

Attendance

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

	Action
<p>Actions from last meeting</p> <ul style="list-style-type: none"> Measuring tool reporting 	<p>Laurie to follow up with developer on the possibilities around lists</p>
<p>Communications and Engagement</p> <ul style="list-style-type: none"> Your Research magazine <ul style="list-style-type: none"> Oliver Evans leading the development and publication of a magazine to recruit participants in studies Outreach events <ul style="list-style-type: none"> In principle all agreed to organise/participate in outreach events, but organisation often complex Common guidelines required Outreach event in Kidlington – feedback needed so that group can learn and keep up/improve as needed 	<p>Laurie to discuss with Oliver how/if PPI can be included in magazine</p> <p>Oliver/Cora to share feedback</p>
<p>Development and Training</p> <ul style="list-style-type: none"> Ideas from Lynne for training sessions In all training session, we need to consider the following: <ul style="list-style-type: none"> How to make sure parties involved respect each other How to chair a group with patients and public Avoid making training too research-focused Sub group meeting planned for October 9th to be postponed until after the workshop on 14/11 – location TBC 	<p>All to take into account</p> <p>All to note (email sent), vote for the date on FutureNHS and propose location</p>
<p>Recording and Impact Workshop</p> <ul style="list-style-type: none"> 28 attendees, 6 patients and public 	<p>All to reflect on what</p>

<ul style="list-style-type: none"> Nearly all completed evaluation forms – positive feedback Measuring tool very well received, possibly a need for training 2 facilitators was enough, but if the workshops are to be more interactive more help will be necessary Tool needs to be brought to people (mostly professionals) 	<p>training/support professionals need to use the tool regularly and efficiently</p>
<p>Diversity and Equality Workshop</p> <ul style="list-style-type: none"> 5 confirmed guest speakers so far Eventbrite event now live 	<p>All to think about more targeted way of inviting participants and send ideas to Laurie to post and share</p>
<p>Involvement Matters editorship</p> <ul style="list-style-type: none"> Feedback from Lynne (see attached document) Interest expressed by Paul Hewitson and Laurie Kenny to take over editorship Possible GDPR issue around the mailing list, possible issue with Adestra Current opening rate of Involvement Matters is 25% - (this is good) Personal contact with trusts, CCGs etc is required to ensure content is sent to editors 	<p>Laurie and Paul to meet to discuss possible shared responsibility</p> <p>Laurie to talk with Martin Leaver (Oxford AHSN) to see if Adestra available</p> <p>AHSN visits to trusts, CCGs and other stakeholders to resume soon</p>
<p>FutureNHS</p> <ul style="list-style-type: none"> Group set up and invitations sent to all Communications will soon go through the group (document sharing, polls etc) to avoid long chains of emails 	<p>Laurie to do housekeeping of the group and put together training session/document for members (to be given at next meeting)</p>
<p>Updates</p> <p>Brief updates from:</p> <ul style="list-style-type: none"> AHSN <ul style="list-style-type: none"> Reviewing PPI input to Rapid uptake products CLAHRC Oxford <ul style="list-style-type: none"> A lot of work is done around the transfer to the ARC and setting up the new system (PPI champions to be designated for each team to enable more direct feedback) PPI showcase event at Corpus Christi was very well received. GMC NHS England <ul style="list-style-type: none"> NHS England and Improvement going through consultation – Sue is not quite sure yet what support she will get after the merger Event put together with Sussex counterpart – 2 masterclasses will be held to embed PPI into leadership Oxford BRC <ul style="list-style-type: none"> Had the first meeting of the BRC’s new patient panel which will be keeping the name Patients Active in Research (PAIR). A very motivated and enthusiastic group of people representing nearly half the themes of the BRC. 	<p>Sian to do</p> <p>Sue to send link to event – if anyone in the group knows patient experience manager or communications engagement lead who might come, let her know</p>

<ul style="list-style-type: none"> ○ Polly went to a meeting for PPI Leads for all the BRCs – very reassuring to see that we share many of the same challenges. ○ Along with Oxford Health BRC, planning our next series of training workshops for PPI contributors, as well as the event for researchers on 10th Dec. ○ The BRC has its mid-term review in November – not sure what implication will be for PPI, but hopefully nothing will change too much. ● Oxford Health BRC <ul style="list-style-type: none"> ○ Piloting a series of PPI Research Meetings in the winter to provide opportunities for people to learn more about research taking place at the OH BRC and to provide feedback to researchers at the early stage of their project. ○ Received funding from the CRN for a project to deliver an event with the Oxford Asian Cultural Centre to help raise awareness of mental health research, and understand barriers to taking part and getting involved. ○ Planning the next series of Workshops for PPI contributors with the ARC and Oxford BRC (November) and an event on PPI for researchers with the ARC, Oxford BRC and RDS (December). 	
<p>AOB</p> <ul style="list-style-type: none"> ● Polly is currently updating the Lay members payment policy 	<p>Polly to report at next meeting</p>

The next **Working Together Operational Group meeting** will be held on **November 20th** at the Oxford AHSN (13:00 – 16:30)

The **Oxford AHSN PPI Strategy meeting** will be held on **October 18th** at the Oxford AHSN (9:30-12:30)