

**Thames Valley Working Together Operational Group**

**Wednesday 13 March 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
Alison Provins	Oxford AHSN lay partner
Oliver Evans	NIHR Clinical Research Network
Polly Kerr	Oxford University Hospitals Research Centre
<b>Apologies</b>	
Paul Hewitson	NIHR Research Design Service, South Central
<b>Not attending</b>	Oxford NHS Genomic Medicine Centre (GMC)
Jude Craft	

<b>1</b>	<b>Welcome and introductions</b>	DF
<b>2</b>	<b>Minutes January meeting and matters arising</b> Action notes were approved	DF
<b>3</b>	<b>Communication and Engagement</b>  OE is working with Martin Leaver and Oxford Medical Imaging (OMI) to improve the Working Together training and development programme flyer. OE also produce the text for all WT members to use when promoting workshops in their networks.  OE will produce a document to explain the role of each partner organisation in research, education and service delivery and how they integrate in the system.  <b>Actions:</b> all group members to send OE 2 lines about their organisation's role.	
<b>4</b>	<b>Training and Development</b> <ul style="list-style-type: none"> <li>Working Together 2019 programme progress The first Working Together workshop in Didcot went well using Eventbrite registration page and the new agreed format. The AHSN will continue to provide support in the organisation of these events while a new administrator is appointed.</li> </ul>	Lynne and all
<b>5</b>	<b>Recording and Impact</b> <b>Action:</b> SR will ask website developers to send link for all to test as soon	SR

	as possible. All testers will send feedback to SR	
6	<p><b>Brief updates from:</b></p> <p><b>Oxford AHSN</b></p> <p><b>CRN</b></p> <p><b>CLAHRC Oxford</b></p> <ul style="list-style-type: none"> <li>• CLAHRC held its symposium which was a good success. Thank you to Douglas for being on the panel with Gary Ford discussing STPs.</li> <li>• ARC bid re-submitted and expect a decision in May. Going ahead with planning assuming a positive!</li> <li>• Launch of national L &amp; D website from INVOLVE that I have been involved in planning and testing – have people used it? Can you feedback?</li> <li>• 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>• Working with two BRCs have developed series of <a href="#">8 workshops</a> on the research cycle for PPI Contributors in research Jan – Aug. 3 now happened and going well – attracting new people. Large piece of work is our attempt to put it online too!</li> <li>• Progressing action plan for the NIHR PPI Standards</li> <li>• Continue to manage a pool of 150 PPI Contributors, including linking them with researchers to be engaged in front line projects</li> <li>• Continue to offer individual advice and support to research staff on how to involve the public in their work</li> </ul> <p><b>NHS England South East</b></p> <ul style="list-style-type: none"> <li>• NHS England South East has joined the Working Together partnership and will contribute to the Training and Development funding like all the other partners.</li> </ul> <p><b>Oxford BRC</b></p> <ul style="list-style-type: none"> <li>• Interviews for lay reps for BRC Steering Committee are taking place 14/03/19 – good response and six candidates are being interviewed for two positions.</li> <li>• We have only had nominations from five themes for PPI contributors to join the expanded patient panel (previously known as PAIR). Trying to establish how we can help with this.</li> <li>• Joint training workshops (run with Oxford Health BRC and CLAHRC) for PPI contributors are going well. Three have taken place so far, good attendance and feedback. There are still places on the remaining five – one a month, the next one is 18<sup>th</sup> April on ‘Carrying out a research study’.</li> <li>• Very belatedly (because of maternity leave) going through GDPR. Hoping we’ll retain about half of our original sign-ups – not as bad a response so far as I’d feared.</li> <li>• BRC Open Day – who is joining the stand? We have Noemi Roy (haematologist) who will do an activity, and should be able to find a patient or two to come along. We are seeing this as a big opportunity for recruiting PPI contributors</li> </ul>	



	<p>and would like it to be a combined effort.</p> <ul style="list-style-type: none"><li>• <b>Oxford Health BRC</b></li></ul>	
<b>7</b>	<p><b>AOB</b> This was MF last meeting as secretary. She thanked the group for their support.</p>	MF