

## ATTENDANCE

Organisation	Name	Role		Attendance
		Staff	Public Partner	
Oxford AHSN	Sian Rees	√		Present
	Alison Provins		√	Present
	Lucy Walters	√		Present
	Lisa-Anne Dallas	√		Present
Oxford Biomedical Research Centre	Rachel Taylor	√		Apologies
Oxford Health Biomedical Research Centre	Alexandra Almeida	√		Apologies
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

- Apologies received from Alexandra Almeida & Rachel Taylor.

### Agenda Item 2

#### Minutes from August 2022 meeting and matters arising

- Group agreed August 2022 meeting minutes can now be added to the website.

LW

### Agenda Item 3

#### Involvement Matters newsletter

- 130 people have signed up through MailChimp for the new Involvement Matters newsletter.
- Aiming for mid/late November for first edition of the newsletter. If you have a news, information, ideas or timely events, please send to Lucy W as soon as possible (by Wednesday 16<sup>th</sup> November). Lucy W will also send a follow up email to the group after this meeting requesting this.

LW /  
ALL

#### Agenda Item 4

##### Training & Development

- Started publicising the Writing for the Public Workshop scheduled for Wednesday 9<sup>th</sup> November. Oxford AHSN and NIHR CRN have both Tweeted about this. Currently have 16 people signed up. Also publicising through an FutureNHS Platform. May also include in the next AHSN Stakeholder newsletter at the beginning of November. 35/40 attendees is the limit for a 3 hour interactive workshop but there will be a waiting list as this event is always popular.
- Send Esther slide set from the last Writing for the Public Workshop.
- Request for the Writing for the Public Workshop invite to include a box for 'organisation name'.
- Engaging Men about their Mental Health webinar – tentative date of Wednesday 18<sup>th</sup> January. Liam Corbally from Oxford Health invited as one of the speakers. Once date has been agreed with speakers, aim to start publicising by November.
- Engaging Men about their Physical Health webinar – tentative date of Wednesday 1<sup>st</sup> February but now looking to push this back until the end of February. Ideas for discussion include prostate, diabetes and oral health. Will discuss more at the next Working Together meeting in December.
- Also planning a Working with Patients, Carers & the Public – Getting it Right 3 hour introductory workshop for anyone who works in PPI – tentative date of Thursday 16<sup>th</sup> March. Aiming for around 30 attendees. This session may be swapped around with the Engaging Men about their Physical Health to allow a longer break between webinars in the Engaging Men series.
- Request to the group on whether an Outcomes That Matter and/or Recording an Impact workshop would be a useful event to run. Please advise Lucy W of any thoughts but will revisit this at a future meeting.
- Currently a series of webinars being run by the Centre for Engagement and Dissemination around different impact tools and PPI.

LW  
LW

ALL

#### Agenda Item 5

##### Communications & Engagement

- Get Involved Banner – request to make the logos smaller and a similar size (possibly the Working Together Group logo lower down), less clinical images, all agree the action words work well.
- Suggestion to use a QR code. Suggestion to use a QR code to link to the Working Together Group page of the Oxford AHSN website. Group to review page and feed back ideas for updates at the next meeting: [Working Together Partnership - Oxford Academic Health Science Network \(oxfordahsn.org\)](https://www.oxfordahsn.org)
- Suggestion to use flyers – postcard/credit card size, maybe put a recipe on it to encourage people to keep it.

OE

ALL

<ul style="list-style-type: none"> <li>• The NIHR have a campaign called ‘Your Path in Research’ to engage people. Careers in Health Research is starting at the end of October with a current focus on public health and social care workers by trying to encourage them and their employer to be part of research.</li> <li>• Mid-November campaign focused on health workers by trying to encourage them to think about a career in research. Group asked if they have anything they would like to contribute to this. If so, please send to Oliver.</li> </ul>	<b>ALL</b>
<p><b>Agenda Item 6</b></p> <p><b><u>Planning for the coming year</u></b></p> <ul style="list-style-type: none"> <li>• Group agreed one face to face meeting next year would be beneficial. Suggestion for April.</li> <li>• Suggestion for this to be a peer support session with no minutes. Lisa-Anne to coordinate early next year.</li> </ul>	<b>L-AD L-AD</b>
<p><b>Agenda Item 7</b></p> <p><b><u>Working Together Group Review/Survey</u></b></p> <ul style="list-style-type: none"> <li>• Group agreed the Working Together Group survey will be sent out around in February to allow time for new members to experience more meetings.</li> <li>• Lucy Asquith – new Senior Programme Manager, CIWI team will be joining the group from December. Requested the group meet with her individually to introduce themselves. Lisa-Anne to assist Lucy A with this.</li> </ul>	<b>L-AD L-AD</b>
<p><b>Agenda Item 8</b></p> <p><b><u>Brief updates from:</u></b></p> <p>Oxford AHSN</p> <ul style="list-style-type: none"> <li>• Payment Policy will be finalised and issued with the next few weeks. It will be a core document but will have an editable section for organisational rates of pay. This document will be reviewed annually.</li> <li>• The AHSN are in the process of being relicensed.</li> </ul> <p>NIHR CRN</p> <ul style="list-style-type: none"> <li>• Comms Officer Jess has left. Currently hiring for this position.</li> <li>• In person staff awards took place at the end of September at the Blavatnik School of Government.</li> <li>• Survey of participants experience of research continues to be challenging with 500 responses this year but over 1,000 required by the end of March.</li> <li>• Attended an away day for the communicators in the NHS. They’re producing a guide around inclusive language around good principles for writing.</li> <li>• NHS England are producing a booklet about barriers to engagement in research.</li> </ul>	



**Working Together Operational Group Meeting  
Wed 19<sup>th</sup> October 2022, 9 – 11am**

<ul style="list-style-type: none"> <li>Planning more Q&amp;A webinars with clinicians. Trying to encourage other NIHR centres to do this too so can collaborate.</li> <li>Ran the 'Using the media and social media to engage the public in your research' again in September. Please continue to promote and support. This is a popular 2 hour online course: <a href="#">Booking form: Using the media and social media to engage the public in your research (google.com)</a></li> </ul> <p>NIHR RDS</p> <ul style="list-style-type: none"> <li>Application for the new NRSS (national Research Support Service) will be submitting early Nov; currently in process of organising existing/new collaborations with regional groups and the national RDS Public Involvement groups.</li> <li>Increased number of support requests for both project, but especially fellowship applications (Jan deadlines).</li> <li>Recent FAD (Fellowship Application Day) well attended (over 300 online) and plans to increase the number of 'Starting Researcher events' (half-day presentations with 1-2-1's with advisors following presentations) from four per year form the current two.</li> </ul>	ALL
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

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

**Wednesday 14<sup>th</sup> December 2022: 9am – 11am**  
**Meeting Schedule - Every 8 Weeks / 6 Times per Annum**