

**SSPC Management Group Meeting
Friday 17th October
Draft Minutes**

Present: Frank Sullivan (FS) – Dundee, Chair
Christine Bond (CB) - Aberdeen
Graham Watt (GW) - Glasgow
Sally Wyke (SW) - Stirling
Simon Naji Robert Gordon
Lewis Ritchie (LR) - Aberdeen
David Weller (DW) - Edinburgh via telecom
Alison Hinds (AH) - SSPC Manager

1	<p>Apologies: James Law, Sue Cowan, In Attendance: Laura Wilkie, Secretary, Duncan Heather, Research Manager</p>	
2	Minutes from the March meeting	ACTION
	The group agreed that the minutes were a true reflection of what was said in the meeting.	L Wilkie
3	Matters Arising	
	<p>FS stated that the visiting professorship posts are open and he would like SSPC to provide funding for post docs based in Scotland. He stated that the posts do not need to be located within medical and that the Institutions will each bid to host the person. He stated that the Advisory group has agreed that this is a good way of applying international expertise.</p> <p>FS stated that understanding the knowledge transfer process is a complicated business and there is not yet a clear process to adopt.</p>	
3a	SPCRN costs update	
	<p>AH circulated a report and stated that she has requested the funding for a full time co-ordinator in the West from 2009-11 in which CSO are currently considering. She stated that there will be a research officer in Inverness which will allow more practices to be recruited further North.</p> <p>The group noted that additional resources will be asked for such as a dedicated research manager and admin support and stated that they are hoping to double the amount of funding that they have now. She reported that they have aimed high but the work of the SSPC has picked up greatly and it has been noted that SPCRN receives half or less than the topic specific research networks in Scotland. AH agreed to send the CSO doc to the group members</p>	A Hinds
4	Budget report	
	DH entered the meeting to discuss the SSPC budget. He	

	<p>circulated papers to the group members and stated that he has added new figures to reflect current changes in the budget such as funding for SSPC clerical grade 3 for 2 years and funding to support AH's current post. The group noted that the possibility of additional funding will be used to fund SPCRN which will then free up additional resources in the budget. FS stated that he would like the group members to make a decision on what to spend the extra money on:</p> <ul style="list-style-type: none"> • Pump priming the network- Writing groups • Visiting professor/post docs • Call for another programme <p>The group discussed the options. FS stated that they already have funding to support the visiting profs so they can use some of the funding for two post docs to support these profs and 1 or 2 PhD studentships or writing groups depending on the outcome of the bid to CSO. The group agreed that this would be a good idea and FS stated that group members can go ahead and put proposals together for the visiting profs. Dates for the visits will be arranged shortly.</p>	<p>All members L Wilkie</p>
5	SSPC Clerical Assistant	
	FS circulated the job description for the new post for info.	
6	Programme Leaders	
	Edinburgh Appointment – DW reported that C Campbell has been appointed to the post. He stated that he is happy to have her in place	
7	Advisory Groups	
	GW tabled a paper regarding the advisory groups for the programmes. He stated that these advisory groups would be 1 route to achieving additional funds and it would be a good idea to do this while the programme are getting up and running. The group agreed that the programme leads should be asked if they would welcome this idea. The group suggested that a pharma rep and a chief exec be added to the list of members and that the SSPC secretary should organise these meetings. The group agreed that in order to get the right people involved we would need to show what benefits are in it for them such as access to primary care and education based research. The group noted that this advisory group's aim is to advise SSPC programmes. GW agreed to update this doc.	<p>G Watt</p>
8	CHAIN	
	The group discussed the proposal with Chain and agreed that it was a worthwhile idea. LW to send the link to the group	<p>L Wilkie</p>

	members	
8	AOCB	
	<p>FS and SW commented on a super pooling initiative coming into place but SHEFC haven't published the details about it yet. HEI's will be funded in 2 ways which will allow more freedom on what they spend and it won't be restricted by the government. The horizon fund is also investing research into community based support. The group agreed that this is positive but to remain cautious until further details.</p>	
	Date of next meeting	L Wilkie
	L Wilkie will send out available dates.	