

Thames Valley Working Together Operational Group

Wednesday 21 November 11:00 – 13:00

Meeting Rooms 2-3, AHSN Offices, Magdalen Centre,
Robert Robinson Avenue, Oxford Science Park, OX4 4GA

Sian Rees (SR)	Co-chair Oxford AHSN
Mildred Foster (MF)	Oxford AHSN
Alison Provins (AP)	Oxford AHSN lay partner (chairing)
Lynne Maddocks (LM)	Department of Primary Care Health Sciences Oxford University & CLAHRC
Polly Kerr	Oxford University Hospitals Research Centre
Claire Murray	Oxford Health Biomedical Research Centre
Apologies	
Douglas Findlay	Oxford AHSN lay partner & co-chair
Oliver Evans	NIHR Clinical Research Network

1	Welcome and introductions Action: MF to include information on agenda about formal apologies and non-attendance	AP
2	Minutes September meeting and matters arising Action notes were approved	AP
3	Terms of Reference and Governance structure Action: SR to amend ToR. Governance structure is work in progress. Each member to review own organisation slide and send comments to MF	SR/MF and all
4	Training and Development <ul style="list-style-type: none"> Working Together 2019 programme progress Admin support Action: Candidates for admin role will be interviewed by AP and DF	Lynne and all
5	Recording and Impact SR has continued work with developers. Recording tool and Working Together website nearly ready for testing. SR will send link to all when ready. Recording tool and Website will be launched at the Working Together April training event in Aylesbury	SR
6	Brief updates from: <ul style="list-style-type: none"> AHSN The Leading Together Programme for Learning Disabilities pilot has been successfully completed. There will be an event at Royal Berkshire Conference Centre on 28 Nov to celebrate the success of the Programme participants and their projects. Oxford BRC Polly Kerr just returned from maternity leave. She is catching up and working out with Ben Clyde (who will be working two days a week doing PPI for the BRC). Polly Kerr will attend Working Together meetings and will 	

	<p>have responsibility for the Working Together training.</p> <p>Updates:</p> <ul style="list-style-type: none"> • The role description for the lay member of the BRC Steering Committee has been approved by Vasiliki (Head of Operations for Oxford BRC) and will go to the Steering Committee next week. It's hoped they will agree it and then we can start recruiting. • Alan Chant (member of PAIR) attended the BRC Steering Committee away day with Ben and reported on this very positively. Both felt treated as equal participants (ie not simply observers) and were able to ask questions and give opinions and advice. • We are still planning to expand the PAIR group so it includes a lay representative/PPI contributor from every BRC theme. • I am trying to find examples of good PPI/best practice to share with researchers but BRC isn't very easy to navigate and so identifying these is challenging. But I've met with some researchers and am working from the PPI sections of the annual report that was submitted this year to continue this work. Researchers I have met have expressed a wish for help and training but we need to pin down more specifically what they really mean by and want from this. • We are using the National Standards to try to inform our developing strategy further. <ul style="list-style-type: none"> • Oxford Health BRC <p>The PPI theme at the OH BRC has been working on:</p> <ul style="list-style-type: none"> • Research Workshops for PPI contributors (with CLAHRC and OUH BRC) • Developing PPI activities at the Clinical Research Facility • Launching PPI Contributor Pool to bring contributors and OH BRC researchers closer together • Content for short PPI session at OH BRC Course on Experimental Medicine 	
7	<p>AOB – The group will have a standing agenda which including updates from the four subgroups and updates from all group members. If a member cannot attend a meeting, please send a deputy. If the not possible please send a written update. Action – MF to prepare agenda</p>	