

Patient Experience Operational Group – Thames Valley and Milton Keynes
05 July 2016 11.00-13.00

Oxford AHSN offices

ACTION NOTES

	Action & Timescales
<p>Attendees: Sian Rees, Director PPIEE, Oxford Academic Health Science Network Douglas Findlay (co-chair) Lay Partner Lynne Maddocks, Coordinator of Patient & Public Involvement Nuffield Department of Primary Care Health Sciences & NIHR CLAHRC Oxford Carol Munt Lay partner Emma Robinson Patient Experience Lead, NHS England South (Central) - NOTES Mildred Foster, Project Manager, NHS England South Medical Revalidation Pierre du Bois, Communications and Engagement Lead Manager, CRN: Thames Valley and South Midlands (by phone) Sophie Petit-Zeman, Director of Patient Involvement National Institute for Health Research (NIHR) Oxford Biomedical Research Centre & Unit (by phone) Amanda Roberts, Lay Partner East Midlands AHSN</p> <p>Apologies: Kathryn Cooper, Patient Experience Manager, NHS England South (Central) Ros Crowder, Deputy Director Medical Revalidation, NHS England South John Trevains, Assistant Director of Nursing, NHS England South (Central) Wendy McClure, Thames Valley Clinical Senate Manager Julia Coles, Senior Clinical Network Manager, NHS England</p>	
<p>Actions from previous meeting Outstanding actions: SR and LM to meet with PDB. May do something across research and service delivery just for the public around dementia and carers.</p> <p>CCG Assurance. KD to discuss with SR further exploration of the patient leader role. Invite to come to one of these meetings to discuss. KD to circulate an exec summary of her dissertation to the Group.</p> <p>The notes were agreed.</p>	<p>SR, LM, PDB</p> <p>KD & SR</p>
<p>Recruitment of Lay Partner</p> <p>It has been agreed by the group to continue with the recruitment of the appointment of a second lay partner. SR is checking with Gary Ford at the Oxford AHSN regarding the appointment of a lay partner on the Best Care Programme Board also, as it could be advertised at</p>	<p>SR</p>

<p>the same time.</p> <p>Timeline of recruitment has been scheduled, appointment should be made by November. NHS England Patient Experience Team will lead the process, with administration support.</p>	<p>KC</p>
<p>Declaration of Interest, Confidentiality Agreement, Group Values</p> <p>Terms of reference have been previously agreed.</p> <p>The group queried whether the Confidentiality Agreement is too complex. Another option could be to include something in Terms of Reference rather than something complex and specific.</p> <p>As this is an NHS England document, ER to go back to the national team to check regarding regulations, and where they stand on our group. Further conversation about the need at the next meeting.</p> <p>When agreed way forward, amend Terms of Reference accordingly.</p> <p>The group discussed the Group Values document, and whether this would have an impact on the way people behaved. Keep on file, all group members to review.</p>	<p>ER</p> <p>MF</p> <p>ALL</p>
<p>Leading Together Programme update</p> <p>The group reviewed an update and risk log received from The Performance Coach.</p> <p>Recruitment has now completed. Cohorts 1 (High Wycombe), 2 (Oxfordshire) and 3 (Bristol) have finished and participants are sending in their project reports. The final cohort (number 6, Reading) starts in mid-July.</p> <p>The Leading Together Programme will be hosting a pop-up university at NHS England Expo. https://www.england.nhs.uk/expo/expo2016/pop-up-university-2016/strategic-partners-and-patient-led-workshops/</p> <p>Appointed TwoCan Associates to conduct the independent evaluation. Should be complete by the end of 2016.</p> <p>Learning Disabilities Cohort development. The way in which the programme is currently structured would not be accessible for people with learning disabilities. The core team have met with Oxfordshire based advocacy group My Life My Choice to develop a spec for a cohort for learning disabilities. Currently developing and costing, looking for funding.</p>	
<p>Level 2 training programme update</p> <p>These will be 1 day workshops around participation techniques. Timings have been extended by three months. LM will keep the group updated with progress.</p>	
<p>Updates from members</p>	

<p>CRN (PDB)</p> <ul style="list-style-type: none"> • Launched 1st e-newsletter, which goes out to 300 local members of the public showcasing some of the research in the region. Hoping to increase circulation. • Public facing events held recently. • Dementia event later this year / early next year. • Thames valley health research awards – nominations have just closed. • Lots of engagement events, looking to work more outside of Oxford. <p>BRC (SPZ)</p> <ul style="list-style-type: none"> • Play regarding PPI in research, now been made into a film for educational use. First showing at an event in London on 19 July. Let Sophie know if you would like to register to attend. SPZ – send link to group for further dissemination. • Launched a prize for schools, SPZ blogging about it in the next week. • Continuing work in editorial for clinical trials gateway, NIHR encouraging potential patients to use. Reviewing text copy for website, larger launch in due course. • Patients on interview panels for Research and Development band 7 and above, will continue to pilot for future roles and then reflect on the process and benefit. <p>CLAHRC Oxford (LM)</p> <ul style="list-style-type: none"> • Annual report submitted <p>NHS England (Thames Valley)</p> <p>This will be ERs final meeting. MF will take over the secretariat function of this group.</p> <p>No further updates provided.</p>	<p>SPZ</p>
<p>Peer Support for Lay Partners</p> <p>Due to low numbers of lay partners signed up to attend the network meeting the Group agreed to postpone the meeting.</p> <p>ER to notify lay partners, and ask them how long they would like the rescheduled meeting for and venue. To be rescheduled in the Autumn.</p>	<p>ER</p>
<p>PPG Event</p> <p>SR and ER hosted a workshop at the Thames Valley and Wessex Leadership Academy training day for practice managers. Numbers were low for uptake of the workshop.</p> <p>ER to feed back to the event organisers, worth running again at some point as we did receive good feedback.</p>	<p>ER</p>
<p>PPI Network</p> <p>ER to circulate link, please could all complete.</p>	<p>ALL</p>
<p>Any Other Business</p>	

<p>LM: Recently ran seminars for PPI contributors, basic awareness raising understanding of language etc. Would any of the partners around this table like to join in? Needs a small financial contribution to cover travel and lunch. Please let LM know if you are interested.</p> <p>SR: story telling event on stroke which was filmed and will hopefully be added to YouTube recently. These are experience films, including from patients carers and clinicians.</p> <p>AR: hoping to create informal links with this group. East Midlands PPI senate meet every other month. Next meeting agenda, group to discuss what other networks would we like to be linked into. ER to scan and email flyer to the group.</p>	<p>ALL</p> <p>MF ER</p>
<p>Future meeting dates Monday 5 September 11.00-13.00 Monday 14 November 11.00-13.00 Monday 23 January 2017 11.00-13.00</p>	