ATTENDANCE

Organisation	Name	Role		Attendance
		Staff	**Public Partner**	
HIN Oxford and Thames Valley	Sian Rees sian.rees@healthinnovationoxford.org	√		Apologies
	Alison Provins mail.alisonp@gmail.com		√	Present
	Lucy Walters lucy.walters@healthinnovationoxford.org	√		Present
	Lisa-Anne Dallas lisa-anne.dallas@healthinnovationoxford.org	√		Apologies
Oxford Biomedical Research Centre	Rachel Taylor rachel.taylor@ouh.nhs.uk	√		Present
Oxford Health Biomedical Research Centre	Cora Reilly-McGeown cora.reillymcgeown@oxfordhealth.nhs.uk	√		Apologies (Emily Tammaram attended)
TV ARC	Una Rennard una.rennard@phc.ox.ac.uk	√		Present
NIHR Clinical Research Network	Oliver Evans oliver.evans@ouh.nhs.uk	√		Present
NIHR Research Design Service	Paul Hewitson paul.hewitson@ndph.ox.ac.uk	√		Apologies
Clinical Senate	Helen Bell helen.bell27@nhs.net	√		Present

Agenda Item 1 **Welcome, Introductions & Apologies** • Apologies - Sian Rees, Lisa-Anne Dallas & Paul Hewitson • Introduction - Emily Tammaram, PPIE Administrator at Oxford Health BRC representing Cora Reilly-McGeown	
Agenda Item 2 **Minutes from December 2023 meeting and matters arising** • Group agreed these were a fair representation of the meeting and can now be uploaded to the website.	**LW**

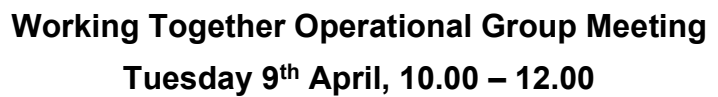| **Agenda Item 3**	
Feedback on group testing of the Working Together Partnership FutureNHS Platform	
• Still undecided on best way to share upcoming events/calendars but agree is needed and would be particularly useful for content for Involvement Matters. BRC Open Day on 10th May – Rachel to add to FuturesNHS platform.	**LW**
• Point was raised that the purpose of the platform (in previous discussions) was to utilise it for sharing community information, not necessarily agendas and minutes.	
• Concerns over duplication of comms. Agreed to trial and error. Oliver advised often have weekly events but agreed only to include if two or more organisations involved. Add all we feel relevant to our MS Teams (meeting) Chat as well and see what works best.	
• Refer to Rachel Piper for community lists and upload as appropriate.	**RT**
• The Clinical Senate is doing a piece of work on patient access to healthcare records. Helen found a need for the community links spreadsheet but it was not fully populated which made in unusable. Raises question over what we include in this spreadsheet going forward. Req for members to confirm what they would find useful.	**ALL**
• Request for an updated membership list for people in the Working Together Partnership. Advise Oliver when done so these can be passed to Kerri.	**L-AD**
• Agreed to trial agendas and minutes being uploaded to FuturesNHS platform going forward. Add agenda to meeting calendar invite too.	**L-AD**
Agenda Item 4	
Update on finance report	
• Discussed the remaining balance in the mid-point budget review (March-Sept '23) which was presented at Dec '23 meeting at just over £4.8k which is why the decision was taken to not request funding from partner organisations for FY 2024-25.	
• The two events we are due to run within the coming months will be funded from the remaining budget from the previous FYE.	
• A final report for the FY 2023-24 to be produced and shared with the group.	
Agenda Item 5	
Training / events:	
• In the Partnership's meeting in December '23 it was agreed to run two further events between Jan-July 2024. We informed the group (at our Partnership meeting in April) that it might only be possible to deliver one event before end of July due to staffing shortages within the Oxford HIN – this was accepted by the group. Writing for the Public workshop proposed as this one event.	
• Request for more public contributors and for the content of the workshop to be disseminated to the group prior to the event.	

• Add previous Writing for the Public workshop slides from previous event to FutureNHS.	**L-AD**
• Alison offered to provide some insights/ideas for the Writing for the Public workshop.	**AP**
• Useful links shared by group during the meeting for this event:	
○ Booking form: Using the media and social media to engage the public in your research: https://docs.google.com/forms/d/e/1FAIpQLSdTNNfizqhciV5hrokY7r1CUHVPCY1LULmUsLp8BpO0WvQIzg/viewform	
○ Hemingway App makes your writing bold and clear: Hemingway Editor (hemingwayapp.com)	
○ Gunning Fog Index: Gunning Fog Index (gunning-fog-index.com)	
○ NIHR Plain English Summaries: Plain English summaries	NIHR	
○ Get your document's readability and level statistics: Get your document's readability and level statistics - Microsoft Support	
• Sent Cora/Emily a list of events and outputs for the last financial year and a link to the 2023 Inclusion for All Webinar Series (for NIHR reporting purposes).	**LW**
Agenda Item 6 **Scheduled discussion topic for April meeting** *Describe impact and report on our work:* **Each organisation to come prepared with 1-3 suggestions how we can improve the impact and report on our collaborative work** • Combined with Agenda Item 7 below due to meeting overrun.	

Agenda Item 7
 	
Brief updates (on issues linked to our purpose):
Health Innovation Oxford & Thames Valley
Update:
• 2 externally funded grants we are working on:
  ○ IBEX who have developed AI technology to assess breast tissue screening samples. Working with two seldom heard communities groups - men with breast cancer and Black and Asian women.
  ○ Medical iSight who have created a Augmented Reality (AR) headset that provides a 3D image of the patients brain to surgeons who are carrying out mechanical thrombectomies.
	LW

CRN *Measuring impact, things that work:* • Use of infographics, feedback surveys. *Update:* • The CRN in its current form is ending in September. 15x CRNs will become 12x RDNs (Research Delivery Networks). • Event in July to celebrate CRNS achievements for 10 year anniversary.	**OE**

- Participant Survey continues – Hit target of 1,100 responses by end of March. These results will soon be featured on a national dashboard showing results from across the country. - Reminder – International Nurses Day & International Clinical Trials Day in May. ARC *Measuring impact, things that work:* - For every event we need to remember what we are trying to change/achieve in order to make an impact. Output → Outcome → Impact *Update:* - Recruited six new PPI champions for core group which has doubled numbers. Focus on coproduction and codesign of what they are involved in so PPI is much more embedded in work. - Conducting another piece of work on what PPI is happening within the ARC and lessons learned. Building on what PPI and community engagement will look like in the next tender for the ARC.	UR
Oxford BRC *Measuring impact, things that work:* - Have a researcher working with Oxford BRC (Dr Joanna Crocker) looking at the diversity in research over the past year in terms of how it has made a difference. Rachel to invite Joanna to one of our meetings or us to one of her events? - Conducted an impact report for the PPI Advisory Group – see website. - Conducted an Ethnicity and Inclusion event in March to explain what resources are out there and how to use them. Did a before and after evaluation for contributors to measure change. - PPI Contributor training – completed 1 of 4 modules. These will be templates that can be shared with the group.	RT
Oxford Health BRC *Update:* - Coffee morning to get people involved went well – new people on mailing list. - Event at the Westgate Centre on 30th May so people can learn about research – open to the public.	ET
NHS South East Clinical Senate *Measuring impact, things that work:* - Wanted to emphasise the importance of "closing the loop" and following up with contributors after an event/review. *Update:* - Updated the co-dependencies of acute hospitals – published in January. From this came another piece on workforce training & education which was also published. - Putting people at the heart of service change report (looking at coproduction and community power) – published in February. - Working on patient access to healthcare records at present – hope to public in the summer.	HB

Agenda Item 8	
AOB and date of next meeting (pushed back to 24th July) • Next meeting: Wednesday 24ᵗʰ July: 09:30 – 13:00 (in person, venue TBC) • Measuring impact should be a focus for our in-person meeting. • Double check room at Oxford HIN next time at office to see if this is suitable.	**LW/L-AD**