

**Thames Valley Working Together Operational Group**

**Wednesday 23 January 11:00 – 13:00**

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

Sian Rees (SR)	Oxford AHSN (co-chair)
Douglas Findlay (DF)	Lay partner Oxford AHSN (co-chair)
Mildred Foster (MF)	Oxford AHSN
Lynne Maddocks (LM)	Department of Primary Care Health Sciences Oxford University & CLAHRC
Claire Murray	Oxford Health Biomedical Research Centre
Sue Airey	NHS England South East
<b>Apologies</b>	
Alison Provins	Oxford AHSN lay partner
Oliver Evans	NIHR Clinical Research Network
Polly Kerr	Oxford University Hospitals Research Centre
Wendy McClure	Clinical Senate
<b>Not attending</b>	
Paul Hewitson Jude Craft	

<b>1</b>	<b>Welcome and introductions</b>  Sue Airey – Patient Experience Manager, South East (Hampshire, Isle of Wight & Thames Valley) was welcome to the group  MF informed the group that Wendy McClure decided to step down from this group due to lack of capacity to attend.	DF
<b>2</b>	<b>Minutes November meeting and matters arising</b>  Action notes from November 2018 meeting were approved	DF
<b>3</b>	<b>Communication and Engagement</b>  OE unable to attend this meeting.  <b>Actions:</b> SR and DF to discuss the role of co-chair of Communications and Engagement sub-group with OE.	
<b>4</b>	<b>Training and Development</b> <ul style="list-style-type: none"> <li>• Working Together 2019 programme progress</li> </ul> <b>Actions:</b> Meeting to plan future training events agreed for 14 Feb at AHSN LM to send out agenda, MF to book meeting room <ul style="list-style-type: none"> <li>• Admin support – the AHSN will centrally coordinate the Training &amp; Development workshops. Recruitment of an admin person is in process.</li> <li>•</li> </ul>	Lynne and all
<b>5</b>	<b>Recording and Impact</b>  <b>Action:</b> SR to contact website developers and suggest a date when WT group members can test the tool before 27 April launch at Newbury. Link	SR

	to test site to be sent round by mid-February	
6	<p><b>Brief updates from:</b></p> <ul style="list-style-type: none"> <li>• AHSN <ol style="list-style-type: none"> <li>1. Leading Together Programme for Learning Disabilities – completed successfully. Evaluation report to be published soon.</li> <li>2. Impact and recording – Image works has developed a beta version of an interactive on line tool – ready for demo soon. It will be launched at the Working Together training event in Newbury on 27 April.</li> <li>3. Innovation in person centred approaches conference - May 14th @ Kassam Stadium, Oxford. Organised in collaboration with Health Education England. The aim is to bring together ideas and innovation in research, education and service delivery. We would appreciate any help with publicity and ideas for content for workshops and posters.</li> <li>4. Local Health and Care Record Exemplar (LHCRE) – Sian leading coproduction work for local Thames Valley and Surrey LHCR in collaboration with Don Redding at National Voices. Established coproduction panel for comms and ensured lay involvement in procurement</li> </ol> </li> <li>• CRN</li> <li>• <b>CLAHRC Oxford</b> <ol style="list-style-type: none"> <li>1. ARC bid submitted but still no decision</li> <li>2. PPI Pulse went out in December</li> <li>3. Workshop on public co-applicants in December fed into the national guidance – awaiting launch imminently</li> <li>4. Awaiting imminent launch of national L &amp; D website from INVOLVE that I have been involved in planning and testing</li> <li>5. Q &amp; A sessions – 4 orgs working together on this agreed to change the format so linked to a departmental seminar with a PPI topic covered and half the time devoted to Q &amp; A. Paul attempting to book something this term and Claire next.</li> <li>6. Working with two BRCs have developed series of 8 workshops on the research cycle for PPI Contributors in research Jan – Aug.</li> <li>7. Begun some outreach work with Aspire Social Enterprise to discuss how we could work together to involve their members in our work (long term unemployed, ex-prisoners, homeless, people with mental health problems and addiction issues etc.)</li> <li>8. Spoke to the 8 Healthwatch Managers for the Thames Valley at meeting in Reading</li> <li>9. Begun work on our action plan for the NIHR PPI Standards</li> <li>10. Continue to manage a pool of 140 PPI Contributors, including linking them with researchers to be engaged in front line projects</li> <li>11. Continue to offer individual advice and support to research staff on how to involve the public in their work</li> </ol> </li> </ul>	

	<p>12. Spoke about how we do PPI in the CLAHRC to the Working Together Oversight group</p> <p>13. Supporting the work of the School for Primary Care Research in developing PPI support across the 9 departments</p> <ul style="list-style-type: none"> <li>• <b>NHS England</b>– Sue Airey started a new role as Patient Experience Manager for NHS England South East.</li> <li>• <b>Oxford BRC</b> <ol style="list-style-type: none"> <li>1. Recruitment is underway for two lay representatives to join the BRC Steering Committee. Deadline is 31 January.</li> <li>2. Nominations have been requested from all themes of the BRC for patients to join what was the PAIR (patientsactiveinresearch) standing group which is being expanded. We hope to have a PPI contributor from each theme; the role of the group will be to share ideas, developments, queries and concerns about patient and public involvement in the BRC’s research – hopefully raising the profile of PPI in the BRC and improving communication about it both to the Steering Committee (in combination with the new lay reps) and to researchers within themes.</li> <li>3. First training session on 7th January (Identifying and prioritising research) with Lynne and Claire went well, very positive feedback from attendees and speaker. Working towards getting something online by end of Feb.</li> <li>4. I have a few meetings/presentations lined up to talk to different themes/researchers. One of the most common queries I get is what NIHR means by ‘impact’ so I am trying to put together something helpful and consistent for them (spoke to CCF on Friday so now working on pulling together what they advised).</li> </ol> </li> <li>• <b>Oxford Health BRC</b> <ol style="list-style-type: none"> <li>1. Delivered PPI Training Session at the OH BRC’s Oxford Short Course in Experimental Medicine for Mental Health</li> <li>2. Launched PPI Small Grants Programme to encourage BRC-related research projects to involve PPI from early stages of research development</li> <li>3. Ran a session with Department of Psychiatry Neuroscience and Ethics Young Person’s Advisory Group on participating in research and the cognitive health Clinical Research Facility</li> <li>4. Reviewing experience of patient, carer, public members of the Patient and Research Group</li> <li>5. 2 x research workshops delivered for PPI contributors, in partnership with CLAHRC Oxford and Oxford BRC</li> </ol> </li> </ul>	
7	AOB	

