

ATTENDANCE

Organisation	Name	Role		Attendance
		Staff	Public Partner	
Oxford AHSN	Sian Rees	√		Present
	Alison Provins		√	Present
	Lucy Walters	√		Present
	Lucy Asquith	√		Present
	Lisa-Anne Dallas	√		Present
Oxford Biomedical Research Centre	Rachel Taylor	√		Present
Oxford Health Biomedical Research Centre	Alexandra Almeida	√		Present
Oxford Health NHS Foundation Trust	Debbie Moll	Guest		Present
TV ARC	Esther van Vilet / Una Rennard	√		Present
NIHR Clinical Research Network	Oliver Evans	√		Present
NIHR Research Design Service	Paul Hewitson	√		Present
NHS England South East		√		TBC
Leadership Academy		√		TBC
Clinical Senate		√		TBC

Agenda Item 1

Welcome, Introductions & Apologies

- New group members:
 - Lucy Asquith, Senior Programme Manager: Community Involvement and Evaluation Community Involvement & Workforce Innovation (CIWI) at Oxford AHSN
- Guests:
 - Debbie Moll - PIEP Lead for the Clinical Research Facility at Oxford Health NHS Foundation Trust (will alternate meetings with Alexandra Almeida)
 - Dr Sara McKelvie - GP & Community Research Medical Lead at Oxford Health NHS Foundation Trust
 - Naomi Merritt - Community RDT Lead at Oxford Health NHS Foundation Trust

Agenda Item 2

New Members Update

- Helen Bell - Programme Manager, South East Clinical Senate (NHS England - South East Region) invited to join the group from January 2023.

<p>Agenda Item 3</p> <p><u>Minutes from October 2022 meeting and matters arising</u></p> <ul style="list-style-type: none"> Group agreed October 2022 meeting minutes can now be added to the website. 	<p>LW</p>
<p>Agenda Item 4</p> <p><u>Involvement Matters newsletter update</u></p> <ul style="list-style-type: none"> 180 subscribers. Involvement Matters Newsletter first edition released on Friday 16th December 22: https://mailchi.mp/oxfordahsn/involvement-matters-dec22?e=d07618ee6e Link included at the bottom of the newsletter to share with colleagues, friends etc and to sign up directly. Link to newsletter and direct sign up link also to be shared with Working Together Group. Group to add link to organisation websites. Advise group of any feedback at next meeting on 19th January 2023. 	<p>LW ALL LW</p>
<p>Agenda Item 5</p> <p><u>Training & Development</u></p> <ul style="list-style-type: none"> Ran Writing for the Public workshop on 9th November 2022. 24 people attended. Seven completed the feedback form, scoring an average of 5 out of 6. Slide set from workshop to be added to Oxford AHSN website. 3 (possibly 4) speakers confirmed for Engaging with Men about their Mental Health webinar. Date TBC (either 21st, 22nd or 28th February 2023). Will start publicising at the start of 2023. Engaging with Men about their Physical Health webinar due in March 2023. Date TBC. Request to review draft invites to webinars prior to releasing. Circulate to the group. Working for the Public: Patients and Carers and how to get it right – will be a 3 hour session in Spring 2023 aimed at 50% staff, 50% public. Thoughts were the public may find it easier to attend in person, professionals may prefer online. Group agreed in person event would work best to trial. Group agreed we need a clear USP to attract attendees for a 3-hour session. 	<p>LW LW</p>
<p>Agenda Item 6</p> <p><u>Communications & Engagement</u></p> <ul style="list-style-type: none"> Revised Get Involved Banner ideas (for joint events) to be issued for comment. Your Path in Research Campaign – working with Local Authorities in recent months to ask them to spread the word about conducting research and integrating research into their practice i.e. supporting a study evaluating the impact of transport changes at the Oxfordshire County Council. 	<p>OE</p>

<ul style="list-style-type: none"> • Also been conducting a wider campaign aimed at healthcare staff to think about creative research. • Running webinars where the public can ask experts on certain conditions. In November, ran Ask the Experts: New Treatments for Diabetes. 80 people signed up, 30 people attended and received the video which is now on You Tube with over 400 views to date: (98) Ask the expert webinar: diabetes research - YouTube Planning another webinar on Dementia in the new year. • A photo exhibition about research has been sent to OCDEM (Oxford Diabetes Centre at the Churchill Hospital): Home (google.com) Hope to take it to Wokingham afterwards. Please send any ideas regarding exhibition locations to Oliver. • Media & Social Training in collaboration with AHSN and other NIHR continues to be popular. Latest session was last month and still over 100 people on the waiting list. Advise Oliver of anyone who would like to attend. 	<p>ALL</p> <p>ALL</p>
<p>Agenda Item 7</p> <p><u>Planning for the coming year</u></p> <ul style="list-style-type: none"> • Face to face meeting planned for next year. Will send the survey round in advance of this to build on content ideas. • Group agreed we need to use some of the January 2023 meeting to discuss content for the March 2023 meeting. The March 2023 will then be a strategic planning meeting. • Ideas for content – other ways to engage the public, which communities are we working with / want to work with. Bring further ideas to January 2023 meeting. • Review meeting idea – a public partner per organisation to attend? Discuss in January 2023 meeting. • Idea for a slide per organisation to be issued before March 2023 meeting with objectives for the year ahead. 	<p>L-AD</p> <p>ALL</p> <p>L-AD</p> <p>L-AD</p>
<p>Agenda Item 8</p> <p><u>Brief updates from:</u></p> <p>Oxford BRC</p> <ul style="list-style-type: none"> • See separate attachment: 15 themes launched on 1st December 2022. Key focus for 2023 is to embed PPI better within these themes. • See separate attachment: PPIE strategy implementation plan Year 1 2022-23 vs 4 (in draft form so only to be shared within group at present). • Rachel shared PPIE Strategy webpage: PPIE Strategy - NIHR Oxford Biomedical Research Centre • Jo Crocker, who is part of the core BRC team and senior researcher in PPI is doing a research project with the diversity and research group to look at how to maximise potential of this. Part of this will be the piloting and evaluation of a reporting tool developed by researchers on the Leadership Programme. 	

Oxford Health BRC

- Increased in size from 6 research themes to 11. Working with patients and research group to pinpoint actions under each objective for the next 5 years.
- Community involvement and engagement - working with the patients and public but lack underrepresented communities so have been working with the Science Together team on an initiative which matches a community with a need and with researchers.
- Last year worked with Blackbird Leys Youth Development Initiative to create an app for young people. Continued working with them after development of the app to create further opportunity for these young people inviting them to join the Young People's Advisory Group.
- Working with Oxford Community Action regarding Sickle Cell Anaemia – an ongoing project.
- Working with Oxford United – events for older adults to prevent loneliness – walking groups, bingo etc.

TV ARC

- Review of how to involve public contributors in governance to create clarity regarding what people could be involved in and how this can be structured within the organisation.
- Exploring setting up a mixed stakeholder group with public and community organisations, public contributors and healthcare professionals. Merging PPI and implementation so researchers can get their feedback on ongoing research or planning from a wider stakeholder point of view than just the public.
- Planning a community facing event to talk about research. Connecting with community organisations to co-design this.

NIHR CRN

- Re-tender of the CRN – from 1st April 2024, will be merging with a neighbouring CRN. Bids deadline passed earlier this month for organisations to bid to host the new network which will be called a “Research Delivery Network” not CRNs. Update due in February 2023.
- Participant Survey continues to collect responses. Research Champions (public volunteers) talk to staff about the research and the practicalities – signage, parking, refreshments etc.
- Continuing with engagement work with South Asian community in High Wycombe to try to engage them with research.

Agenda Item 9

Mapping Exercise of PPI in Oxford – Dr Sara McKelvie – GP & Community Research Medical Lead at Oxford Health NHS Foundation Trust

- Power point presentation by Sara McKelvie (see attached slides).
- The CRDT (Community Research Delivery Team) aims:
 - Raise the CRDT profile and build engagement across the Directorate
 - Increase Community Directorate staff “research readiness”
 - Increase research opportunities for OHFT patients and staff
 - Build on the existing Community Research Portfolio
- Sara & Naomi will be in touch with a date for the February mapping workshop.
- Request by Sara to attend March 2023 meeting.

L-AD



**Working Together Operational Group Meeting
Wed 14th December 2022, 9 – 11am**

The next **Working Together Operational Group Meeting** will be held virtually on MS Teams on:

Thursday 19th January: 10am – 12 noon

Meeting Schedule - Every 8 Weeks / 6 Times per Annum