
INVOLVE

Minutes of the Strategic Alliances Sub-Group Meeting

Thursday 08 June 2006

Present: Sue Banton, Stuart Eglin (Chair), Lester Firkins, Marianne Miles, Maria Palmer, Bob Revell, Philippa Yeeles, Jane Royle, Sarah Buckland (part), Carol Lupton, Vinod Kumar (part)

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

- Stuart Eglin thanked Philippa Yeeles for her work with the Strategic Alliances sub-group.
- It was reported that Philippa would start her new job with the UKCRC on the 3rd July as a Programme Manager. Her remit will be to support Patient and Public Involvement across the UKCRC.
- Lester Firkins advised that Philippa had been his mentor, which had been very successful. He thought every member should have a mentor. Stuart suggested that other members could act as mentors and that it would be good if the possibility of mentoring was more widely promoted.
- Sarah Buckland reported that the advertising for Philippa's post would take place in the next couple of weeks and we hoped to appoint by September.

There were no conflicts of interest reported.

2. Notes of meeting held on 15th March 2006

- The notes were agreed to be an accurate record of the meeting.
-

3. Matters arising

- a) **Building links with the Economic and Social Research Council (ESRC)**

- Philippa reported that the Support Unit had been working with the Social Policy Research Unit (SPRU) at York University and latterly also with the ESRC, on planning a pilot seminar for social care and social science researchers. However, for various reasons, the Support Unit has reluctantly decided not to go ahead with this project at present.
- Whilst accepting the difficulties of proceeding with the event in 2006, there were strong views that such an event would be important. It was agreed to discuss this at the October meeting and consider as a Strategic Alliances project for 2007/2008.

b) Public Health Research

- Philippa reported that she has made a good link with the Public Health Research Consortium. She also reported that Jane Royle would be taking the lead on this work in the short term.
- It was suggested that a member of the steering group could be invited to become a temporary member of INVOLVE.

Action: Sarah Buckland to follow up possible membership with Catherine Law.

4. Terms of reference

- Sarah Buckland reported that the terms of reference had now been agreed by Nick Partridge.
- The only change to the terms of reference is to the brackets on (unpaid) carers in the definition of public.

Action: Jane Royle to amend the terms of reference.

5. Strategic Alliances' Grid

- The grid was developed to see where we have alliances and to identify gaps.
- Various suggestions were made for improving the grid:
 - Asking more details about the event (e.g. whose event it was / who organised)
 - Asking about both the organisers and those attending / target audience (separate questions)
 - Using the form to ask if sub-group members need any more leaflets etc
 - Adapt the form to reflect our terms of reference
 - Provide information at the top of the form to remind members of the reasons for collecting the information

- To consider a free text section for people to record the quality of their interaction / contact at the event
- To consider asking event organisers if they would like to be added to the INVOLVE mailing list

It was suggested that minor revisions be carried out to enable data to start to be collected as soon as possible, but that Lester would assist in further redrafting later in the year, after piloting.

Action: Support Unit to make minor changes to form. Lester to work with Support Unit to further redraft the form.

6. Research with black and minority ethnic communities

Stuart thanked Vinod for his contribution to the Strategic Alliances sub-group. Vinod offered to be involved in the project if it was taken further.

- It was suggested that INVOLVE should provide funding for group members interested in attending race awareness training.
- It was reported that Roger Steel and Jabeer Butt are discussing organising a meeting to look at research and how it addresses whether BEM communities are included/excluded.
- It was suggested that BME issues are highlighted in all the Commissioning Guidelines. The Policy Research Programme (PRP) uses a standard paragraph that goes in their guidance for researchers.

Action: Jane to contact Christine McGuire at the PRP for information.

7. Update on Operational Plan 2006 / 2007

a) Guide for involving service users in research ethics review bodies

- Philippa reported that Roger Steel at the Support Unit is leading on this work. An event is being planned in the Autumn with COREC, and the NHS R&D Forum. The event would be for ethics committee members and members of the public with an interest in ethical review.
- Marianne Miles reported that the UKCRN are thinking about doing something similar with a focus on clinical research.
- Philippa reported that there is a budget of £8K set aside for the work in this financial year.

Action: Roger to feed back to the Strategic Alliances sub-group on how the money allocated, could be spent on taking forward issues to support ethical review.

b) INVOLVE Conference 2006

- Philippa gave an update on the conference.
- Maria Palmer has a possible contact for a co-chair for the workshop on commercial research
- Jane informed the sub-group that they needed to register for the conference as soon as possible and that there would be no fee for members.

Action: Maria to give Maryrose Tarpey at INVOLVE, possible contact for co-chairing workshop.

c) Young People's Reference Group on Public Health

- It was reported that the next meeting of the reference group will take place in July. Jane Royle will be attending (in place of Philippa) to discuss INVOLVE's remit and why we are interested in public health.
- The funding for the Young People's Reference Group for the Public Health Research Consortium, will run out of money in October and they have not been able to find additional funding. The Consortium has approached INVOLVE for further funding.
- Stuart proposed that if INVOLVE was to provide further funds then the PHRC should also commit to putting in resources.

d) James Lind Alliance (JLA)

- Lester reported that he would be giving a presentation at the main Group meeting. He advised that it was a hard piece of work that takes a lot of time.

e) Guidelines for public involvement in commissioning research

- Jane reported that the guidelines were now with the designer and in the final draft stage.
- Jane reported that she was working with the Central Commissioning Facility (CCF) to ensure there is active public involvement throughout their commissioning processes.

f) Development of a Discussion Forum

- It was reported that this was progressing well.

8. Budget – annex D

- The budget report only covered the last financial year (April 2005 – March 2006). This was due to the fact that Leeds University had changed their purchasing system (which has been proving problematical), and because spend to date for 2006/2007 was minimal
- Sub-group members raised some concerns that there were no up to date budget figures.

9. Any Other Business

There was no other business.
