## Working Together Operational Group Meeting

### 25th October 2019

### Attendance

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

### Action

**Actions from last meeting**

- Measuring tool reporting
  
  Laurie to follow up with developer on the possibilities around lists

**Communications and Engagement**

- Your Research magazine
  
  - Oliver Evans leading the development and publication of a magazine to recruit participants in studies
  
  - Outreach events
    
    - 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

  Laurie to discuss with Oliver how/if PPI can be included in magazine

  Oliver/Cora to share feedback

**Development and Training**

- Ideas from Lynne for training sessions
  
  - In all training session, we need to consider the following:
    
    - 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

  All to take into account

  All to note (email sent), vote for the date on FutureNHS and propose location

**Recording and Impact Workshop**

- 28 attendees, 6 patients and public

  All to reflect on what
## Working Together Operational Group Meeting
### 25th October 2019

- 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)

### Diversity and Equality Workshop
- 5 confirmed guest speakers so far
- Eventbrite event [now live](#)

### Involvement Matters editorship
- 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

### FutureNHS
- 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

### Updates
#### Brief updates from:
- **AHSN**
  - Reviewing PPI input to [Rapid uptake products](#)
- **CLAHRC Oxford**
  - 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**
  - 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**
  - 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.

### Laurie and Paul
- To meet to discuss possible shared responsibility
- To talk with Martin Leaver (Oxford AHSN) to see if Adestra available
- AHSN visits to trusts, CCGs and other stakeholders to resume soon

### Laurie
- To do housekeeping of the group and put together training session/document for members (to be given at next meeting)

### Sian
- To do

### 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
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 10\textsuperscript{th} 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**
- 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).

**AOB**
- Polly is currently updating the Lay members payment policy

**Polly** to report at next meeting

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

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