the initial delay in setting up these meetings in the 1st year.</p> <p>As director of the group FS advised that it would be inappropriate to chair the meeting and asked the group if they agreed for KN to chair as she is not a funder of the SSPC. The group agreed.</p>	
<p>3</p>	<p>Remit of Advisory Group</p>	
	<p>The group reviewed section 2.6 of the SSPC bid regarding the remit of the advisory group. KN asked for clarification regarding S Wyke on the advisory group. FS confirmed that although S Wyke is a previous director the management group agreed that she should not be on the advisory group as she is a member of the management group. He stated that the funders of SSPC are CSO and NES and the consortium members who subscribe £5,000 for membership to SSPC. KN asked if any further members should be invited at this stage. FS stated that there are currently no patient representatives as no-one had been identified. The group suggested approaching recently retired members of MREC or members of CSO's Public Involvement Group to identify two patient representatives. FS confirmed that the International Advisors are Professors Martin Roland from England and Andre Knottnerus from Maastricht. Who had sent comments on the pre-circulated papers</p> <p>The group agreed that the members of the group are sufficient.</p>	<p>F Sullivan</p>
<p>4</p>	<p>Review of progress with the workstreams</p>	

	<p>FS gave a presentation stating the key points covered in the pre-circulated papers FS stated that over the next 2 or 3 years they will review the funding workstream structures and that his aim for the next 5 years is to make research normative in Scottish Primary Care. The group requested that data is produced at review meetings to monitor progress</p> <p>FS stated that SSPC invited bids from the consortium members to have a research programme. 4 bids were received and 2 were selected – Glasgow/Stirling - Supporting People with Multiple Morbidity and Aberdeen/Edinburgh – A collaborative programme of Primary Care Cancer Research for Scotland. A Chair in the University of Glasgow is currently being advertised. A candidate has been appointed in Aberdeen and the position in Edinburgh will be advertised shortly.</p> <p>It was suggested that the programme leaders are invited to the next meeting to discuss their plans.</p> <p>DG requested that FS reports to the group in future meetings with a range of views from consortium members on progress towards the key deliverables ,</p> <p>FS Informed the group that SSPC will lead on a review of the UK primary care portfolio <i>‘to map current primary care research activity throughout the UK, in order to: identify areas of strength and important potential activity gaps’</i>. He agreed to forward the variable list to AS for comment.</p>	<p>F Sullivan</p> <p>A Hinds/ F Sullivan</p>
B	<p>To increase recruitment to trials and other methodologically rigorous research</p>	
	<p>FS described the projects involved with SPCRN. He stated that the projects are national or local and described the procedures for adoption. The group requested that FS shows what percentage of the primary care community are engaged with the network if possible.</p> <p>4 PCTs in England are to pilot research as a Directly Enhanced Service (DES) and FS would like to try it in Scotland with 1 NHS board. The group agreed that this was a good idea and AS suggested that FS contact N Harrison in the Primary Care Division of the Scottish Government.</p> <p>The group requested that AH find out what proportion of local SPCRN projects are eligibly funded or funded by pharma.</p> <p>FS described to the group that SPCRN is working with CSO to centralise the administration of the R&D support costs for all</p>	<p>F Sullivan</p> <p>F Sullivan</p> <p>A Hinds</p>

	<p>of Primary Care in Scotland. This will avoid smaller health boards running out of funds to reimburse GPs for participating in research within their financial year. It was also suggested that prior to the start of the project SPCRN and researchers should agree responsibility for feeding back research findings to participating GP practices. It was also noted that a website could be set up for each project adopted by the SPCRN with details and status of each study will be listed so that progress could be easily monitored . The group agreed that this was a good idea but policing the process could be more expensive than setting it up.</p> <p>FS reviewed comments from A Knottnerus and noted that he would like to change the wording from integration with PCRNE to collaboration. The group agreed.</p> <p>The group discussed the database of primary care expertise and considered that once the database is set up they will be able to point people in the right direction of research and projects.</p>	<p>F Sullivan</p>
<p>6</p>	<p>Plans for next year</p>	
	<p>FS identified that more research training is needed at the higher level and the group agreed that this was an important issue.</p> <p>He explained that Robert Gordon University have expressed an interest in joining the SSPC consortium and FS and AH will be meeting with Prof Pittilo in the next few weeks.</p>	
<p>7</p>	<p>Longer term strategy</p>	
	<p>FS stated that he would like to develop more capacity e.g. the money from the pharma projects could be used to employ more SPCRN staff which can then bring in more projects. This business plan will allow SSPC to grow.</p> <p>He asked the funders to raise awareness of the School and suggested a call for a programme of research in collaboration with other countries. It could be included in the call that contacts are needed in other countries and that this isn't just for institutions within Scotland.</p> <p>DG informed the group that the funding for knowledge transfer to HEIs will be confirmed by the SFC at the end of February and that details would be published by mid-March. In the future it might be useful to promote international engagement through SSPC in areas of knowledge transfer. It was agreed that a list of suitable projects will need to be drafted soon. AS agreed to help with this. FS will contact DG</p>	<p>F Sullivan, A Spaul</p>

	when details are available.	
	FS stated that he is pleased with the HEI's arrangements and that 5 out of the 7 institutions put forward a bid to lead a programme of research. He stated some concerns over the institutions that did not have a programme accepted and stressed that it would be important to speak with them and highlight the other benefits that they will obtain from being a member of SSPC.	
8	AOCB	
	The group agreed on the remit and the future plans of SSPC and expressed congratulations to FS for working on this.	
	Date of next meeting	
	The date of the next meeting will be in June. L Wilkie will circulate a grid to find a suitable date for all to attend.	