

## ATTENDANCE

Organisation	Name	Role		Attendance
		Staff	Public Partner	
HIN Oxford and Thames Valley	Sian Rees	√		Apologies
	Alison Provins		√	Present
	Lucy Walters	√		Apologies
	Lucy Asquith	√		Present
	Lisa-Anne Dallas	√		Present
Oxford Biomedical Research Centre	Rachel Taylor	√		Present (first half)
Oxford Health Biomedical Research Centre	Cora Reilly-McGeown	√		Apologies (attended by Luarena Durston)
TV ARC	Una Rennard	√		Present
NIHR Clinical Research Network	Oliver Evans	√		Present
NIHR Research Design Service	Paul Hewitson	√		Present
Clinical Senate	Helen Bell	√		Present

<p><b>Agenda Item 1</b></p> <p><b><u>Welcome, Introductions &amp; Apologies</u></b></p> <ul style="list-style-type: none"> <li>• Apologies from Sian, Lucy W and Cora.</li> </ul>	
<p><b>Agenda Item 2</b></p> <p><b><u>Minutes from August 2023 meeting and matters arising</u></b></p> <ul style="list-style-type: none"> <li>• Group agreed these were a fair representation of the meeting and can now be uploaded to the website.</li> <li>• Previous action – please ensure complete - Held a PPI event running up to a funding bid to the MRC. Researchers were very enthusiastic and engaged. Rachael will share guidance notes for researchers with the group.</li> <li>• Previous action - bio and photo for the website from each organisation.</li> <li>• Previous action – resend Involvement Matters link for organisations to add to websites.</li> </ul>	<p>LW</p> <p>RT</p> <p>ALL LW / ALL</p>
<p><b>Agenda Item 3</b></p> <p><b><u>Actions from in person meeting in June</u></b></p> <ul style="list-style-type: none"> <li>• Write and share our own organisational objectives for the group for the coming year.</li> <li>• Reminder to contact group before contacting new communities.</li> </ul>	<p>ALL</p> <p>ALL</p>

<p><b>Agenda Item 4</b></p> <p><b><u>Proposal for discussion / approval:</u></b>  <b>Suggest we have a focus for each quarterly meeting, based on the themes agreed in the purpose statement. Ideas:</b></p> <ul style="list-style-type: none"> <li>○ Dec: Sharing information and creating shared resources</li> <li>○ Apr: Describe impact and report on our work</li> <li>○ July (in person): Develop outcome framework and metrics</li> <li>○ Sept: Training and an overall review of progress</li> </ul> <ul style="list-style-type: none"> <li>● No comments received from the group since the last meeting. Agreed group purpose statement.</li> </ul>	
<p><b>Agenda Item 5</b></p> <p><b><u>Sharing information and creating shared resources:</u></b>  <b>Introduction to NHS Futures</b>  <b>What shall we share there?</b>  <b>How shall we use it?</b></p> <ul style="list-style-type: none"> <li>● Communities spreadsheet added to FutureNHS Platform. Need to add counties to this spreadsheet. LD</li> <li>● Upload Oxford BRC Themes as appropriate. RT</li> <li>● All to practice uploading and sharing documents on the platform to increase familiarity. ALL</li> <li>● Resend joining link to Una and Oliver. Also send to Cora Reilly-McGeown, Luarena Durston and Kerri Dempster. L-AD</li> <li>● Luarena to create a “How To” guide for FutureNHS and Lisa-Anne to upload to the platform for others (see attachment). LD / L-AD</li> <li>● Guide to using the platform and its functionality: <a href="#">A guided tour through the Innovation Collaborative workspace on the FutureNHS Collaboration Platform (youtube.com)</a> ALL</li> <li>● Idea to create/upload a shared diary. LD / L-AD</li> </ul>	
<p><b>Agenda Item 6</b></p> <p><b><u>Update on finances</u></b></p> <ul style="list-style-type: none"> <li>● Lucy W not present to provide update. £13,000 income this financial year, £4,879 remaining.</li> <li>● Will be covered at next meeting including predicted expenditure from each organisation. In the meantime, send group income and expenditure summary to date. LW/ALL</li> <li>● Would like to run 2 more events this financial year into early next financial year.</li> <li>● CRN is merging with another organisation in October 2024. Update group in the spring. OE</li> </ul>	

<p><b>Agenda Item 7</b></p> <p><b><u>Training / events</u></b></p> <p><b>A number of options to explore / agree</b></p> <ul style="list-style-type: none"> <li>• £4,800 left to spend this financial year</li> <li>• Event ideas – a repeat Writing for the Public Workshop and/or event surrounding asylum seekers/seldom heard groups.</li> <li>• Draft a statement describing the purpose of the events/training document before considering events and expenditure.</li> <li>• Add mission statement to FutureNHS.</li> <li>• Resend group dates and stats from men’s mental and physical health webinars.</li> </ul>	<p>LA</p> <p>LA</p> <p>LW</p>
<p><b>Agenda Item 8</b></p> <p><b><u>Public Partner Payment Policy – annual review</u></b></p> <ul style="list-style-type: none"> <li>• Add in section on voucher payment – not available, is taxable and can affect benefits.</li> <li>• Add in section on payment method (BACS). Other methods will be considered on a case by case basis (no bank account etc).</li> <li>• Send group revised document once amended.</li> </ul>	<p>Actions completed and policy approved 19<sup>th</sup> Jan 2024</p>
<p><b>Agenda Item 9</b></p> <p><b><u>Brief updates from:</u></b></p> <p><b>Health Innovation Oxford</b></p> <ul style="list-style-type: none"> <li>• NHS England funded a number of ICBs to help develop a Research Engagement Network (cohort 1 which was funded at the beginning of the year). The focus of this was to emphasise the fact that we know research is important, we know that research is often not informed by the thoughts and views of local communities and research does not also inform planning.</li> </ul> <p><b>CRN</b></p> <ul style="list-style-type: none"> <li>• Please refer to topic links below:</li> </ul> <p><a href="#">Southampton to host new network for health and care research across region   NIHR</a></p> <p><a href="#">Watch: experts answer questions on age-related macular degeneration research   NIHR</a></p> <p><a href="http://thebodyunlocked.info">http://thebodyunlocked.info</a></p> <p><a href="#">Booking form: Using the media and social media to engage the public in your research (google.com)</a></p> <p><a href="https://local.nihr.ac.uk/news/survey-shows-positive-experiences-of-taking-part-in-research/34475">https://local.nihr.ac.uk/news/survey-shows-positive-experiences-of-taking-part-in-research/34475</a></p> <p><b>Oxford BRC</b></p> <ul style="list-style-type: none"> <li>• NIHR is asking for case studies for the impact of PPI. Rachel approaching PPI contributors and has designed a survey. Please request from Rachel if this could be of use to your organisations.</li> </ul>	<p>ALL</p>



**Working Together Operational Group Meeting**  
**Tuesday 12<sup>th</sup> December 2023, 10.00 – 12.00**

**Agenda Item 10**

**AOB and Date of Next Meeting**

- Next meeting: Tuesday 9<sup>th</sup> April 2024, 10:00 – 12:00