



## Social Services Research Group

... The network for research information planning & evaluation in social care & health services

[www.ssrsg.org.uk](http://www.ssrsg.org.uk)

### **Minutes of the Annual General Meeting**

**Collingwood College, University of Durham**

**Tuesday 30<sup>th</sup> March, 2004, 9:00am**

#### **Attendees**

Alan Bunting, John Woolham, Paul Dolan, Martin Stevens, Estelle Buscombe, Sue Williams, Matt Fossey, Brian McClay, Margaret Watt, Chris Rainey, Chris Russell, Patricia Walker, Simon Lowles, Karin Janzon, Paul Kiff, Gay Leggett, Amy Stanbrook, Clive Lindsey, Rashid Jussa, Terry Davies, Margaret Wakes Thomson, Mark Holton, Nick Miller, Colin Kelsey, Mark Barton, Jenny Wilding, Felicity Shenton, David Henderson, David Allan, Faye McNiven.

#### **AGM 1/04 Apologies**

Margaret Cooney, Jill Manthorpe.

#### **AGM 2/04 Minutes of the last AGM**

Because the copies of the minutes were not available at the meeting it was agreed that they would be put on to the website and be confirmed that way.

#### **AGM 3/04 Annual Report 2003/04**

David Alan went through the Annual Report, which sets out an overview of the achievements of SSRG during 2003 and contains contributions from EC members.

It was noted that the annual report should have given a higher profile to the South East Authorities Research and Information Group (SEARIG).

The annual report for 2003/04 was accepted.

- **Finance report**

Alan Bunting went through finance report he had prepared which includes the summary of accounts for 2003, a comparative analysis of the membership benefits of other organisations and the projection of expenditure for 2004 (where there is a projected deficit of £4,000). With regard to the VAT issue he reported that there has not yet been a response from customs and excise.

- **Proposals for Financial Strategy**

In addition to this he proposed that the following package is used to generate income over the next year:

- Extending the events programme for 2004/05.
- Increasing charges by a minimum of 10%.
- Increasing the subscription rate of RPP.
- Increasing memberships by at least 5% if the above proposals are not successful.

A vote was unanimously carried to use the 4 measures above to address the projected deficits.

- **Adoption of SSRG Action Plan 2004/05**

The Chair went through the draft action plan for the next 12 months, which covers three main areas:

1. **Promote the place of research**, information, planning and evaluation activities in the social care & health worlds;
2. **Expand the community** of interest in research, information, planning and evaluation;
3. Increase and **improve the profile** of the SSRG network nationally, regionally and locally.

A discussion followed about whether it was possible to for the Newsletter and RPP to be sent to members by email but the general opinion was that members enjoyed having them as hard copies. Following this David Henderson was thanked for the improved quality of the Newsletter.

The Chair informed the meeting that Rob Hall had taken on the role of Marketing and Communications and that the Marketing and Communications Strategy would appear in the Newsletter.

It was also suggested that SSRG should engage policy makers and Local Authority managers to create an interface between policy and practice and that this should be part of the EC programme for 2004. It was also felt that front line practitioners should be included in this.

In relation to our relationship with other organisations the Chair added that SSRG have been very measured in their approach and are aware of what other organisations are doing.

The Action Plan was confirmed for the next 12 months.

## **AGM 4/04 Election of EC members**

It was agreed that the regional representatives would be confirmed.

The nominations for the next year were agreed as follows:-

Chair	David Allan
Vice Chair (1)	Martin Stevens
Vice Chair (2)	Jill Manthorpe
Treasurer	Alan Bunting
Secretary	Faye McNiven
Membership Secretary	Margaret Cooney
Marketing/Communications Officer	Rob Hall
Elected Representative (1)	Colin Kelsey
Elected Representative (2)	Patricia Walker
Elected Representative (3)	Jenny Wilding
Elected Representative (4)	David Hambleton
Co-optee	Mick Bond (health lead)
Co-optee	Elijah Collins (user involvement)
Co-optee	Paul Kiff
Co-optee	Dianne Gwyn Smith
Newsletter Editor	David Henderson
Co-editors RPP:	Jill Manthorpe
	Jo Moriarty

## **AGM 5/04 Any other business**

There were no other issues which SSRG members wished to raise.