



Public Minutes of the COMPASS Management Board meeting Tuesday 11th September 2007 - London

Present: Julia Brown (JB), Elspeth Currie (EC), Elizabeth Davies (ED), Susie Edwards (SE), Richard Garry (RG), Irene Higginson (IH), Matthew Hotopf (MH), Scott Murray (SM), Amanda Ramirez (AJR), Alison Richardson (AR), Michael Sharpe (MS) (Chair), Aziz Sheikh (AS), Dan Stark (DS), Galina Velikova (GV), David Weller (DW)

Apologies: Mike Bennett (MB), Marie Fallon (MF)

1. Welcome: Participants were welcomed to the meeting. It was noted that MB's absence was due to him taking up a new position as chair at Lancaster University, and the Board offered their congratulations.

2. Agenda: This was agreed.

3. Minutes of last meeting: these were considered and approved.

The Board was informed that the SDO scoping exercise was now available on the web and that calls for proposals will be early next year.

Peter Selby (UKCRN) has been approached about attending this Board meeting to discuss the network, but felt it may be too early in the life of the Collaborative to be of use. As the meeting agenda was full, there wasn't time available to pursue this for the September meeting. As cancer policy is set by NCRN (not UKCRN), David Cameron (NCRN) to be approached (with copies to Peter Selby and Janet Darbyshire) to clarify where COMPASS fits in. The importance of the trials undertaken will be emphasised as will the need for infrastructure for these eg research nurses. It would be useful for David Cameron to attend a future meeting.

It was suggested that there could be a Scientific Session on overall COMPASS strategy at a suitable point.

The importance for all three strands to pursue links with the Primary Care group was emphasised.

The annual report has been sent to MCCC.

4. Annual Scientific Meeting

4.1 Review of 2007 ASM: The review was well received by the Board.

4.2 2008 ASM date/venue/content & convene organising committee: It was agreed that the 2008 ASM would be held in Edinburgh in the week commencing 16th June (dates TBC).

The centre representatives on the Organising Committee were agreed. The Service Users are to be invited to join the committee along with a member of the wider collaborative. Bee Wee was suggested for this role as she has experience in organising large events.

It was noted that after holding one ASM at each centre, the final year ASM could be held at a neutral location.

5. Managing change in the Executive Committee & Chair: The Board was reminded that the constitution requires the Centre Leads and Chair to change (Chair maximum term 18 months). The advantage was 'new blood', the disadvantage was loss of continuity. The need for the transition to be in stages was agreed. It was agreed that the new Chair should be elected by the whole Board. This represents a change to the constitution.

The new Centre Leads were agreed. It was proposed that given their experience and ongoing responsibilities it would be advantageous to have one of the Corresponding Applicants as an additional member on the Executive Committee. The majority of the Board voted for the new Executive Committee to consist of the 3 Centre Leads plus Corresponding Applicant AR. All of the four members of the Executive Committee will be asked if they are willing and able to stand for Chair (for a period of no more than 18 months beginning November 2007). The administrators will then organise an anonymous ballot to elect the new Chair. If more than 1 person stands, then the candidate receiving the majority of the votes will be elected. If only 1 person stands, that person must get the backing of at least 50% of the Board, (with abstentions not counting as 'no' votes). The need for as few abstentions as possible was noted.

6. Six monthly progress reports from the COMPASS Post-doctoral Research Fellows & Statistician: The reports were tabled and noted. It was agreed that the reports would be given more time at the next meeting, but acknowledged that the post-holders were all still in the early days of their work.

7. Advisory Group: The date for the first Advisory Group meeting was confirmed as Friday 30th November, and the need for representatives of each strand to be present was emphasised. The need for early access to next year's meeting date was noted. It was agreed that the Advisory Group should be viewed as an investment to COMPASS.

8. User Involvement - new arrangements: The paper was tabled and the proposals agreed. SM is the User Involvement 'champion' of COMPASS. Marilyn Kendall (MK) in Edinburgh has agreed to work with SM to implement the proposals. A paper was tabled outlining how MK intends to fulfil the COMPASS User Involvement strategy aims.

9. Aims of the website & VKP replacement: update on working group progress: The Board agreed to adopt SharePoint as a replacement for the VKP, initially for a year, and log-in details would be sent to the Board. SharePoint should be revisited in a future meeting, as time was short today. The 6 aims of the public website have been addressed and are being developed as the first task for the Working Group. It was noted that it is important for content on the site to be current, and a system needs to be set up to ensure that relevant people take responsibility for updating the scientific content at regular points throughout the year.

10. Macmillan Cancer Support post-doc scheme: The scheme has been advertised and applications will be judged using a similar system to the CBG scheme.

11. Links with NCRI groups: COMPASS has members on each of the psychosocial, palliative and primary care groups who could liaise. There was not time to discuss further.

12. AOB: No other business was tabled

Details of next meeting: Tuesday 29th January 2008, Edinburgh