

Notes of INVOLVE Executive Group Meeting

Wednesday, 18th April 2018
10.30am – 3:30pm

Conference Room, Alpha House, University of Southampton
Science Park, Chilworth, Southampton, SO16 7NS

1. Introductions, welcome and apologies and update of actions from Teleconference 21st March 2018

Attendees: Wendy Baird, Joyce Fox, Sam Goold, Zoe Gray (Chair), Gill Green, Martin Lodemore (note-taker), Tara Mistry, Paula Wray, Gill Wren.

Apologies: Sarah Bayliss, Gary Hickey, Lesley Roberts, Kate Sonpal.

All actions completed except those below:

- **Tina: to prepare and agree with Zoe a communication which gives an overview of the broader landscape and context within which INVOLVE is working, and highlights the broad timeline and process that might be anticipated in any future tendering process for INVOLVE, then send this with the papers in advance of the Advisory Group Meeting.**
Ongoing – Tina to do in advance / during Advisory Group Meeting
- **Zoe: To consider timescale for meeting with RDS Directors regarding the INVOLVE tender process.**
Ongoing – Zoe to contact when changes to regional RDS directors confirmed
- **Gary: Bullet points to be produced for the Executive Group showing the difference between co-production and co-applicants**
Ongoing
- **Gill and Gary: 10 Co-production guidance documents to be sent to: Leslie, Tara, Joyce and John Etheridge to go to the RDS Leads.**
Gill and Gary to circulate guidance to RDSs.
- **Zoe: Add networks as a category to the stakeholder document from previous meeting and public.**
Ongoing

➤ **Tina: Agree a format and a timescale for a group update document.**

Tina to introduce at the next Advisory Group meeting.

A brief update on Advisory Group recruitment was offered. A shortlist of 13 candidates (for 7 places) was selected from 123 applications, with interviews scheduled on 19 and 20 April. Joyce recommended that future applicants receive a more explicit request for details of community links.

2. Strategy into Action: Building foundations for success

Zoe shared the latest version of the strategy review narrative, which had lay review from Joyce and Una. This had been agreed with Department of Health and Social Care and Research Design Service, and will be finalised as an internal document only. A shorter version with the four new strategic aims in summary will be available publicly, and it is intended to produce this as an accessible version in summer 2018. Joyce mentioned how valuable it was to see the history as background information, especially for a new Advisory Group member.

The ‘Our Strategic Choices’ section outlined our emergent strategy for the next five years. This includes our vision and mission, with clear definitions of public involvement, and will four clear statements about the direction our work is taking over the next five years. Our strategy does not state defined end goals that we will have achieved at the end of 5 years, as this is an emergent strategy will need flexibility so that we can respond to inevitable changes in priorities, landscape and continue to elicit review and respond to stakeholder needs. Underpinning the strategy will be a “ways of working/priority focus areas” document and the annual work programmes, through which progress can be reviewed. As previously, these are developed with the input of the Executive Group and signed off by them and the Department.

The group discussed the four strategic aims, focusing on what the first steps look like for INVOLVE this year in working towards these, and identifying what needs to change within and outside of INVOLVE to support delivery of our strategic aims:

The **first** signals a shift towards us working through partners and public involvement “hubs”, with INVOLVE as a platform to advise and facilitate others to do and support public involvement. There will likely need to be some system changes which INVOLVE can help influence, to achieve this. For example; requirements of contracts and or more formalized co-ordination of PPI regional working. INVOLVE will focus on where there are significant gaps or challenges across the system, where INVOLVE is best placed to facilitate work, working with and through partner organisations (within and outside NIHR).

A first key step in this direction is to stimulate through the INVOLVE-RDS regional working, innovative approaches in working in a more coordinated approach with new communities.

Conversations have also been raised at a senior level in NIHR about challenges related to the stability of/work force support to public involvement staff within NIHR. This is a challenge for INVOLVE in becoming a platform, as the networks/hubs/individuals that are capable of taking leadership appear to be being eroded or fragmented; resulting in more – unsustainable- reliance on INVOLVE for local direction setting/resource.

A suggestion to deliver a ‘Shock the System’ message to shake up any ambivalence to public involvement and a perceived lack of high-level support for public involvement leads had been discussed at the PPI SLT meeting. The Executive Group agreed this would need to be pitched appropriately to ensure it doesn’t demoralise public involvement staff, but might be effective in garnering more support and recognition from directors and managers.

The **second** will focus on our shaping the future of involvement. A strong message from the survey on our strategy pointed towards more innovation, stretching and challenging the system – pushing at the boundaries. In complex systems, it can take a long while to shift practice and behaviors (“turning the tanker”), so INVOLVE will play a key role in helping the system make sense of what is coming in involvement further ahead on the horizon; areas of development or changes in movements which the research system needs to prepare for in order to maintain a leadership role, domestically and internationally. We will identify and develop new National Leadership Area/s, using the established National Leadership Area approach.

First steps in this are to develop a relationship with the horizon scanning observatory and other partners, to discuss potential collaboration in this area.

Tara agreed that NIHR needed to be braver. The pockets where innovation is occurring may not be visible to many, and we need to share this practice and influence NIHR to adopt successful models. There was also some appetite within the Department of Health and Social Care (DHSC) for the public involvement community to challenge the status quo.

There was agreement that INVOLVE needed to future-proof itself, to stay in touch with new practices and ahead of changing landscapes. There was also a need to ensure our emergent strategy aligns and complements Simon Denegri’s as National Director for Patients, Carers and the Public in Research. The INVOLVE strategy emphasis had been discussed and agreed with Simon in June 2017 and in February 2018 and showed distinctive roles. It would be beneficial to revisit this now that contracts/strategies are approved and to consider communications about this.

The group also agreed that INVOLVE needs to demonstrate its achievements more widely. Wendy mentioned that it was positive that INVOLVE is now clearly recognised as the fifth coordinating centre within NIHR at all levels – prior to two years ago this was not the case.

The **third** is about INVOLVE expanding international and cross sector leadership in partnership, to advance involvement. This is about being a fulcrum for international PPI leadership learning to and from other countries; for example, Global Health.

Work will inform aim 2, and provide evidence to inform challenge into the NIHR system.

Also, it is about broadening INVOLVE's own direct work with international partners, linked to its own future structure and sustainability.

The first steps in this area will be setting the international network on a more sustainable footing and scoping potential for the PPI leadership role/knowledge exchange as part of Global Health. Additionally, scoping business development pilots.

The **fourth** statement focused on internal investment and development, to ensure INVOLVE is able to achieve our strategic aims.

The first steps in this area will be the review of our website, to make it fit for purpose for future use of digital tools, and to enable more effective self-service.

Actions:

- **Zoe: To Restructure the strategy narrative (internal) document including appendices. Prepare short document and send to print/visual contractor, by June**
 - **Zoe: to discuss with Simon reaffirmation of respective priorities and support areas.**
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3. RDS INVOLVE partnership – opportunity and potential

Zoe introduced a paper outlining a potential new programme for the INVOLVE-RDS Partnership. There is a strong steer from DHSC for more place-based, needs-led research and after Zoe's recent discussions and meetings, they, and NIHR Strategy board, are supportive of the key role that public involvement plays in this arena. There are two areas of emphasis:

1. The role in connecting NIHR public involvement parts.
2. A public involvement gateway to communities, as many NIHR researchers and infrastructure organisations have relationships with and knowledge of communities.

In line with the previous comments about challenges faced with the PPI workforce, Zoe outlined that although progress is still being made, the challenge works against efficient and coordinated work and resource use regionally. Ideally there would be new investment in coordination of leads regionally which could help leads join up to deliver common goals which impact directly on national priorities; enabling limited PPI resources in each part of the NIHR landscape to achieve more critical mass. The INVOLVE RDS partnership has an opportunity to push its work forward further in this space, in line with the original vision of Going the Extra Mile, acknowledging that there are still no new resources to enable this to happen. INVOLVE and RDS have agreed to look at realignment of existing

resources towards a new initiative to try and incentivise joint working which also supports broadening involvement for the benefit of future research partnerships. RDS hosts would need to lead projects – in collaboration with others - under this initiative, as resource can only be deployed via the INVOLVE RDS Collaboration Framework Agreement.

The **Reaching Out to Communities Initiative** proposal was tabled for discussion. Key topics for discussion included:

- The need for evaluation of these projects.
- Need to emphasise the critical role that community organisations and groups outside of NIHR would play. Key groups suggested included: Sustainability and Transformation Partnerships, NHS service delivery groups, HealthWatches. Caution was voiced that some groups may not be as receptive to research as others, and they may not want to interact. But each region is different, so important to consider the potential of working with groups like these.
- Reaching out through these projects will help create a more inclusive practice, and offer communities an increased voice in NIHR. Researchers working with communities from other funders, such as charities, could be included to join up initiatives and share resources.
- It was important to reach out to beyond people already involved.
- Many areas are already engaging through the ‘provider arm’ of services rather than through research. How can we make use of this as a resource?
- Joyce shared ‘The Unlimited Potential Salford’ project as an example of a network that coordinates individual projects addressing a wide range of needs: <https://www.unlimitedpotential.org.uk/>. It was agreed that the project specification needs to be broad enough to enable people to capitalise on initiatives like this.

Actions:

➤ **Joyce: To share more information on the Salford example.**

➤ **Zoe: To clarify the timescales and expectations on the specification**

- Need to be explicit about how the activities might help address the key priority areas of: social care, public health, mental health, older people and people with complex care needs.
- Provide some examples of initiatives that bring people together for a shared purpose. Paula mentioned the British Heart Foundation’s Hearts and Minds project that was delivered by charities and community groups in Nottingham: <http://www.brightideasnottingham.co.uk/hearts-and-minds-events/>. This project had many partners and some really positive outputs, but perhaps it was a missed opportunity for research to engage with communities to build trust?

Action:

➤ **Zoe: To include examples in the document.**

- The specification needs to make clear that it's an involvement in research focus.
- A perceived issue around the confidence of staff and individuals to reach out to communities was raised. It was suggested that projects selected could be offered the opportunity for some development by a community development worker. It was also proposed that the RDS Public Involvement Community and the INVOLVE Advisory Group, and potentially the Associate Group, could facilitate regional connectivity and part of this could be that they support the community development engagement development.

Actions:

- **Zoe: To update the document to reflect the discussions above and recirculate to the group.**
- **Martin: To contact Gill Hood about the possibility of her leading a community development skills workshop.**
- **Wendy and Gill: To present the revised proposal to RDS Directors meeting on the 8th of May.**

4. RDS INVOLVE partnership – opportunity and potential continued.

The question was put to the group – what does success look like for the partnership? The following suggestions of what success would look like were made:

- RDS and INVOLVE have played a role in facilitating NIHR groups coming together that is sustained and does not need continued leadership/drive from the partnership. Clear leadership support for regional networks/hubs with sign up from senior levels within organisations to enable two way communication.
- Being a node to reach out to diverse communities as a collective, providing a more systematic approach rather than the multiple approaches to the same groups from different parts of NIHR.
- Tara shared the example of the Bristol Race Equality Health Partnership as a model of an overarching host organisation supporting many teams. This was a good model that worked as a whole and included a community development arm.
- A single visible place for public members to take research priorities.
- Being accessible and responsive to the public. People need to know where to go and what information they will need to be involved – perhaps an opportunity to work with a digital platform like Voice Global: <https://www.voice-global.org/>.

- Increased understanding of the partnership by the wider community – a joined up platform to share innovation, opportunity to share and learn from each other, but it is important that people know what the information will be used for – clarity of purpose.

Action:

- **All: Executive members invited to join team meeting with guests from Voice Global and Innovation Observatory on 6th of June – please let the office know if you would like to attend.**

Further discussions in the group were around the opportunity to have awards for public involvement to raise the profile of good practice examples, recognition for individuals involving and involved. It was agreed that this would be valuable to look into how this may be achieved, could it be added into existing events and fora or done in partnership?

Action:

- **Zoe and team: To consider a scoping exercise for awards.**

5. Advisory Group & Associates future role

A draft paper by Tina Coldham was tabled. Zoe summarised it as a vision for a new strategy for the Advisory Group and the challenges it faces. It was agreed that the Advisory Group role might benefit from review to maximize its contribution from 2019/20, in line with the new strategic focus areas. A foundation piece of work to inform this, which would address suggestions raised by the Advisory Group to help them take the INVOLVE message out/contribute more, could include assessing more consistently and in more depth what links Advisory Group members have. Also gathering in useful information and knowledge which will inform work areas.

Tara suggested we need a concerted effort to capitalise on networks, skills and knowledge of Advisory Group members, which are not currently being used enough. Zoe thought the Advisory Group will also have ideas as to what could be done to help this.

Gill Green raised recent discussions about linking the RDS PIC with the Advisory Group, and making more of each other's links and networks. Gill thought this should be discussed with the Advisory Group first.

Tara emphasized the importance of Advisory Group members (both new and existing) being routinely included in activities and their contributions shown to be valued – INVOLVE now has a tracking sheet to show involvement and benefits of this.

It was agreed that at the next Advisory Group two-day meeting there would be sessions on sharing links, the RDS partnership development and community work,

within the context of the new strategy. Gill Wren suggested that the information gathered re member's links should form a living document. It would be useful for members to maintain their own skills and knowledge record too - updated as members make new contacts and gain new skills.

Zoe summarised purpose of this as being:

- enabling Advisory Group to make more active use of their connections, regionally and nationally in their role
- building links between the RDS PIC and the Advisory Group
- showing the value we place on Advisory Group members' contributions.

Actions:

- **Zoe: Gill Green to ask the Advisory Group if they would like to meet with the RDS PIC?**
 - **Martin & Tina: to work with Advisory Group to establish members own skills/knowledge living document.**
 - **All: To feedback on Tina's draft paper by 25th April 2018.**
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6. A.O.B.

Martin reported that funding had been confirmed to support a national roll-out of the Training Sharebank model currently running in the East Midlands. A secondment is being explored for someone to manage and deliver this project.

Next Meeting: Teleconference Tuesday, 17th July 2018, 10.00am – 12.00 noon.