



## 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**

### **Palmer Building, University of Reading**

**Tuesday 12<sup>th</sup> April, 2005, 9:00am**

#### **Attendees**

Mark Barton, Graham Allen, Chris Russell, John Woolham, Chris Foulkes, Paul Dolan, Andy Bekenn, Elena Murray, Gay Leggett, Sue Williams, Daryl Crosskill, David Henderson, Martin Stevens, Carol George, Paul Hambleton, Jenny Wilding, Elijah Collins, Karin Janzon, David Allan, Nick Miller, Young Lee, Faye McNiven.

#### **AGM 1/05 Apologies**

Patricia Walker, Jill Manthorpe, Alan Bunting.

#### **AGM 2/05 Minutes of the last AGM**

Elijah Collins informed the meeting that he gave his apologies for the last meeting but they were not on the minutes. The minutes of the 2004 AGM were then agreed as an accurate record.

#### **AGM 3/05 Annual Report 2004/05**

David Allan went through the Annual Report, which sets out an overview of the achievements of SSRG during 2004 and contains contributions from EC members. He reported that partnership work has grown enormously and drew attention to the Partnership and Alliances table in Appendix 2.

A comment was made that the annual report was “extremely impressive”.

On behalf of the meeting a vote of thanks was given to the Executive Committee for the time and effort put in over the last 12 months

- **Finance report**

David Allan went through the report that Alan Bunting had prepared. He reported that:

- The accounts are in healthy order and that there is a reserve.
- The proposal for this year is to keep the membership fee at the same level because of the income generated from events.

In addition to the above SSRG sought advice to clarify the position relating to exemption from VAT. David reported that if we have to pay VAT we would have to look at pricing and accounting regimes in more detail. As nothing had been heard from Customs and Excise it was agreed that progress on this would be reported at the next AGM.

A query was raised regarding the break-down of administrative costs in the finance report. As Alan Bunting was not present it was agreed that we would report on this in the Newsletter.

In addition to this there was some discussion about the PAF booklets and it was suggested that an other flyer should be produced to publicise the booklets.

It was agreed that the membership fee should remain as it is.

- **Adoption of SSRG Action Plan 2005/06**

David Allan went through the draft action plan for the next 12 months, which covers three broad policy 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 question was asked about SSRG's relationship with SCIE. David Allan responded by saying that SSRG have a partnership agreement, which covers the following:

- SCIE hosts the SSRG website;
- RPP is available through SCIE and is promoted as their principle research document;
- Mutual benefits such as sponsorship of events e.g. with REU; and
- Di Gwynne-Smith from SCIE is co-opted on to the EC.

Following this there was a discussion about policy the statements and suggestions were made about the need to link the policies to membership to encourage members from a wider audience.

It was agreed that the Action Plan should be kept in draft and that we would reflect more strongly on the connection between research and practice. Progress will be reported in the Newsletter.

## **AGM 4/05 Election of EC members**

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

Chair	Martin Stevens
Vice Chair (1)	Chris Rainey
Vice Chair (2)	Jenny Wilding
Treasurer	Alan Bunting
Secretary	Faye McNiven
Membership Secretary	Margaret Cooney
Marketing/Communications Officer	Vacant
Elected Representative (1)	Patricia Walker
Elected Representative (2)	Paul Hambleton
Elected Representative (3)	Colin Kelsey
Elected Representative (4)	Elijah Collins

## **AGM 5/05 Initiatives for 2005 / 06**

With regard to initiatives for 2005 / 06, SSRG will work with members (and look at how they are involved) to ensure that SSRG is a membership organisation that reflects what people want.

## **AGM 6/05 Any other business**

In addition to those elected above three new people have been co-opted to the EC: Chris Russell, Elena Murray and Rashid Jussa.

Mick Bond and Dianne Gwynn Smith will also continue as co-optees and David Henderson will continue as Newsletter Editor. Jill Manthorpe and Jo Moriarty will remain as co-editors of RPP and David Allan will continue to attend the EC.

Martin Stevens took the Chair and expressed thanks to David Allan as former Chair for keeping everything together. He also thanked the other retiring members of the EC: Jill Manthorpe, Brian McClay and Paul Kiff.

There were no further matters raised.