Attendance

Organisation	Name	Role		Attendance
		Staff	**Lay**	
Oxford AHSN	Sian Rees	√		Present
	Douglas Findlay		√	Present
	Alison Provins		√	Present
	Laurie Kenny	√		Present
NIHR Biomedical Research Centre	Polly Kerr	√		Present
TV ARC	Sara Ward	√		Apologies
NHS England South East	Sue Airey	√		Apologies
NIHR Clinical Research Network	Oliver Evans	√		Present
NIHR Research Design Service	Paul Hewitson	√		Present
Oxford Health Biomedical Research Centre	Claire Murray	√		Present
Clinical Senate	Wendy McClure	√		Not attending
Visitor	Karen Swaffield		√	Present

	Action
Apologies **Actions from last meeting** **No AOB**	
Update on payment policy • Polly Kerr updated the payment policy	**Polly Kerr** to put onto FutureNHS for comments

Communications and Engagement
 • Thank you card designed to thank lay people who have taken part in research and give contact information
 • New website https://thamesvalleyresearch.nihr.ac.uk to help people find involvement opportunities near them
 • Photography exhibition nearly ready, will be available to tour
 	
 • Outreach events
     o Possibility of a joint calendar with roster
     o Decision to be made on shared goals
	All to share website to their network
	
	 All to contact Oliver Evans with venue ideas/display opportunities
	
	 Oliver Evans and **Sian Rees** to meet on 4 December to discuss

Training and Development • Brief update on Inclusion for all? Working with the seldom heard workshop • Training programme for 2020 to be discussed at the 27 November subgroup meeting	**Laurie Kenny** to upload workshop reports and budget to FutureNHS
Recording and Impact • Impact tool	**All** to decide what training they need/can provide to others

• Training needs to be available to other colleagues within organisations • Possibility of using champions to spread the tool	**Laurie Kenny** to add training session to next meeting's agenda
Involvement Matters • New bi-monthly format agreed • Adestra only available within the University but content can be generated by the all partners • All content to be sent to Paul Hewitson at least 2 weeks before publication date	**Laurie Kenny** to create folder onto FutureNHS for all to add content and set reminders and calendars **All** to contact their network and ask for content **Paul Hewitson** to send letter
FutureNHS training	Laurie Kenny to add training slides and guide on FutureNHS

Updates
  Brief updates from:
  • AHSN
    o Shared payment principles agreed with other AHSN PPI leads (next national meeting on 03.12)
    o Currently organising monthly visits to all NHS FT Trusts within the remit area + to all other AHSNs
    o Extensive work with LHCR (Ethics Advisory Board set up, Communications and Engagement workshop)
  • ARC OxTV
    o ARC commenced 1 Oct 2019 and runs to Sep 2024. In addition to setting up the research themes, the ARC will focus on key objectives to engage with Public Health and Social Care partners in the region.
    o Management of PPI is now embedded in a full time programme manager role. Claire Schwartz joined the group this month. Claire brings considerable research and project management experience to the role and will be attending meetings in due course.
    o Implementation Manager (new post to liaise with AHSN Innovation Adoption team)– applications welcome via University of Oxford website until 9 December.
    o ARC PPI operational strategy and overarching plans will be discussed at the first ARC Board meeting 19 December.
      Funding
    o Limited competition call (£15m – projects up to £1.8m over 3 years commencing 1 Apr 2020) has just been announced and is on the agenda for the ARC national meeting on 21 November.
    o 4 of the 5 OxTV ARC research themes are specifically listed as priorties (Applied Digital Health not specified but has cross cutting elements).
      Events
    o NIHR is organising a workshop for ARC PPI leads nationally in March 2020
    o Stakeholder events in Public Health and Social Care under discussion with South Central RDS, LCRN GMC
  • NHS England
    o The alignment of NHS England and Improvement continues. The new roles should commence on January 1st and the new organisation should start on the 1st April 2020.	

- o   Sally Allum is the Director of Nursing (DoN) for Kent Surrey and Sussex (KSS). Sally has Patient Experience as part of her portfolio. Natalie Warman has been appointed as the Deputy DoN, based in the KSS area and also has Patient Experience in her remit.

  - o   Sue Airey appointed into the Systems Development Lead and Patient Experience Manager across the whole of the SE.
  - o   Jacqui Stillwell joins the team as a Patient Experience Lead and Sara Ward as Analyst

- • Oxford BRC
  - o   Oxford BRC had its mid-term review – awaiting the report.
  - o   The PAIR website has now been discontinued and relevant content moved to the main BRC website Patient and Public Involvement pages (https://oxfordbrc.nihr.ac.uk/ppi/). Researchers can still advertise projects and patients/public can still register their interest for involvement opportunities.
  - o   Workshop for researchers on 10th Dec is fully booked with a waiting list.
  - o   PPI workshops (in collaboration with Oxford Health BRC and hopefully ARC) are in progress with one a month booked through until March.
  - o   Second meeting of new PAIR group (the BRC's overarching patient panel) next week.
  - o   The JLA impact project (funded by BRC, carried out by Sally Crowe and Kristina Staley) is complete – report written and published with various follow-up articles planned. http://www.twocanassociates.co.uk/wp-content/uploads/2019/09/More-Than-a-Top-10-Sep-19.pdf
- • Oxford Health BRC
  - o   Had a Mid Term Review, and have an Away Day with Patients and Research Group on 22 November to discuss priorities for next 2.5 years (remainder of funding term)
  - o   Piloting a PPI Research Meeting at the Department of Psychiatry to bring PPI contributors and researchers together (Nov 29)
  - o   Planning some small engagement events with Oxford Asian Cultural Centre next month, part of a project in partnership with CRN
  - o   Continuing to deliver PPI Workshops with the Oxford BRC and ARC – next one is Saturday 7 December on Service User Led Research
  - o   Delivering a workshop for research staff on PPI (10 Dec) with the RDS, ARC and Oxford BRC.
  - o   We are delivering a PPI session in the BRC Course for Experimental Medicine (Jan 6-7) and this will also offer student the chance to discuss their project with a PPI contributor (Patient and Research Group)

The next **Working Together Operational Group meeting** will be held on **29 January** at the Oxford AHSN (9.30-12.30)