



## Public Minutes of the COMPASS Management Board meeting Tuesday 16<sup>th</sup> September 2008 - Leeds

**Present:** Alison Richardson (AR) (Chair), Dan Stark (DS), Irene Higginson (IH), Mike Bennett (MB), David Weller (DW), Liz Forbat (LF), Elizabeth Davies (ED), Julia Brown (JB), Galina Velikova (GV), Scott Murray (SM), Richard Garry (RG), Susie Edwards (SE)

**Apologies:** Amanda Ramirez (AJR), Michael Sharpe (MS), Aziz Sheikh (AS), Marie Fallon (MF), Matthew Hotopf (MH), Lisa Martin (LM)

**Welcome and review of the minutes of the last meeting:** Participants were welcomed to the meeting.

Lisa Martin, the new COMPASS admin in Edinburgh, is in post now, but unable to attend the meeting today.

The minutes of the previous meeting were accepted as an accurate record.

The minutes of Board meetings from now onward will be distributed for approval by the Board within 2 weeks of the meeting, and will, once approved, be made available to the wider Collaborative as public minutes.

**Progress reports from the Post-doctoral Fellows and Statisticians:** The reports were tabled and discussed. It was agreed to send these reports out with the public minutes as a means of communicating to collaborators the research work being carried out within COMPASS.

**COMPASS websites and renewal of SharePoint licence:** The cost benefits of moving to Servelogic plc for SharePoint hosting were noted and possible problems to be encountered on changing providers, such as the need to migrate all documents, losing version histories of existing documents, and the need to reset passwords were not seen as prohibitive. It was agreed to go ahead with the move.

Anyone requiring a new group work space to be set up on SharePoint for collaborative working should contact RG.

**User Involvement:** The User Involvement update from Marilyn Kendall (MK) was discussed in conjunction with the budget drawn up to reflect the additional funds the Board had agreed to re-direct to UI. The COMPASS Advisory Group service user representatives were consulted for the purpose of developing this budget.

Steady progress is being made with UI, and specific milestones for the remainder of the grant will be brought to the next meeting.

MK was asked to explore becoming a member of the NCRI CLG, as this would allow travel costs to the CLG meetings to be met by the NCRI instead of COMPASS.

COMPASS Post-docs are to be approached to help inform the development of the UI 'Toolkit' as part of their training, and this could also involve wider Collaborative members (via MK). If engaging Post-docs, all communications must be sent via the relevant line managers.

SM and MK can be contacted for help with progressing proposals involving UI (small budget available to support this).

MK is involved in delivering training sessions to R&D groups. The materials used in these sessions can be used as part of the Toolkit. The idea of an annual COMPASS UI award for a research team (including users) demonstrating effective UI was welcomed.

**Budget and Annual Report:** The Annual Report and budget statement were submitted in the summer. Laura Hodges and Annet Kleiboer were thanked for their help in pulling the information together, and the Strand leads thanked for their input. Feedback from the funders commensurate with the time and energy spent compiling the report would be welcome by the Board.

The Board recorded their thanks to AR for her efforts.

A budget statement was submitted with the report; however, the budget is currently being re-profiled to reflect actual staff costs now that all Post-docs are in post. The funders will be formally approached to request that any increases in salary costs due to the pay and modernisation exercise taking place in universities are met.

**Feedback from the 2008 Annual Scientific Meeting:** The event was felt to be a success by people within COMPASS and those outside. The plenary talks were well received and the workshops were valuable. The possibility of maximising use of keynote speaker time, such as asking them to join a workshop or seminar in addition was discussed. The abstract selection process worked well, and people were pleased with the chosen speakers. The evening social event (Ceilidh) was a success. The time commitment required from the Organising Committee members was noted, as was the initial difficulty encouraging one of the plenary speakers to give a talk to a SuPaC audience. Slightly fewer delegates overall (74 vs 84 in year 1) and fewer people from CECo attended this year, and more delegates need to be encouraged to complete their evaluation forms. DW was thanked for his leadership of the Organising Committee.

**Membership of Organising Committee for the 2009 ASM, possible format & suggested speakers:** IH is Chair of the 2009 ASM Organising Committee, and joined by ED from KCL and Carolyn Morris (service user representative). Leeds and Edinburgh to confirm their representatives asap and Liz Forbat to source a member of the wider Collaborative to join also.

The Royal College of Physicians will be the venue for the 2009 ASM (Friday 5<sup>th</sup> June 09) due to its good location and facilities, and has been reserved for the event next year.

The aim of the meeting and the target audience were discussed, and it was decided that the purpose of the ASM should be to serve the Board and wider members of COMPASS. If the programme were to be focused on methodological issues, this would be best served by having more breakout/smaller sessions to capitalise on the plenary sessions. It was suggested that the additional international members of COMPASS be looked into as potential speakers.

**Mid-term Review:** There will now be 6 people on the presenting team for the review on 30<sup>th</sup> September.

Feedback was given from a teleconference held with CECo to discuss the Mid-term Review and future plans. The differences between, and the complementarities of the two Collaboratives were notable and seen as a good thing.

It is not clear what the NCRI have in mind for COMPASS, but it is important to state that we are a research-doing organisation rather than just research-enabling. The landscape for funding has changed substantially since the award was made, and with the advent of FEC, there would be little enthusiasm for being funded in the future without costing for the time of senior PIs.

Currently, COMPASS has increased capacity and profile in the field, and the next step is to secure agreement around the routes to fund larger studies.

The slides for presentation at the Mid-term Review were tabled and discussed.

**Proposals for grant applications for the 2<sup>nd</sup> half of the grant:** The background to the proposals was outlined. The benefits of having a framework, or 'menu' of items to choose from were discussed, as was the need to avoid the scenario of trying to design the 'ultimate' trial. This is a good way to sustain the COMPASS network that has been built up, and would enable COMPASS to develop a portfolio of work. People could elect to get involved based on their own interests and expertise, and ideas could be developed around the 3 Strand structure.

COMPASS may be able to capitalise on its multi-disciplinary nature to gain funding from NIHR.

The Post-docs might be asked to support some of the pilot work if relevant, or if they had a particular interest, although this would need to be agreed with the Board/line managers.

**AOB:**

**New Centre lead for KCL**

IH is now the Centre Lead for KCL, and therefore formally part of the Executive Committee of COMPASS.

**National Cancer Intelligence Network**

The Thames Cancer Registry at KCL has been asked to lead on a national analysis of place of death by ethnicity by the National Cancer Intelligence Network (NCIN). The linkage of cancer registry and HES datasets recently undertaken by NCIN may represent a good opportunity for COMPASS to pursue research on trajectories of care towards the end of life.

**NCRI Survivorship event**

An NCRI Survivorship event took place recently as part of the NHS Institute for Modernisation. Jim Elliott and the CEO from The Prostate Cancer Charity are leading this group, and Penny Wright has been invited. This could be a useful way to influence funding strategies.

**2009 NCRI conference**

AJR is part of the 2009 NCRI conference committee. They are looking at a number of different themes to base the sessions around such as 'Early presentation', 'Awareness and attitudes to cancer', 'Symptom management'.

**Festival of Science**

Sara Faithful had asked that the Festival of Science, to be held at the University of Surrey for the first time in September 2009 be brought to the attention of the board. This is a high profile festival involving the public, and COMPASS might choose to be involved, for example, in End of Life Care (the first part of the DoH strategy is engaging the public).

**Therapist Effects**

Interest had been shown toward the statistician report of JB with regard to therapist effects, and it was suggested this could be incorporated into the ASM, for instance as a workshop or plenary session. Other names suggested for this were Mike Campbell (Sheffield), Chris Roberts (Manchester), and Trudie Chalder and MH (KCL).

**Masterclasses**

London's monthly seminar series is running and is well attended; Edinburgh have had several successful Masterclasses; Leeds are planning a Strand 1 Masterclass, but this may not take place until the new year. The importance of disseminating details of these events to the wider Collaborative was discussed, along with the possibility of members of the wider collaborative organising a Masterclass themselves. This could take the place of a Masterclass at Leeds, as for various reasons they have not yet been able to establish a regular programme. Part of the Leeds Masterclass budget could be allocated to such an event outside of Leeds. Leeds will discuss and agree way forward asap.

**Review of palliative care services in Scotland**

The 'Review of palliative care services in Scotland' report is now available to view at: [www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk)

**Wider Collaborative expertise on SharePoint**

Members of the Wider Collaborative have collated their areas of substantive and methodological expertise in a paper held on the COMPASS SharePoint website. The Board were encouraged to use this facility to identify members of the wider group, when considering potential collaborations.

Minutes prepared by SE (September 2008)