



Working Together - Thames Valley and Milton Keynes Operational Group
Patients, professionals and the public working together to improve care

Terms of Reference

Purpose

The Working Together Operational Group is convened and chaired by the Oxford Academic Health Science Network (AHSN). It brings together infrastructure organisations from across the Thames Valley and Milton Keynes that have a shared interest in developing patient and public involvement, coproduction, person-centred care and research.

Principles for working together

- Doing things together - we will support patients, carers and the public to be involved throughout our work from shaping early thinking to evaluating the end result.
- Being inclusive - we will actively involve all stakeholders, including those who are seldom heard and ensure that our communications are accessible to all.
- Doing things once and sharing - we will use existing expertise and structures whenever possible and we will coordinate our work with other organisations.
- Being open about what we are doing and why – we will publish our minutes and updates on joint work on the Oxford AHSN website.

The Group will:

- Be a forum for information exchange about the work of each member organisation
- Support best practice in patient and public involvement in each member organisation and the partners they work with
- Develop and support work in areas of mutual interest. Sub-groups will be formed to support these areas of work as required - see appendix 1.

Meeting Frequency

The Operational Group will meet every eight weeks for two hours. Once a year there will be a half-day meeting to review and plan joint work.



Meeting conduct

The meeting will be co-chaired by the Oxford AHSN's Lead Lay Partner and the AHSN Director for Patient and Public Involvement, Engagement and Experience (PPIEE).

Members will abide by the behaviour principles and practice detailed at appendix 2.

Governance

The Operational Group forms part of the formal governance for the Oxford AHSN PPIEE Theme and reports to the Oxford AHSN Working Together Oversight Group – see appendix 3. Other organisations will have separate reporting structures for patient and public involvement – also at appendix 3.

Membership

The following organisations are invited to send a representative to the Group:

Education and training

- Health Education England

Care and commissioning

- NHS England Clinical Senate and Strategic Clinical Networks
- NHS England South Central
- Oxford Genomics Medicine Centre

Research

- [NIHR Applied Research Collaboration Oxford and Thames Valley \(ARC OxTV\)](#)
- [NIHR Oxford Biomedical Research Centre \(BRC\)](#)
- [NIHR Oxford Health Biomedical Research Centre](#)
- [NIHR Clinical Research and Design Service \(RDS\) South Central](#)
- [NIHR Clinical Research Network \(CRN\) Thames Valley and South Midlands](#)

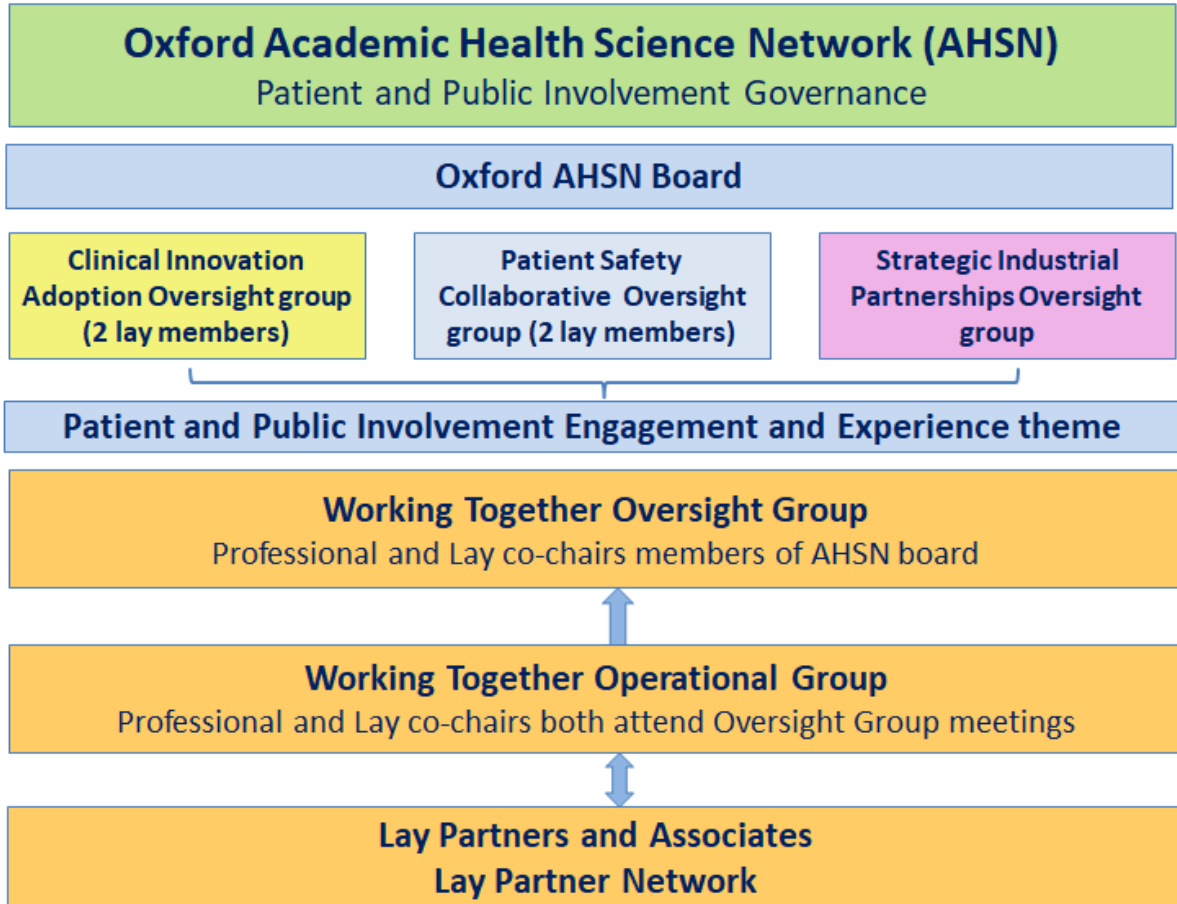
For current membership, see appendix 4.

Secretariat

Will be provided by Oxford AHSN.



Appendix 1





Appendix 2

Working Together Thames Valley and Milton Keynes Operational Group

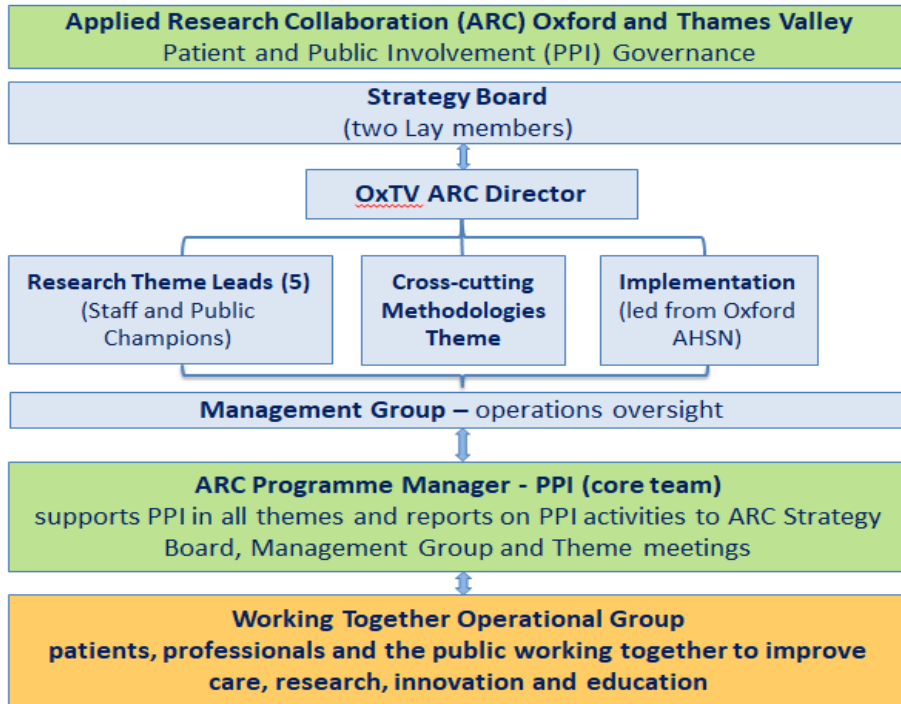
Behaviour - Principles and Practice

- Accept there is a collective responsibility for the Group
- Be supportive of each other, by being non- judgemental, respecting difference and listening
- Assume good will
- Treat others as you would like to be treated yourself
- Listen actively and show respect, especially during lively discussions
- If you challenge, challenge the statement and not the person
- Send apologies in advance
- Start and end meetings punctually
- Have mobile phones off
- Maintain confidentiality in the room
- Use clear and concise information
- Accept that it's O.K. for you or someone else to have a bad day
- Take responsibility for looking after yourself
- Feel free to take time out if you need it

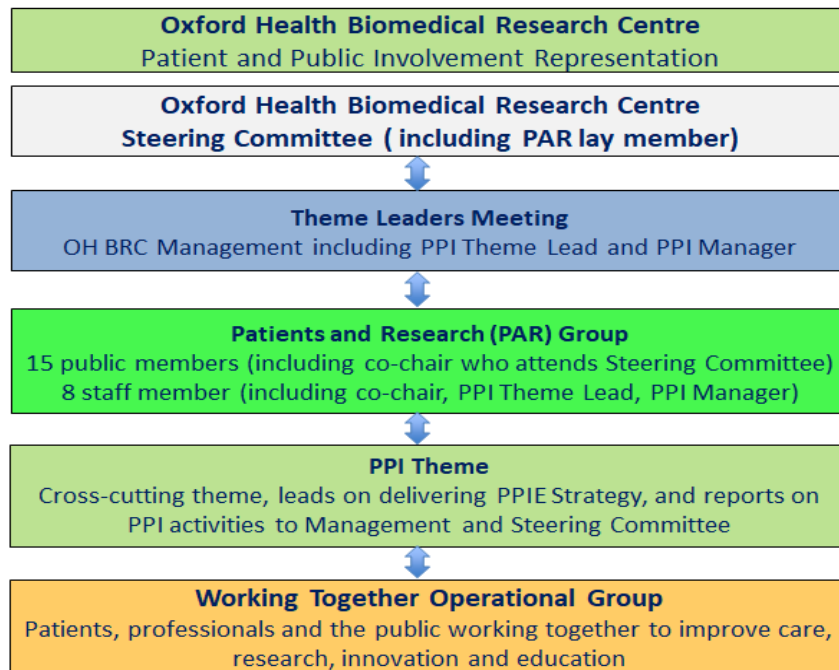


Appendix 3

Oxford Thames Valley ARC Structure

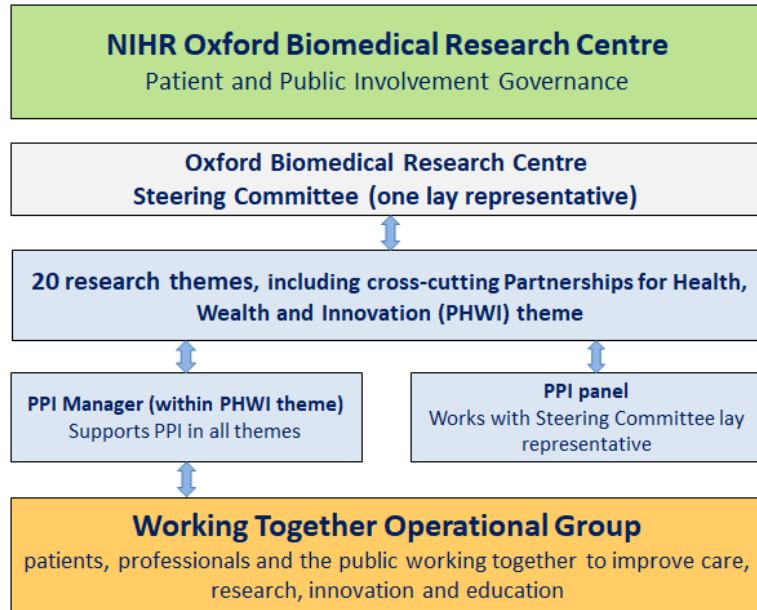


Oxford Health BRC structure





Oxford BRC Structure





Appendix 4 Membership 2019/2020

Sue Airey	NHS England South Central and Thames Valley
Judith Craft	Oxford NHS Genomic Medicine Centre (GMC)
Oliver Evans	NIHR CRN – communication and engagement sub-group chair
Douglas Findlay	Lead Lay Partner, Oxford AHSN - co-chair and diversity and equality sub-group chair
Paul Hewitson	NIHR RDS, South Central
Polly Kerr	NIHR Oxford BRC
Laurie Kenny	Oxford AHSN - secretariat
Claire Murray	Oxford Health BRC - – training and development sub-group chair
Alison Provins	Oxford AHSN Lay Partner
Sian Rees	Oxford AHSN - co-chair and recording and impact sub-group chair
To be confirmed	NIHR ARC OxTV