

**Research Design Service for Yorkshire and Humber**

**Public Involvement and Engagement Strategy**

**March 2019 – 2023**

**For review by: 31<sup>st</sup> March 2020**

**RDS YH Public Involvement & Engagement Strategy**

The NIHR Research Design Service for Yorkshire and Humber's (RDS YH) mission for public involvement is to promote appropriate and meaningful public involvement in research that it supports. RDS YH believe involving people who have personal knowledge and experience of a research topic as a patient, service user or carer will strengthen and improve the quality of research and make it more relevant and appropriate.

## **RDS YH Objectives**

In order to achieve our overall aim, we will:

1. Provide high quality, evidence based public involvement support and guidance for researchers at the grant application stage.
2. Facilitate and monitor Public Involvement throughout RDSYH strategic activities.
3. Provide financial support for high quality public involvement activities related to the development of national, peer reviewed funding applications.
4. Provide leadership and direction to bring together the practice of public involvement in health and social care research conducted in Yorkshire and Humber
5. Develop and maintain the skills and knowledge in Public Involvement amongst RDS YH Advisors so that a high quality, up-to-date advice is provided.
6. Work nationally with INVOLVE, NIHR, RDS's and other national stakeholders in relation to our public involvement work
7. Further increase diversity and promote awareness of public involvement in research

### **Objective 1: Provide high quality, evidence based public involvement support and guidance for researchers at the grant application stage.**

To meet this objective, the Public involvement lead and specialist advisers will:

- *Provide ongoing advice to researchers to encourage effective ways of working with members of the public in research design so that public involvement is embedded throughout the project, e.g. relevance of topic, feasibility, dissemination of results etc.*
- *Provide support to establish appropriate means for gaining lay perspectives and input.*
- *Review NIHR applications to ensure appropriate public involvement is embedded and provide feedback on where work is required.*
- *Work with partners and stakeholders to actively develop best practice around public involvement.*
- *Contribute to learning events to help researchers develop an understanding of public involvement right from the early stages of their research e.g. Fellowship Events, Grant writing workshops etc*

### **Objective 2: Facilitate and monitor Public Involvement (PI) throughout RDSYH strategic activities.**

To meet this objective, we will:

- *Work with our Public Involvement Forum to consult and receive advice on our public involvement strategy and work plan activities to ensure this is embedded adequately.*
- *Invite two public members from our Public Involvement Forum to attend RDS YH Executive meetings to support Public Involvement Lead and contribute to discussion all parts of the structure.*
- *Provide public involvement input at all quarterly Manager meetings via Public Involvement Lead.*

- *Use Public Involvement Standards as a framework to report and reflect on public Involvement activity across RDS YH.*

**Objective 3: Provide financial support and constructive feedback to researchers to carry out meaningful public involvement when submitting to nationally peer reviewed funding streams.**

To meet this objective, the Public involvement lead and specialist advisers will:

- *Provide Public Involvement funds to support public involvement activity in NIHR Research applications (<https://www.rds-yh.nihr.ac.uk/public-involvement/rds-yh-public-involvement-fund/>)*
- *Provide tailored constructive written feedback to all applicants submitting to RDS PI Funds by our expert public involvement panel which includes at least two lay members.*
- *Review and monitor public involvement activities funded by our public involvement funds, looking for [innovative examples](#) to be published on RDS YH website.*

**Objective 4: Provide leadership and direction to bring together the practice of public involvement in health and social care research conducted in Yorkshire and Humber**

To meet this objective, the Public involvement lead and specialist advisers will:

- *Work with our established regional network 'NIHR Voices' to share best practice, avoid duplication of effort and increase efficiency overall.*
- *Work with NIHR Voices to evaluate Public Involvement Standards and review how these can be embedded into local practice.*
- *Create case studies examples of best practice and impact.*

**Objective 5: Develop and maintain the skills and knowledge in Public Involvement amongst RDS YH Advisors so that a high quality, up-to-date advice is provided.**

To meet this objective, the Public involvement lead and specialist advisers will:

- *Provide public involvement induction to all new RDS staff and ensure public involvement section of RDS YH Induction pack is updated accordingly.*
- *Provide training and support workshops at RDS Away Days.*
- *Provide additional ad hoc expert support to frontline advisers as and when necessary*
- *Provide quarterly update for all RDS advisors on any new national, regional and local Public Involvement developments. This includes providing updates at local meetings for staff in York, Sheffield and Leeds.*

**Objective 6: Work nationally with INVOLVE, NIHR, RDS's and other national stakeholders on work related to public involvement.**

To meet this objective, the Public involvement lead and specialist advisers will:

- *Provide input and contribute to national projects via the RDS Public Involvement Community (PIC) Group Meeting.*
- *Provide input and support the national Senior Public Involvement Group*
- *Provide input into national INVOLVE Conference and other national learning events.*
- *Work with RDS SC to update the national RDS Public Involvement Handbook to focus on the design stage of the research.*

**Objective 7: Further increase diversity and promote awareness of Public Involvement in research**

To meet this objective, we will:

- *Provide training and support to PI Forum to ensure they are aware of diversity and inclusion issues and importance*
- *Ensure all advisors are in receipt of diversity and inclusion training from host institutions.*
- *Review membership of our PI Forum annually to ensure diverse group*
- *Extend membership of our PI Forum to include young people.*
- *Promote the importance of diversity and inclusion within public involvement through our RDS client meetings and feedback.*
- *Work with the YH Clinical Research Network, YH Applied Research Collaboration and INVOLVE to deliver Reaching out engagement project working with the Gypsy and Traveller community within Yorkshire and Humber, using a community development approach.*
- *Work with national PIC to provide support for appropriate means to engage people and communities*
- *Raise awareness of best practice examples of inclusive diverse public involvement via our website using reports from our RDS PI Funds.*

**Resources**

**Regional Public Involvement Lead:** Samaira Khan

0114 2220777, [Samaira.khan@nihr.ac.uk](mailto:Samaira.khan@nihr.ac.uk)

Responsible for the development, implementation, evaluation and reporting of our public involvement strategy and co-ordinating support and best practice across the region. Samaira currently chairs our RDS YH Forum, Public Involvement Funding Panel and is a member of the RDS YH Executive and Management Group. Our Specialist Advisor in Leeds in the Deputy Chair for the RDS National Public Involvement Community.

**Specialist Public Involvement and Engagement Advisors in each spoke:**

**Sheffield:** Samaira Khan

**Leeds:** Delia Muir

**York:** Puvan??

All RDS advisors in YH receive a PPIE Induction when starting their roles and regular training and updates are provided via our regional Away Days, online regional monthly updates and ad-hoc training events.

**Leadership and Lines of reporting**

**The RDS YH Public Involvement team report to:**

- RDS YH Public Involvement Forum via specialist advisors
- RDS YH Management Group via Regional Public Involvement Lead
- RDS YH Executive Group via Public Involvement Lead and Public Contributors
- The National RDS Public Involvement Community via specialist Public Involvement Advisors.

**Monitoring and review**

Our work plan was developed with our Public Involvement Forum, therefore work plan progress is monitored and reviewed annually by this group and revised accordingly.

As well as this progress and updates are provided at our RDS YH Executive meetings biannually and Management meetings quarterly. Our Deputy Director Jane Fearnside provides oversight for the work plan and monitors progress quarterly via one to one meetings with our Public Involvement Lead.

## Operational Plan

2018-2023	Year 1				Year 2				Year 3				Year 4				Outcome/Output (from tender) & GtEM Recommendation
RDS YH Public Involvement Workplan	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>Public Involvement Forum</b>	<i>Provide strategic advise on the development and delivery of, and monitor the progress of Public Involvement (PI) in all of the RDSYH's activities. (Communication &amp; continuous improvement)</i>																
Forum meetings																	Build relationships, share ideas, and work with others to support researchers in our region and nationally to develop NIHR research that reflects the diversity of our communities, is relevant and adds value to research.
Review ToR, roles and responsibilities																	Lay members develop skills and understanding, to ensure continual development of innovative approaches to involvement.
Annual review meetings with lay members																	
Develop and launch RDS YH Public Involvement Strategy																	Provide strategic direction for PPIE activity for RDS YH
Develop and update RDS YH PI Workplan																	Review and monitor workplan to ensure in line with objectives
Review workplan																	
<b>Public Involvement Funds</b>	<i>Provide financial support to deliver PI activities and constructive feedback to researchers submitting to nationally peer reviewed funding streams. (Continuous improvement)</i>																
Review and update guidance accordingly																	
Collate PI evaluation reports																	
Public Involvement Fund review meetings																	
Embed Public Involvement Standards into review process																	
<b>Providing Public Involvement advice and support</b>	<i>Providing high quality evidence based public involvement support and guidance for researchers to actively involve the public in the developmnt of their grants (Communication and information)</i>																
Exploring Public Involvement in Methodological Studies																	
PPI for Social Care, identify atleast one case study each year to upload to RDS YH website																	
Gather examples and develop strategies for PPI in Public Health projects																	
Disseminating and Embedding public co-applicant guidance by INVOLVE into RDS YH activities																	
Understanding the Payment processes for public involvement and share best practice locally and nationally																	Work with host organisations to create public involvement policy locally and share best practice regionally.
Embed learning from Reaching Out and Ethics project within RDS processes																	
<b>NIHR Voices/ Regional Network</b>	<i>Aim to provide leadership and direction to bring together the practice of public involvement in health and social care research conducted in Yorkshire and Humber (Connectivity, coordination &amp; community)</i>																
Regional network meetings																	
Developing and implementing wider Public Involvement Standards.																	
Regional Event planning																	
Explore and implement Sharebank																	
Organise and deliver masterclasses for reserachers and Public contributors across YH																	
<b>Supporting RDS Advisors/Induction/ Updates</b>	<i>Provide updated information and guidance to RDS advisors providing advice to researchers (Communication &amp; information)</i>																
Public Involvement Strategic Meetings																	
Provide updates and/or workshops at RDS YH Away Days																	
Run PI sessions at RDS YH Advisors Days, when needed																	
Public involvement updates at local monthly meetings																	
Include Public involvement updates as part of regional monthly updates																	
<b>Increase Visibility</b>	<i>Further increase diversity and promote awareness of public involvement in research (Community &amp; connectivity)</i>																
Develop and launch RDS YH Public Involvement newsletter																	
Develop online resource on how to use PPI to maximise impact																	
Work with NIHR Voices network to develop more strategic, regional approach to social media																	
Share existing Online resources/Videos and create new ones where needed.																	
RDS PI Website																	
Deliver and evaluate community engagement approaches through the Reaching out project																	
<b>National Meetings/Activity</b>	<i>Work nationally with INVOLVE, NIHR funding streams and other RDS's aswell as regionally to implement standards in relation to our public involvement work (Culture, connectivity,</i>																
RDS Public Involvement Community Meetings																	
INVOLVE Advisory Board																	
INVOLVE Executive																	
Contribute to INVOLVE Public Involvement Community Group (INVOLVE Chair)																	
Contribute to NIHR PPI Senior Leadership Team																	
Work with national colleagues to develop RDS Handbook																	
Contribute to National Ethics project																	