

INVOLVE

Minutes of the Strategic Alliances Working Group Meeting

Tuesday 03 June 2008

Present: Richard Baker, Angela Barnard, Sue Banton, Simon Denegri, Stuart Eglin (Chair), Poonam Jain, Mark Petticrew, Laura Serrant-Green and Maryrose Tarpey.

1. Welcome, apologies, introductions, declarations of conflicts of interest and ground rules

Apologies were received from Chris Caswill and Maria Palmer. There were no conflicts of interest reported.

2. Notes of meeting held on 06 March 2008

The minutes of the previous meeting were agreed.

3. Matters arising

Group members activity form:

This was a form devised by Strategic Alliances to collect information from Group members on any activities they had undertaken, either on behalf of INVOLVE, or where they referred to the work of INVOLVE. The first form sent to members covered the period between 01 June and 30 November 2007. Based on feedback from members an amended version of this form will be sent to members covering activities from December 2007 to May 2007.

Discussion forum:

Members were informed that it is possible to set up an email alert system for new entries placed on the forum but is not yet available.

4. Budget

There were no questions about the budget.

5. Operational Plan 2008 / 2009

d) INVOLVE conference 2008

INVOLVE's sixth national conference takes place in November 2008. Members of the Conference Planning Group (CPG) have very successfully reviewed over 150 submissions in response to our Conference 'Call for Presentations' making the final selection of presentations very straightforward. The quality and range of the submissions was excellent. The final programme and registration form will be sent to the printers by mid June.

Action: It was suggested that for future conference 'call for presentations' we should give clearer guidance on what the abstracts should include

e) Social research seminar

This joint one-day seminar with the ESRC National Centre for Research Methods (NCRM) will take place on 26 September 2008 in London. The aim of this seminar is to achieve a better understanding of public involvement in applied social science care research. The day's presentations and discussions will be written up as a joint report and disseminated by both organisations.

The seminar flyer and detailed programme have been sent to the programme speakers for final comment.

Action: Information about the seminar will be sent to all INVOLVE Group members

f) Social Care: Examples work

Members were reminded that this work has been commissioned by Strategic Alliances as a mapping exercise to chart examples of public involvement in social care research. It is due to complete at the end of May 2008 and is being carried out by the Norah Fry Centre at the University of Bristol.

A second advisory group meeting took place in early May and preliminary findings indicate 75 projects submitted online so far. It is not yet known how many of these actually have active public involvement in their research. The projects will be reviewed by the Support Unit and all of those identified as having active public involvement in research will be contacted for permission for their details to go on the INVOLVE website.

It is anticipated that for Stage 2 of the work we will want to explore some of the

projects identified in greater depth to highlight different approaches to public involvement in social care research and also some of the 'lessons learnt'.

g) Involving service users in the National Research Ethics Service (NRES)

Sarah Buckland is continuing work with the National Research Ethics Service (NRES). The Support Unit have recently completed a pilot survey of lay members and plan to send the questionnaire out to all lay members, via the Research Ethics Committee (REC) Administrators, in June. We will also be meeting with NRES and others in the next couple of months to explore possible further training on public involvement for REC members.

NRES are currently in the process of making publicly available via their website, summaries of all ethics committee applications. They will also be publishing the outcomes of all decisions by the committees.

h) James Lind Alliance

We continue to be involved with the JLA and in particular to follow through on a joint project between JLA, UKCRC partners and ourselves on the extent to which research funders involve the public in commissioning and research priority setting. Sally Crowe and Kristina Staley will be giving a presentation titled 'Research priority setting in the UK: interim feedback from a scoping exercise' to the main Group meeting in the afternoon.

i) Public involvement in research commissioning

The draft summary paper reported on the INVOLVE survey of public involvement in commissioning conducted between October and November 2007. The survey was conducted in partnership with UKCRC member organisations including the Association of Medical Charities (AMRC) and the James Lind Alliance (JLA). A draft version of the full report on the survey which includes the detailed responses from each respondent will be sent to our partners for comment shortly. The summary version is an agenda item for the Group meeting in the afternoon.

This survey is linked to the research commissioned by the JLA on research priority setting (referred to in item 5h) above.

j) Economic and Social Research Council (ESRC) development work

Current INVOLVE / ESRC activities include the following:

- contributing to two sessions during the ESRC Research Methods Festival in July 2008;
- running a joint INVOLVE/ ESRC National Centre for Research Methods workshop in September 2008 (see item 5E above);
- corresponding with David Guy, Head of the Knowledge Transfer Partnership programme at the ESRC and considering ways to take forward suggestions arising from this correspondence.

Members were also updated on the most recent response from David Guy to Stuart Eglin's letter sent in April which covered the following points:

- acknowledgement of our involvement in the ESRC Research Festival and with Melanie Knetsch, Senior Science in Society Manager;
- querying of our decision to delay an application for a Knowledge Transfer Partnership on the basis that there is an average lead time of six months between deciding to participate in a project and having someone in place to undertake it;
- agreement in principle to support a session at our INVOLVE conference as suggested in Stuart's letter. The session would have to draw on social science research; be linked to ESRC priorities; and demonstrate the principles of knowledge transfer. INVOLVE would need to provide an indicative budget and set out how it will measure the impact of the session;
- and finally he was interested to know to what extent INVOLVE had considered the Health Technologies scoping study that he sent us and how our two organisations might collaborate to take advantage of that report.

These points were discussed and the following action points agreed:

Action: Agreed that we should continue to develop strategic working arrangements with the ESRC by focusing on our joint interest in public involvement in the commissioning and disseminating of research across ESRC programmes rather than through a specific Health Technologies related knowledge transfer partnership.

Action: Maryrose and Stuart to write a summary briefing note outlining the ways INVOLVE is or has opportunities for working with the ESRC on public involvement in research. Based on this brief Simon Denegri and Nick Partridge to update Iain Diamond, Chief Executive ESRC and ask his advice on developing the INVOLVE / ESRC strategic partnership.

Action: Agreed to prioritise organising an ESRC session at the INVOLVE conference

k) Communication – promoting public involvement

The communications work being carried out by Penny Cole of Dovetail Management Consultancy is now complete. Paper 2 outlined the work and provided an update on further actions to be taken by the Support Unit. Two key issues were discussed by the working group:

- **An Award Scheme**

Appendix One of Paper 2 is a preliminary paper developed as part of the communication work which looks at the types of awards INVOLVE might launch, and potential risks and benefits as well as resource implications. No funds are currently allocated to this work and the Department of Health has requested that

any plans for developing an award are discussed with them as they are also considering award schemes.

It was agreed that this was an excellent paper and the idea was definitely worth pursuing.

Action: Sally Davies should be asked to consider sponsoring an NIHR / INVOLVE award for public involvement in research possibly via the Health Service Journal award scheme. Simon and Angela to raise at the next NIHR Board meeting. Simon also volunteered to raise this with Sally by email.

Action: Richard Baker offered to follow up the possibility of linking the clinical award to the creation of public involvement 'champions' within the NIHR Faculty for Senior Investigators – their first annual conference is due to take place in September 2008.

- **Writer/Journalist for Conference 2008 - for discussion**

In the communication strategy it was suggested that INVOLVE consider funding a writer/journalist to gather case studies, speeches, presentations and other material to be written up and edited for use on the website, newsletter and the media. It was anticipated that £5000 would need to be allocated by Strategic Alliances to take this work forward for 2008 / 2009.

Members supported this idea as a useful method of compiling evidence and discussed other ideas including:

Blogs - Encouraging the use of blogs and weblinks during the conference

Newsletter - Producing a special conference edition of the INVOLVE newsletter

Text book - Identify a series of articles from the conference and approach a publishing house such as Radcliffe Medical Press with the aim of producing a text book

Journal articles - Support group members to consider writing journal articles on particular themes raised at the conference

Action: Richard and / or Laura to contact Andrew Backs Editor of Radcliffe Medical Press

Action: Simon to suggest names of people who would write up the conference

Action: Maryrose to feedback to the next meeting on the format of an INVOLVE conference newsletter special edition.

- **NHS Alliance – for information**

The Department of Health have funded INVOLVE to have a short DVD made as part of the NHS Alliance Conference in October. This was agreed following

discussion with Nick Partridge and Stuart Eglin. The DVD will include contributions from various organisations and will be shown at the NHS Alliance conference and then circulated to Trusts and other organisations. Whilst the short DVD will be useful in its own right it will also enable us to have further 'footage' that we can use on our website, in talks etc. A film crew from ITN will undertake the filming in August and provide us with the material to use as we wish. The filming will involve bringing together people to talk about public involvement and what difference it makes.

r) Mapping strategic alliances

This mapping is an on-going piece of work for Strategic Alliances aiming to record INVOLVE's level of contact with key relevant organisations and to identify other organisations we should be establishing and developing further links with. Since the last meeting Angela Barnard had reformatted the table and members had provided additional comment and updating of their organisational links. During 2008 / 2009 we have agreed to:

- expand the grid to record outcomes;
- update grid entries and produce short background paragraphs on members' activities with each link;
- agree the priority status of each link [red (high priority), amber (medium priority) and green (low priority)]
- circulate the grid to other members of INVOLVE to record their additional alliances.

Action: Agreed to include additional organisations the Support Unit is in contact with and record the Support Unit links in the mapping.

Action: Maryrose to email all Group members before the September awayday to ask them to add their additional alliances to the list

6. Future development of INVOLVE – Research Design Services (RDS)

Stuart provided an update on the appointment of the ten Research Design Services (RDS). Sarah Buckland was part of the panel for selecting the RDS's. The contracts for the new Services are currently being negotiated by the Department of Health. The Support Unit had had contact with some of the RDSs and planned over the summer to bring together those within the organisations who have the lead for public involvement, to discuss how we might work best together and provide support for the services. The Support Unit would explore options for how best to take this work forward in the short term.

It was agreed that INVOLVE must actively progress this work as a priority to ensure coherence on public involvement across the RDSs. INVOLVE should

consider approaching the Department of Health for additional funding for this work.

Action: Update as an agenda item for the next meeting

7. Any other business

Congratulations were extended to Richard Baker who had been appointed a Senior Investigator of the NIHR Faculty.
