

**SSPC Management Group Meeting
Friday 17th August 2007
Draft Minutes**

Present: Frank Sullivan (FS) – Dundee, Chair
 Trevor Gibbs (TG) – St Andrews
 Christine Bond (CB) - Aberdeen
 Lewis Ritchie (LR) – Aberdeen
 Fergus Daly (FD) – Dundee
 Tracey Howe (TH) – Glasgow Cal
 David Weller (DW) - Edinburgh

1	<p>Apologies: James Law Graham Watt Sue Cowan Sally Wyke</p> <p>In Attendance: Laura Wilkie, Secretary</p>	
2	Minutes from the May meeting	ACTION
	The group agreed that L Wilkie would liaise with Frank re the typos. Minutes from the previous meeting were approved	L Wilkie
	The group welcomed Fergus Daly to the group who was appointed as SPCRN Research manager 2 weeks ago.	
3	Matters Arising	
	<p>FS stated that he met with Murray Petrie (Deputy Chair NHSTayside) last week who has offered to arrange a meeting with S Robison in the near future.</p> <p>The group noted that C McCowan and J Clelland have both been accepted for the Brisbane initiative. FS reported that he and C Van Weel will be setting up a Brisbane session at the WONCA conference (17th -19th October Paris).</p> <p>FS reported that P Wallace has agreed to come to ADEG in January.</p>	
4	Discussion of SSPC bids	
	FS tabled a document regarding the 4 bids that have been received and stated that the group needs to finalise the award process. The group had previously decided that it would be the SSPC Man Group that had the final say but as almost every member of the group has a conflict of interest with the bids it was decided to change it. FS stated that he would rather have the process confirmed today than what bid would get the money. It was suggested that the externals could send in scores and rankings with comments attached and FS could	

	<p>ratify the decision as he is the only member that is not conflicted. It was also noted that it may be an idea to use the Scottish Externals in the final say in order to specify the best criteria for Scotland then liaise with A Spaul. These will not overrule the rankings but can advise FS.</p> <p>FS made the group aware that not all of the HEIs have sent in the £5000 membership fee so some of the bids may not be eligible and it was also brought to his attention that some of the bids do not specify who the programme leader is so FS will write to them individually in order to clarify this.</p> <p>The group noted that this decision would only need to take place if there was a very close 1st & 2nd bid and if there was a bid that all of the group members approved of there may be other funding elsewhere available for it.</p>	F Sullivan
5	SPCRN	
	<p>FS advised the group that there will now be more input into SPCRN with FD appointed and they need to ensure that this runs to the benefit of the SSPC. FD stated that the project adoption processes used by nodes are due for review this month and would like some advice from the group. He tabled a document and discussed the points with the group. He assured the group that he doesn't want to stop regions from making decisions that affect only their own node but he could take responsibility for whether a national project would be accepted or not and make local recommendations to the region/node co-ordinator for other projects.</p> <p>FD stated that the current protocol will only allow and accept completed protocols and he suggested that it should be developed in order to allow ideas for projects to be considered. The group suggested that a half way house/research clinic could be used as a signpost to get people onto the next step. The group decided that this may be helpful as opportunities could be missed if people are too busy. The group agreed that a standard one page abstract could be submitted and the group could consider whether it will be taken to the next stage.</p>	
6	Periscope	
	<p>FS circulated a periscope document for the group's views. He stated that he was sent this for his opinion and wanted to know if the group thought that it was something that SSPC would gain from. He stated that he will pass on the group's suggestions to CSO. The group agreed in favour for this but concerns were raised over future amendments as it was thought that more experienced people would not find this useful. It was agreed to send back comments and state that</p>	

	SSPC may like to use this in the future.	
7	New CSO Research	
	FS circulated a document for the group's info. and discussion ensued. It was agreed to hold a teleconference the following week to allow those unable to be present to contribute.	
8	SSPC Re-launch	
	FS reported that before administrative responsibility for SSPC moved from NES to UoD there was an annual SSPC meeting in September but as they will be pushed to organise one now he would like the group to decide if they should have one in January or leave it until next September. The group suggested that it could be linked to ADEG with a 3 day conference running into each other. The group agreed that this would give a good message of connectivity between all of the departments. It was suggested that the base should be primary care not just general practice and could be extended to other members of ADEG. The group discussed the option of having a separate meeting in March but decided that people might be overloaded with conferences. It was agreed to see if the conjunction with ADEG can be done organisationally and get feedback from people after the conference to see if they thought it worked. LWilkie will check if Carnoustie is available for relaunch.	F Sullivan
9	AOCB	
	FS reported that the website will be working in the next few weeks and new info will be updated as soon as possible and that the budgets will be ready by the next meeting as the account codes are now activated.	
	Date of next meeting	
	The next meeting of the SSPC Management Group will be on the 19th November at 2.30pm .	