

## Patient and Public Involvement (PPI) Forum

### Terms of Reference and membership

<b>Role</b>	The role of the Forum is to advise on the development and delivery of, and monitor the progress of Patient and Public Involvement (PPI) in all of the RDS YH's activities. <i>We aim to share, build and improve PPI practice within RDS YH.</i>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Identify, collate, share and disseminate existing PPI expertise and resources to members of RDS YH &amp; potential clients.</li> <li>• Provide a forum for the discussion of progressing PPI within the region.</li> <li>• Promote effective ways of encouraging &amp; supporting RDS clients to engage with patients and the public.</li> <li>• Guide the development of recommendations for further work.</li> <li>• To advise &amp; contribute to RDS YH documents and web pages.</li> <li>• Support PPI activity in developing grant applications via a funding award.</li> <li>• Share feedback from the National RDS PPI Community.</li> </ul>
<b>Ways of working</b>	<ul style="list-style-type: none"> <li>• Members of the Forum will receive meeting agenda and associated documentation approximately one week prior to each meeting.</li> <li>• Minutes of the meeting will be made by an administrator and will be agreed by all members of the Forum who attended the meeting.</li> <li>• Meetings will be quorate only if two lay members are present.</li> <li>• Members may be contacted between meetings for advice should the need arise.</li> <li>• Sub-groups may be formed to work on specific issues as appropriate, also known as "Task &amp; Finish Groups".</li> <li>• From time to time individuals may be co-opted to provide specific advice and expertise as required.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Membership for non-RDS members will be reviewed annually. New members will be invited to join and a rotation of membership will be staged to ensure continuity is maintained.</li> <li>• Membership will be diverse as possible and represent diversity within the region.</li> <li>• The Forum aims to recruit a minimum of two lay members from each spoke of the region, who will be appointed according to a pre-arranged process.</li> <li>• Membership may be terminated due to consistent non-attendance at meetings.</li> </ul>
<b>Training &amp; Support</b>	<ul style="list-style-type: none"> <li>• Lay Forum members will be provided with support throughout their membership of the Forum; the form of support will be based on individual needs.</li> <li>• Where lay Forum members are asked or volunteer to help in any tasks they will be offered training should they feel they require it.</li> <li>• Lay Forum members will be linked with a member of the RDS for the duration of their membership.</li> </ul>
<b>Chair</b>	Samaira Khan

<b>Administrator</b>	Emma Yeoman
<b>Frequency of meetings</b>	Maximum of three times per year
<b>Reports to</b>	RDSYH Executive

## Membership

<b>Name</b>	<b>Group</b>
Samaira Khan	RDS YH PPI Lead, SchARR PPI lead, INVOLVE Public Involvement Manager
Ade Adebajo	Strategic PPI Lead CLAHRC/ DoH Diversity & Inclusion Advisor/ INVOLVE Associate
Christine Allmark	Lay Representative Yorkshire Cancer Network, National Cancer Research Institute Customer Liaison Group, National Cancer Information Network
Wendy Baird	RDS YH Director
Rosemary Barber	Sheffield Health & Social Care NHS Foundation Trust, University of Sheffield,
Yvonne Birks	RDS YH Advisor – Deputy Director
Andrea Broadway-Parkinson	Lay Representative, Dispel
Phil Gleeson	PPI Lay Member
Daniel Lawrence	Clinical Research Office
Brian Hodges	Lay Representative
Beryl Darlison	Lay representative, Experience of Community Health Council.
Adwoa Morley-Hughes	RDS YH Advisor York
Kate Hill	RDS YH Advisor Leeds
Maggie Peat	North East Yorkshire and Northern Lincolnshire Comprehensive Local Research Network (NEYNL-CLRN)
Robina Mir	PPI Lay member
Graham Prestwich	PPI Lay member
Catherine Richardson	PPI Lay member
Gurj Kang	PPI Lay member
Delia Muir	Wellcome Engagement Fellow/ PPI officer Leeds

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