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	√		Present
Oxford Health Biomedical Research Centre	Alexandra Almeida	√		Present
TV ARC	Polly Kerr	√		Present
NIHR Clinical Research Network	Oliver Evans	√		Present
NIHR Research Design Service	Paul Hewitson	√		Apologies
NHS England South East		√		TBC
Leadership Academy		√		TBC
Clinical Senate		√		TBC

Agenda Item 1 **Welcome, Introductions & Apologies** • Alexandra Almeida attended the first hour. • Polly Kerr represented Claire Swartz, ARC.	
Agenda Item 2 **Minutes from January 2022 meeting and matters arising** • Group agreed these minutes can now we added to the website by Lucy.	**LW**
Agenda Item 3 **"Involvement Matters"** • 500 people currently on the newsletter mailing list and Polly obtaining Adestra license. • Agreed newsletters could be more ad hoc (as and when content is available) with the aim of releasing the first newsletter in August 2022. • Send Lucy Mailchimp example newsletter. People will have to register on this platform to receive future newsletters. • Connect Lucy with Jess, Comms Officer for assistance with Mailchimp. • Start drafting a sign-up email for newsletters through Mailchimp. • Group agreed everyone to contribute to content.	**OE** **OE** **LW / PK** **ALL**

Agenda Item 4 **Payment Policy Update** • Group to review updated Payment Policy and send comments to Sian by June 10th 2022. • Add to Agenda for August 2022 meeting.	**ALL** **L-AD**

Agenda Item 5
 	
Training & Development
 	
• **Attendance & feedback summaries from events Sept 2021 – April 2022**
   o Lucy presented the Group with attendance and feedback statistics.
   o People with Autism Webinar had the most attendees.
   o Workshops had a higher number of people that signed-up attend.
   o All recordings from "Inclusion for All" series are now available on You Tube.
   o Email the write-ups for each session to the Group.
 	
• **Future Events**
   o Ideas:
      ▪ Men's Health (this could include a small series of Webinars – Men's Mental Health, Men's Physical Wellbeing, male specific cancers such as Prostate Cancer etc)
      ▪ Homelessness
      ▪ Refugees
      ▪ Workforce (Staff) Mental Health
      ▪ Cultural, Socioeconomic and Geographical effects on Health
   o Group to email Lucy with other ideas.
   o Add to Agenda for August 2022 meeting.
 	
• **Finance Report**
   o Sian & Lucy presented the Finance Report.
   o Email paper to the Group.
   o Send group costings from last year (split by organisation) in order to estimate for this/next year.
   o Add "Event Budgeting" to the Agenda for August 2022 Meeting.
	LW
	
	ALL
	L-AD
	
	LW
	LW
	
	L-AD

Agenda Item 6 **Creative Connections - Visual Summary vs Illustration Costs** • Lucy didn't receive any suggestions of companies for competitive quotes from the group. • There is no commission for any further work at present.	

Agenda Item 7

Communications & Engagement

- **Banner Designs**
    o Oliver presented banner options.
    o Group were in favour of circle design over box design and the option with fewer words.
    o Remove the words "Educating NHS Workers" and replace with "Health & Care Education".
    o Remove the words "NHS Services" and replace with "Health & Care Services".

- **New NIHR guide on public involvement in research**
    o Oliver shared the following links for the group to review:
        ▪ Starting Out Guide - Why and how to get involved in research | NIHR
        ▪ https://bepartofresearch.nihr.ac.uk

	OE
	OE
	ALL

Agenda Item 8

Brief updates from:

AHSN
- Running Focus Group with Seldom Heard Communities – Polish Community in Birmingham, South Slough and South London. These relate to different pieces of work – some around the Lipid Management Pathway which is a national programme and some relate to an Automated AI technology in Healthcare.

CRN
- Conducting a patient survey which gets refreshed every year – in paper form and online. Also writing the report on last year's findings.
- Created a postcard to be given to people when they sign up for a study with details of other studies on the back of the card to encourage future participation. Also trying to add research content to patient appointment letters.
- Be Part of Research will allow you to create an account to find research that is specifically of interest to you. This will be ready for the public next year.
- The NIHR has come up with a national programme of how to engage underrepresented communities. It's called "Research Ready Communities" and Cora is doing a study in the Asian community in High Wycombe. Oliver welcomed any thoughts or help.
- Looking to do some Webinars – Q&As with Research Doctors about selected topics so "Ask the Expert About <<condition>>"
- Media Training is ongoing and is proving popular. Please continue to promote this to staff and encourage them to sign up.

ALL

ARC

- Piloting an online PPI evaluation tool with Primary Care Dept called the Cube – will eventually be available to anyone; had successful internal launch in April, more information here: https://docs.google.com/document/d/1dzNcprHzjVnE7-GvUNIpAM407_GT7wAj/edit
- Held 'Difficult situations in PPI' workshop in March – joint initiative with other regional NIHR infrastructure, funded by CED. Submitted final report and are about to start work on next steps, which will mainly focus on training for PPI staff.
- Esther van Vliet will be covering 2 days a week as Programme Manager while Claire Schwartz is on maternity leave – starting 6th June. Interviews have taken place for a part time Public Involvement Officer. One of them will hopefully be able to attend meetings in future.

NIHR RDS

- National RDS PPI group have agreed to raise the upper limit for funding for pre-grant activities (PIFs - Public Information Funding) from £300 to £350; currently also looking to provide a larger amount of funding (£750-£1k) for larger, longer-term pre-grant activities (meeting 25th May); however, not clear how this would be funded.
- New contract for RDS/CTUs decided in 18 months; however, some uncertainty regarding potential changes to the service (as no information from NIHR).
- Take-home points from national RDS day were that NIHR were endeavouring to make research 'participant centred, not researcher centred'; develop more inclusive/specific ways of recruiting and expanding the recruitment to 'seldom-heard' groups.

Oxford BRC

- Held a Diversity in Research event on 22nd March with 60 attendees. Had 7 PPI contributors and 3 Researchers giving presentations about their experiences. Made 2 films at the event both of which are publicly available (one is from a PPI Contributor point of view).
- Arranging a follow up Roundtable event on 21st June. Oliver and Cora may like to attend as there will be people from the Asian community who can talk about the outreach work in High Wycombe and can help support Cora with this. Rachel to send details to Cora.
- 5th July is the BRC Open Day at the Town Hall.
- Making progress with Literature Review with is led by PPI Contributors – meeting mid June to discuss the themes and hope to complete this by the end of September.

RT

Agenda Item 9

Planning for the coming year
- Agreed to explore a hybrid meeting later in the year.

Agenda Item 10 **A.O.B.** • Sian suggested group complete "Working in Partnership with People & Communities" Consultation [Working in Partnership with People and Communities: Summary of draft guidance - NHS England - Citizen Space](#)	**ALL**

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

Thursday 25th August 2022: 10am – 12 noon
Meeting Schedule - Every 8 Weeks / 6 Times per Annum