



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

Oxford AHSN offices

ACTION NOTES

	Action & Timescales
Attendees:	
Sian Rees, Director Patient and Public Involvement Experience and Engagement,	
Oxford Academic Health Science Network (AHSN)	
Douglas Findlay (co-chair) Lay Partner	
Mildred Foster – Leading Together Programme Manager – Oxford AHSN	
Pierre du Bois, Communications and Engagement Lead Manager, Clinical	
Research Networks: Thames Valley and South Midlands (by phone)	
Sophie Petit-Zeman, Director of Patient Involvement National Institute for Health Research (NIHR) Oxford Biomedical Research Centre (BRC) & Unit (by phone) John Trevains, Assistant Director of Nursing, NHS England (South Central) (by phone)	
Sandra Reagan - Patient Involvement and James Lind Alliance Project Manager NIHR Oxford BRC & Musculoskeletal Biomedical Research Unit (by phone)	
Apologies: Lynne Maddocks, Coordinator of Patient & Public Involvement Nuffield Department of Primary Care Health Sciences & NIHR CLAHRC Oxford Wendy McClure, Thames Valley Clinical Senate Manager Julia Coles, Senior Clinical Network Manager, NHS England	
REMINDER – 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.	
Declaration of Interest, Confidentiality Agreement, Group Values	
Terms of reference have been previously agreed.	
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.	
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.	MF
When agreed way forward, amend Terms of Reference accordingly.	
Leading Together Programme update	



The Leading Together Programme (LTP) will be hosting a pop-up university at NHS England Expo 8 September.	
https://www.england.nhs.uk/expo/expo2016/pop-up-university-2016/strategic-partners-and-patient-led-workshops/	
All LTP cohorts have started and will be completed by 4 October. Cohort 1-3 are working on their LTP projects.	
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	
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.	
Learning Disabilities Cohort development 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.	
Level 2 training programme update 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.	SR/LM
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chaired on a rotational basis by them	
 Health research awards - 130-odd guests have confirmed; St Hilda's College, Oxford, 12 October E-newsletter now in its 3rd month, about 300 subscribers, increasing CRN new web presence - "NIHR in your area" tab; to launch in October Patient Research Ambassador planning meeting with patients in October; some trusts already working on this; look at rolling it out. UK Older People's Day event Oxford Town Hall engagement stand to promote dementia research - 30 September Outreach to cancer support groups Annual review Annual event about dementia research, would like to involve partners Recruiting engagement and comms officer (band 5) League table campaign in October. 	PDB
 Business as usual i.e. here: http://oxfordbrc.nihr.ac.uk/public/our-work-with-patients-and-the-public/ Awaiting BRC and mental health BRC bid response from NIHR. Will inform the Group when decision is received. Working on a "map" to help lay partners to see their impact. In discussion about a creation of a roadmap for researchers to help those across TV know who to go to for PPI help, budgeting etc - need to decide scope (i.e. just for research or care too etc) Continuing to put patient member on panels for Trust Band 7+ job interviews (all 3 done/pending have been for AHSN) DF will provide training for lay partners participating in interviews 	SPZ
 CLAHRC Oxford Annual report submitted Collaborative work on sharing lay partners information. SR will report back PPI recording tool - GRIP2 not ready yet. Checklist to be used. SR will work on it 	LM
Peer Support for Lay Partners Due to low numbers of lay partners signed up to attend the network meeting the Group agreed to postpone the meeting. DF to notify lay partners, and ask them how long they would like the rescheduled meeting for and venue. To be rescheduled in the Autumn.	DF
PPI Network Recording impact event workshop (Dec 2015 highlighted the need of a network as a priority. The idea was followed up with a survey. SR reported back on the results from survey. DF suggested to use a readily available platform like Facebook rather than creating something from scratch.	LM/SR





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