

ACAP Study
PPI Reference Group Agenda
Room E2.02
Warwick Business School
5th March 2014

1. Welcome and introductions (SS to chair meeting) 1-1.10

2. INVOLVE ways of working [SS} 1.10-1.15

3. An overview of the study (GC) 1.15-1.25

4. Discussion of emerging themes (CC) 1.25-2.45

5. The contribution of the group (SS) 2.45-2.55

6. AOB plus plans for next (SS) 2.55-3

7. Any other business, expenses, payment arrangements.

Advisory Board Meeting

9th July 2014

Warwick Business School, Social Sciences Building, Room E2.02

Chair: Tony Sargeant

1. Welcome and introductions (TS)
2. Overview of study to date and plans for next 6 months (CC/GC)
3. Discussion about advisory board contribution to study (TS)
4. Discuss feedback required for AB and agree timings (TS/GC)
5. AOB

CCG Study Steering Group Meeting

2nd June 2015

12-3pm

Room B2.13, Scarman Building, Warwick Business School

1. Welcome and Introductions. (TS)
2. Actions following Advisory Board 2/09/2014. (CC)
3. Progress of field work. Emerging themes. (CC)
4. PPI reference group update. (CC & TS)
5. Progress dissemination strategy. (WP7 –May 2015)
6. Learning materials to enhance critical capacity.
7. Development and application ACAP Psychometric tool (CC)
8. Work plan 2015-2016. (CC)
9. AOB

ACAP study PPI Reference Group

30th November 2015

Agenda A

12.00: Welcome and introductions (Sophie)

12.10: PPI in tool development (Tina and Sophie)

- Identifying key areas for the PI Reference Group to input into tool development
- To agree timescale and points of input

12.30 Framework: (Yaru/Tina)

- To review, comment and challenge

1.15 Draft tool:

For comments on dimensions, questions and general content. (Yaru)

1.50 Any other business (Sophie)

2.00 Finish and thank you

Possible areas for contribution of PPI Reference Group

1. Commenting on qualitative data, particularly the themes that are identified as important.
2. Possible some commentary on connections between themes and how they connect and how we are interpreting them.
3. Commenting on any relevant lit.
4. Development of concepts, conceptual/ theoretical framework to underpin instrument development.
5. Identification of dimensions or aspects of ACAP.
6. Selection of items.
7. Commenting on pre-pilot version.
8. Comment on utility of tool in relation to its relevance and applicability to commissioning.
9. Comment on plans for refinement of tool, e.g. Ensuring items don't get kicked out only because of stats.
10. Comment on final version.
11. Other things the group suggests.

CCG Study Steering Group Meeting

4th May 2016

2-4pm

Room 1.001 Scarman Building, Warwick Business School

1. Welcome and Introductions. (TS)

2. Progress report. (GC&YC)

3. Interesting issues emerging from the study (GC)

4. Advice on report: potential structure and process of feedback from AB (ALL)

5. Advice on dissemination: to whom and how (ALL)

6. AOB

Final Meeting of the ACAP CCG Project Steering Group.

24th November 2016.

Room 3.215 11.00-14.00

Scarman Building. Warwick University.

1. Welcome (Tony)

2. Apologies (apologies from Tara Mistry, Donna Miller; Annie Young, Charlotte Croft)

3. Management and Completion of the work programme 2013-2016.
(Graeme)

4. Receive and comment on the draft final report of the ACAP project.
(Draft circulated to members of the Steering Group 7th November 2016.)
Graeme/Yaru

5. The role and contribution of PPI to the work programme.
(Chapter 10 in the Final Report and development of psychometric tool)
(Sophie/Yaru)

6. Dissemination of Report and Future Action
(Graeme)

7. Thanks to those who have contributed to the work programme.

8. AOB

CCG Study Steering Group Meeting.

2nd June 2015.

Notes and Actions.

We do not formally minute the Research Steering Group meetings but I hope colleagues will find the notes and action points described below helpful.

The Steering Group received and approved a progress report. Graeme Currie/Charlotte Croft

- Data collection, analysis and reporting are running some months ahead of schedule.
- Interviews, data collection and reports to participating CCG networks have been completed. Data analysis and identification of emerging themes is ongoing. Research team members have circulated drafts of papers for submission to relevant journals to Steering Group and will be making presentations at relevant conferences.
- The Steering Group agreed good progress has been made with data collection and preliminary data analysis.
- Progress ahead of schedule will provide good opportunities for a fully participative approach to consideration of research outcomes, the planning and implementation of proposed work on the PPI Reference Group, the dissemination strategy and the ACAP Psychometric Tool and associated learning materials.

PPI Reference Group. Sophie Staniszewska is leading this work

- Members include both Patient Public members with interest and experience of PPI and a member with responsibility for managing public involvement within a CCG network.
- The group had an initial meeting on 5th March 2015 to determine its role and preferred method of working.
- **The Steering Group** approved proposals that the PPI Reference Group would contribute to analysis and interpretation of data and identify emerging themes of significance for patient and public interests.
- **The Steering Group** also agreed that the PPI reference Group would work alongside the Research Steering Group to develop the ACAP Psychometric Tool and further

develop and implement the Dissemination Strategy. These activities are expected to commence in September of 2015.

- **The Steering Group** affirmed the importance of recruiting both Patient and Public members and others with experience of PPI to the PPI Reference Group. Recruitment of members of PPI reference Group should also take into account the need to be inclusive and the implications of cultural diversity.

Psychometric Tool (Tina Kiefer is leading development of this work)

- The ACAP psychometric tool and associated learning material will be developed between September 2015 and May 2016.
- The Steering Group and the PPI Reference group will participate in adapting an existing validated psychometric tool for use within a health commissioning context.
- A key area of discussion will be consideration of the dimensions that should be included in the psychometric tool. Taking account of the interests of patient and public in the data informing the commissioning process.
- Steering Group and PPI reference group members will be provided with induction and other assistance to enable them to participate effectively.

Dissemination Strategy

- Some limited work has already been undertaken to disseminate emerging themes to participating CCG networks.
- Consideration has also been given to disseminating research findings and the contribution of the Psychometric tool to NHS and other bodies that have an interest in the development and support of CCG networks nationally, such as;
local and national Healthwatch
voluntary organisations with a strategic interest in commissioning for older people.
- **The Steering Group and the PPI reference group** will work with the research team to develop a dissemination strategy that in scope, content and format, recognises the

diverse audiences that have an interest in the way CCG networks use information when commissioning services for older people.

- Dissemination of information about research outcomes and the analytic tool to audiences and interest groups that have a more generic interest in improving Absorptive Capacity of Commissioning Networks, will also be considered.

Tony Sargeant.

Chair Research Steering Group.

Minutes of Final Study Steering Committee. 24/11/2016

In attendance: Tony Sargeant, Graeme Currie, Tina Kiefer, Sophie Staniszewska, Andrew Entwistle, Susan Williams, Jarina Porter, Yaru Chen, Graham Martin

Apologies from Tara Mistry, Donna Miller; Annie Young, Charlotte Croft

Chair (TS) welcomed members of the Research Team, Study Steering Committee and PPI reference group.

1. Management and Completion of work programme 2013-2016. GC

- The Steering Committee received a Final Report from the Principal Investigator.
- The Steering Committee agreed that all components of the work programme have been completed on time and within budget.
- Members of the Steering Committee thanked the Research Team for fully involving them in the progress of the research programme and for giving them meaningful opportunities to comment on and where appropriate revise the work programme.
- Patient and Public Involvement has been comprehensive and had a positive impact.
- Few participating CCG networks utilised offer from Research Team to provide free consultancy to develop absorptive capacity.

2. Receive and Comment on draft Final report. GC and YC

- The draft Final Report had been circulated in advance and Steering Committee members provided comments in writing and verbally.
- The Principal Investigator undertook to take account of Steering Committee members' comments and observations when finalising the Report prior to submission to NIHR.
- The Committee agreed that the Draft Report accurately and comprehensively covered the process, methods and outcomes of the work programme including development and validation of psychometric tool.

- The Draft Report was considered to be accessible to target interest groups and provided a clear account of complex technical concepts.

3. Role and contribution of PPI to the work programme and development of psychometric tool.

- SS TK presented a review and analysis of the impact of PPI on the work programme including the development of the psychometric tool. The ACAP project provided an early example of methods and approaches to the contribution of PPI to a study of organisations as distinct from clinical intervention.
- It was agreed that the findings would be presented as a separate chapter in the Final Report as well as providing a basis for additional publications.

4. Dissemination of Report and Future Action. GC and YC.

- Early findings have been disseminated to CCG networks via an Early Event.
- Resources from Impact Acceleration Fund have been used to develop a web site to disseminate on going outcomes to stakeholder groups.
- The Steering Committee recommended that dissemination should include activity aimed at explaining and alerting patient and public stakeholders (i.e. Healthwatch England) to the relevance of ACAP for service user voice in commissioning decisions. This needs to be drawn to the attention of the person responsible for developing the web page.
- The Final report needs to draw attention to the contribution of ACAP to improving commissioning decisions and signpost the routes through which this might be progressed.
- Future action should include the preparation of an “easy to read” version of the final report to promote the understanding of ACAP among non-academic and public participants in commissioning decisions. It was agreed that this initiative would need to be considered as a separate initiative for which funding needs to be acquired, as it is not part of the current remit of the ACAP project.
- Dissemination should target improved ACAP practice as well as research.

5. The Chair on behalf of the Study Steering Committee thanked past and present members of the research team, administrative and finance staff of Warwick University and Patient /Public contributors for their contribution to the research programme.

6. AOB

- The Chair and other members of the Study Steering Committee expressed concern at the onerous requirements for reclaiming Fees and Expenses, placed on Public contributors by Warwick University. It was thought that such requirements seriously impair the ability of University Research Teams funded by NIHR to discharge their obligation to involve patients and public.
- It was agreed that the Study Steering Groups concerned should be brought to the attention of NIHR and the Pro Vice Chancellor of Warwick University responsible for public engagement. (Pam Thomas)
- The Chair of the Study Steering Committee undertook to communicate the Committees concerns to NIHR and Warwick University.