

**Patient Experience Operational Group – Thames Valley and Milton Keynes**  
05 September 2016 11.00-13.00

Oxford AHSN offices

**ACTION NOTES**

	<b>Action &amp; Timescales</b>
<p><b>Attendees:</b>  <b>Sian Rees</b>, Director Patient and Public Involvement Experience and Engagement, Oxford Academic Health Science Network (AHSN)  <b>Douglas Findlay</b> (co-chair) Lay Partner  <b>Mildred Foster</b> – Leading Together Programme Manager – Oxford AHSN  <b>Pierre du Bois</b>, Communications and Engagement Lead Manager, Clinical Research Networks: Thames Valley and South Midlands (by phone)  <b>Sophie Petit-Zeman</b>, Director of Patient Involvement National Institute for Health Research (NIHR) Oxford Biomedical Research Centre (BRC) &amp; Unit (by phone)  <b>John Trevains</b>, Assistant Director of Nursing, NHS England (South Central) (by phone)  <b>Sandra Reagan</b> - Patient Involvement and James Lind Alliance Project Manager NIHR Oxford BRC &amp; Musculoskeletal Biomedical Research Unit (by phone)</p> <p><b>Apologies:</b>  <b>Lynne Maddocks</b>, Coordinator of Patient &amp; Public Involvement Nuffield Department of Primary Care Health Sciences &amp; NIHR CLAHRC Oxford  <b>Wendy McClure</b>, Thames Valley Clinical Senate Manager  <b>Julia Coles</b>, Senior Clinical Network Manager, NHS England</p> <p><b>REMINDER</b> – All members of this group must send a deputy if they cannot attend the meeting. If a deputy is not possible they must send a written update a week before the meeting.</p>	
<p><b>Declaration of Interest, Confidentiality Agreement, Group Values</b></p> <p>Terms of reference have been previously agreed.</p> <p>The group queried whether the Confidentiality Agreement is too complex. Another option could be to include something in Terms of Reference rather than something complex and specific.</p> <p>As this is an NHS England document, ER to go back to the national team to check regarding regulations, and where they stand on our group. Further conversation about the need at the next meeting.</p> <p>When agreed way forward, amend Terms of Reference accordingly.</p>	<b>MF</b>
<p><b>Leading Together Programme update</b></p>	

<p>The Leading Together Programme (LTP) will be hosting a pop-up university at NHS England Expo 8 September.</p> <p><a href="https://www.england.nhs.uk/expo/expo2016/pop-up-university-2016/strategic-partners-and-patient-led-workshops/">https://www.england.nhs.uk/expo/expo2016/pop-up-university-2016/strategic-partners-and-patient-led-workshops/</a></p> <p>All LTP cohorts have started and will be completed by 4 October. Cohort 1-3 are working on their LTP projects.</p> <p>There will be a Celebrating Success event once all cohorts are completed. The event will give an opportunity to showcase the Leading Together projects and create a sense of accomplishment to participants</p> <p>We appointed TwoCan Associates to conduct the independent evaluation. They started interviews with participants from cohorts 1-3. Evaluation will be completed by January 2017.</p> <p><b>Learning Disabilities Cohort development</b>                  The current LTP structure is not accessible for people with learning disabilities. The core team have met with Oxfordshire based advocacy group My Life My Choice to develop a spec for a cohort for learning disabilities. The costing of a Learning Disabilities Programme has been calculated. Currently looking for funding.                  A follow-up meeting with My Life, My choice will be organised to discuss the way forward.</p>	
<p><b>Level 2 training programme update</b>                  These will be 1 day workshops around participation techniques. Timing for the tender has been extended by three months. LM will keep the group updated with progress.</p>	<p><b>SR/LM</b></p>
<p><b>Updates from members</b></p> <p><b>Clinical Senates – no update sent</b></p> <p><b>Bath, Gloucester, Swindon &amp; Wiltshire team</b></p> <ul style="list-style-type: none"> <li>• Following several workshops and conversations it is clear that there is not an appetite for an overarching Strategy for the area as there is in Thames Valley. This is likely to be for a number of reasons                         <ul style="list-style-type: none"> <li>○ The AHSN and SCN cover a wider geography than just BGSW there would be little gain to establishing something just for the BGSW area</li> <li>○ the AHSN has a different approach to PPIE and runs regular workshops for all stakeholders – CCGs, Providers a bit like an Action Learning approach</li> </ul> </li> </ul> <p>Following</p> <ul style="list-style-type: none"> <li>○ NHS England attend the AHSN workshops as partners. We also manage a network for Provider and CCGs leads which is active and</li> </ul>	<p><b>WMcL</b></p> <p><b>KC, JT</b></p>



An involvement e-bulletin to be developed by LM and MF	
<b>Any Other Business</b>	<b>ALL</b>
<b>Future meeting dates</b> Monday 14 November 11.00-13.00 Monday 23 January 2017 11.00-13.00	