**Working Together - Thames Valley and Milton Keynes Operational Group**

**Patients, professionals and the public working together to improve care**

**Terms of Reference**

**Purpose**

The Working Together Operational Group is convened and chaired by the Oxford Academic Health Science Network (AHSN) to bring together infrastructure organisations from across the Thames Valley and Milton Keynes that have a shared interest in developing patient and public involvement, coproduction, person-centred care, research, commissioning and education.

*Principles for working together*

* Doing things together - we will support patients, carers and the public to be involved throughout our work from shaping early thinking to evaluating the end result.
* Being inclusive - we will actively involve all stakeholders, including those who are seldom heard and ensure that all our communications are accessible to all.
* Doing things once and sharing - we will use existing expertise and structures whenever possible and we will coordinate our work with other organisations.
* Being open about what we are doing and why – we will publish our minutes and updates on joint work on the Oxford AHSN website.

The Group will:

* Be a forum for information exchange about the work of each member organisation
* Support best practice in patient and public involvement in each member organisation and the partners they work with
* Develop and support work in areas of mutual interest. Sub-groups will be formed to support these areas of work as required - see appendix 1.

**Meeting Frequency**

The Operational Group will meet every eight weeks for two hours. Once a year there will be a half-day meeting to review and plan joint work.

**Meeting conduct**

The meeting will be co-chaired by one of Oxford AHSN’s lay partners and the AHSN Director for Patient and Public Involvement, Engagement and Experience (PPIEE).

Members will abide by the behaviour principles and practice detailed at appendix 3.

**Governance**

The Operational Group forms part of the formal governance for the Oxford AHSN PPIEE Theme and reports to the Oxford AHSN Working Together Oversight Group – see appendix 3. Other organisations will have separate reporting structures for patient and public involvement – also at appendix 3.

**Membership**

The following organisations are invited to send a representative to the Group:

Education and training

* Health Education England

Care and commissioning

* NHS England Clinical Senate and Strategic Clinical Networks
* NHS England South Central
* Oxford Genomics Medicine Centre

Research

* NIHR Collaboration for Leadership in Applied Healthcare Research and Care (CLAHRC)
* NIHR Oxford Biomedical Research Centre (BRC)
* NIHR Oxford Health Biomedical Research Centre
* NIHR Clinical Research and Design Service (RDS) South Central
* NIHR Clinical Research Network (CRN) Thames Valley and South Midlands

**Secretariat**

Will be provided by Oxford AHSN.

**Membership 2018/19**

Judith Craft Oxford NHS Genomic Medicine Centre (GMC)

Oliver Evans NIHR CRN – communication and engagement sub-group chair

Douglas Findlay Lay Partner, Oxford AHSN - co-chair and diversity and equality sub-group chair

Mildred Foster Oxford AHSN - secretariat

Paul Hewitson NIHR RDS, South Central

Polly Kerr NIHR Oxford BRC

Lynne Maddocks NIHR Oxford CLAHRC – training and development sub-group chair

Wendy McClure NHS England South Central and Thames Valley

Claire Murray Oxford Health BRC

Alison Provins Oxford AHSN Lay Partner

Sian Rees Oxford AHSN - co-chair and recording and impact sub-group chair

**Appendix 2**

**Working Together Thames Valley and Milton Keynes Operational Group**

**Behaviour - Principles and Practice**

* Accept there is a collective responsibility for the Group
* Be supportive of each other, by being non- judgemental, respecting difference and listening
* Assume good will
* Treat others as you would like to be treated yourself
* Listen actively and show respect, especially during lively discussions
* If you challenge, challenge the statement and not the person
* Send apologies in advance
* Start and end meetings punctually
* Have mobile phones off
* Maintain confidentiality in the room
* Use clear and concise information
* Accept that it’s O.K. for you or someone else to have a bad day
* Take responsibility for looking after yourself
* Feel free to take time out if you need it