



Working Together Operational Group Meeting
Wednesday 30th August 2023, 10.00 – 12.00

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	√		Apologies
Oxford Biomedical Research Centre	Rachel Taylor	√		Present
Oxford Health Biomedical Research Centre	Alexandra Almeida	√		Present
TV ARC	Una Rennard	√		Apologies
NIHR Clinical Research Network	Oliver Evans	√		Kerri Dempster attended for Oliver
NIHR Research Design Service	Paul Hewitson	√		Present
Clinical Senate	Helen Bell	√		Present

<p>Agenda Item 1</p> <p><u>Welcome, Introductions & Apologies</u></p> <ul style="list-style-type: none"> • Apologies received from Claire Swartz & Oliver Evans • Kerri Dempster attended for Oliver Evans 	
<p>Agenda Item 2</p> <p><u>Minutes from March 2023 meeting and matters arising</u></p> <ul style="list-style-type: none"> • Action outstanding – add Involvement Matters subscribe link to organisation websites. ALL • Action outstanding – bio and photo for the website from each organisation. Actioned by Oliver and Helen. RT / UR/ PH / AA • Continued request for content for Involvement Matters (next newsletter due in December 23) ALL • Group agreed these were a fair representation of the meeting and can now be uploaded to the website. LW 	
<p>Agenda Item 3</p> <p><u>Actions from in person meeting in June</u></p> <ul style="list-style-type: none"> • Shared learning space – need a common space which everyone is familiar with. Google Space is not ideal as not many organisations use it. MS Teams is a possibility – still LW/ L-AD 	

<p>investigating this. NHS Futures is already set up and is also a potential platform. Will update at next meeting.</p> <ul style="list-style-type: none"> • Use shared learning space for shared updates/chat too. • Spreadsheet for member details including community groups, member knowledge and speciality etc - Lucy A will coordinate and add to shared space once available. • Working Together Group Membership – new members from SE Clinical Senate currently difficult to identify due to organisational change. Will update with any news. <p>What did you take away from the in person meeting?</p> <ul style="list-style-type: none"> • “Inspired and feeling different regarding the way our work overlaps.” • “Awareness of the group’s enthusiasm to work better together and learning ways we can work more collaboratively.” • “It was energising and positive.” • “Interested to learn about other people’s model of community involvement.” • “It’s surprising how much words matter. We all had our own opinions on what the group meant to us.” • “It’s about creating some common purpose.” • “Would be good to have a shared digital space.” • “We need to work better together particularly on events.” • “The value is in the detail.” <p>What are you going to do differently in today’s meeting?</p> <ul style="list-style-type: none"> • “Listen more intently for areas of overlap in our work.” • “Follow up more on other’s work.” • “Ask more questions of what everyone is doing.” • “Would like to work on a project together where we can all contribute.” • “Peer support is important - we need to work together more closely.” • “Need to check with this group before approaching new communities.” 	<p>NOTE</p> <p>LA</p> <p>HB</p>
<p>Agenda Item 4</p> <p><u>Review and approval of mission and purpose</u> (revised wording to be tabled at the meeting)</p> <p><i>“By working together, we will develop and support quality, diverse community involvement and engagement in health services, research, and education.</i></p> <p><i>We can deliver this through collaborative planning and communication, which involves sharing ideas, resources (avoiding duplication, value for money), drawing on each organisations strengths and networks.</i></p> <p><i>We will do this by:</i></p> <ul style="list-style-type: none"> ▪ <i>Sharing information</i> ▪ <i>Developing & delivering training</i> ▪ <i>Creating shared resources</i> ▪ <i>Describing impact</i> ▪ <i>Developing outcomes framework/metrics</i> 	

<p>▪ Reporting</p> <ul style="list-style-type: none"> Remove bracketed text and correct grammar. Remove unnecessary words. Reword as required. Send to group to sign off. 	<p>LA/LW</p>
<p>Agenda Item 5</p> <p>Discussion: How shall we implement our agreed mission and purpose?</p> <ul style="list-style-type: none"> 6 different areas in the mission statement which we would like to do our work through. Ideas - structure each meeting around one/two of these themes, have a lead person dedicated to each theme, working more collaboratively on these themes (for existing work) outside of meetings, create a workplan around these themes. Group invited to be involved in the Oxford PPI Leads Group created by Polly Kerr (PPI Manager of Primary Health Care Sciences Department) – meets every 2 months. Rachael to introduce those interested. Agreed to map out the meetings for the remainder of 2023/24 – two themes for each of the upcoming three meetings. Needs more focus. Idea to share events/community mapping spreadsheet on shared learning space. Circulate spreadsheet so people can add their thoughts for the time being until the space is created. 	<p>ALL LA LA</p>
<p>Agenda Item 6</p> <p>Brief updates from (including event updates):</p> <p><u>AHSN</u></p> <ul style="list-style-type: none"> Projects - working on two awards in breast cancer (one in AI, the other in diagnostics), a virtual wards initiative and a new App for people with severe Asthma. Community focus – working on an evaluation of health inequalities funding that PCNs are spending, also further deepening the relationship with Banbury Mosque regarding heart health. Lucy to add in community connections to shared spreadsheet. Setting up a panel of equality, inclusion and diversity managers for the Oxford AHSN. <p><u>CRN</u></p> <ul style="list-style-type: none"> Continuing working on participant experience survey which has been open since April. Circa 360 responses for this year. Report is due at the end of September 2023. Promoting the study road test service where research champions/public volunteers work with study teams to try and find ways to improve patient experience. <p><u>Oxford BRC</u></p> <ul style="list-style-type: none"> 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. Upcoming talk at “Oxford Inside Out” which is an Oxford University event mainly targeted at researchers but any of the group would be welcome to go. On 21st September, have a talk by Joe Cocker and others about impact and evidencing the impact of PPI. Running this event with Oxford University Global Health Department. Send registration link to group. 	<p>LA RT ALL RT</p>



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<ul style="list-style-type: none"> • Starting the planning for a race inclusion workshop for researchers with the Diversity of Research Group. <p><u>Oxford Health BRC</u></p> <ul style="list-style-type: none"> • Continuing Sickle Cell Anaemia project with Oxford Community Action. Now starting to work with the red cell service and the community to educate young people going through school on what the condition is, who should be tested and the implications of this. 	
<p>Agenda Item 7</p> <p>AOB</p> <p><u>Finance Report</u></p> <ul style="list-style-type: none"> • Due in October 2023 – readdress in the December meeting. 	LW

Next meeting: Tuesday 12th December 2023, 10:00 – 12:00