

Research Design Service Yorkshire and Humber (RDS YH) Public Involvement Forum

Terms of Reference

Role	The role of the Public Involvement Forum is to advise on the development and delivery of public involvement in all of the RDS YH's activities, as well as to monitor the progress of public involvement activities. We aim to share, build and improve public involvement practice within RDS YH.
Functions	<p>Functions of the Public Involvement Forum include:</p> <ul style="list-style-type: none"> ● Identifying, collating, sharing and disseminating existing public involvement expertise and resources to members of RDS YH and potential clients. ● Providing a forum for the discussion of progressing public involvement within the region. ● Promoting effective ways of encouraging and supporting RDS clients to engage with patients and the public. ● Guiding the development of recommendations for further work. ● Advising and contributing to RDS YH documents and web pages. ● Supporting public involvement activity in developing grant applications. ● Reviewing applications for funding to support public involvement. ● Sharing feedback from the National RDS public involvement Community.
Ways of working	<p>Meetings will be quorate only if two or more lay members are present.</p> <p>Members will:</p> <ul style="list-style-type: none"> ● Receive meeting agenda and associated documentation at least one week prior to each meeting. ● Check/agree the minutes of the meeting written up by the administrator. ● Be contacted between meetings for advice should the need arise. ● Be co-opted from time to time to provide specific advice and expertise as required. <p>To promote inclusivity, Forum members will be able to attend meetings remotely even when face-to-face meetings recommence.</p> <p>All documents reviewed by the Forum should be treated as confidential. Forum members' personal experiences, which may be brought to the discussion, should also be kept confidential.</p>
Membership	The Public Involvement Forum welcomes people from a variety of backgrounds who share a common interest in public involvement in research. This can include people with lived experience of health conditions, health and social care professionals and other members of the public.

	<p>The Forum aims to recruit a minimum of two lay members from each spoke of the region.</p> <p>Members will be appointed according to a pre-arranged process:</p> <ul style="list-style-type: none"> ● Submission of an expression of interest form. ● Share biography with current members of the Forum. ● Informal discussion with the chair and check support needs. ● Offer an induction pack. ● Sign a declaration form to agree to abide by the Forum’s principles. ● Offer trial attendance at a Forum meeting. ● Review training needs. ● Confirm membership and agree arrangements to recompense for time. <p>We are keen to represent diversity within the region so membership will be as diverse as possible. An annual review will be carried out to monitor the group’s demographics.</p> <p>Members will be invited to attend meetings and will also receive communication via email.</p> <p>As a token of our appreciation members are compensated for their time.</p> <p>Reasonable expenses (e.g., a second-class rail ticket) will also be reimbursed.</p> <p>A number of the Forum members have supported the RDS YH since the Forum’s inception.</p> <p>Given the time needed to understand and develop enough knowledge to contribute to the role, we would hope people could commit for a minimum of two years. However, we recognise that this is not always possible and members can step down from being a member without giving any reason.</p> <p>Membership for non-RDS members will be reviewed annually by the chair.</p> <p><i>Please note that membership may be terminated due to consistent non-attendance at meetings.</i></p>
<p>Training and Support</p>	<p>Lay Forum members will be provided with support throughout their membership of the Forum. The form of support will be based on their individual needs.</p> <p>At the very minimum, all new members will be:</p> <ul style="list-style-type: none"> ● Given the opportunity to discuss their support needs with the chair of the Forum prior to attending a Forum discussion. ● Given the opportunity to observe a meeting prior to joining the Forum. ● Sent a glossary explaining research terms. ● Sent copies of and links to reading material about public involvement. <p>The copies of and links to resources that all new members will receive will include:</p> <ul style="list-style-type: none"> ○ A brief guide to public involvement in funding applications. ○ UK Standards for Public Involvement.

	<ul style="list-style-type: none"> ○ Plain English Summaries. ○ Patient and Public Involvement and Engagement during ‘Covid 19.’ ○ Virtual PPI – guide to video calling. ○ Diversity and inclusion: What’s it about and why is it important for public involvement in research? <p>Where lay Forum members are asked or volunteer to help in any tasks they will be offered training should they feel they require it.</p> <p>Lay Forum members will be linked with a member of the RDS for the duration of their membership and can contact the chair at any time.</p>
Outputs	<p>The Public Involvement Forum have produced notable outputs and have been involved in a variety of tasks. For example, they have:</p> <ul style="list-style-type: none"> • Evaluated and co-authored an article about the RDS YH Public Involvement Fund. • Reviewed applications for the RDS YH Public Involvement Fund. • Developed the RDS YH public involvement strategy. • Commented on plain English summaries in research applications. • Developed guidance for involving members of the public in interview panels.

Chair	Lucy Musson
Administrator	Emma Yeoman and Emma Hill
Frequency of meetings	Maximum of three times per year
Reports to	RDS YH Management Group/Executive

Membership

Name	Role and group/affiliation	Member since
Lucy Musson	Public Involvement Lead, RDS YH	2020
Samaira Khan	Public Involvement Lead, RDS YH (on maternity leave)	2012
Delia Muir	Public Involvement and Engagement Lead, Leeds Institute for Clinical Trials Research (on maternity leave)	2012
Sharon Caunt	Public Involvement Adviser, RDS YH and Directorate Research Coordinator, Academic Directorate of Diabetes and Endocrinology	2020
Karen Glerum-Brooks	Patient and Public Involvement and Stakeholder Engagement Manager, York Trials Unit	2020
Holly Schofield	Public Involvement Adviser, RDS YH and Senior Portfolio Coordinator, Leeds Institute for Clinical Trials Research	2020
Lucy Wasinski	Clinical Research Coordinator, Clinical Research and Innovation Office, Sheffield Teaching Hospitals NHS Foundation Trust	2017
Daniel Lawrence	Clinical Research Coordinator, Clinical Research and Innovation Office, Sheffield Teaching Hospitals NHS Foundation Trust	2016
Ade Adebajo	Strategic PPI Lead CLAHRC/ DoH Diversity and Inclusion Advisor/ INVOLVE Associate	2010

Christine Allmark	Lay Representative Yorkshire Cancer Network, National Cancer Research Institute Customer Liaison Group, National Cancer Information Network	2010
Andrea Broadway -Parkinson	Lay Representative, Dispel Consultancy	2012
Ellie Wildbore	Patient Ambassador, Medical Education and Research and Co-Chair of the Disability Staff Network	2021
Graham Prestwich	Public Involvement Lay Member	2016
Phil Gleeson	Public Involvement Lay Member	2012
Brian Hodges	Public Involvement Lay Member	2011
Jeff Goodman	Public Involvement Lay Member	2020
Robina Mir	Public Involvement Lay Member	2016
Catherine Richardson	Public Involvement Lay Member	2016

Forthcoming meetings

Forum meeting	Thursday 25 November 2021 - 12:30pm-3pm
Public Involvement Funding Review meeting	Tuesday 12 October 2021 - 11am-2pm

Document created:	August 2021 by Lucy Musson
Document authorised:	August 2021
Review date:	August 2022

These terms of reference have been reviewed by the RDS YH Public Involvement Forum.