

## **Diversity and Inclusion Project Group**

### **Terms of Reference**

#### **Background to the project**

INVOLVE established The Diversity and Inclusion Project Group following recommendations from the *Going the Extra Mile* report (2015). This said:

- A diverse and inclusive public involvement community is essential if research is relevant to population needs and provides better health outcomes for all.
- There are barriers when trying to work with different communities and populations, suggesting a system-wide issue that needs considered and careful attention.
- INVOLVE leads a specific NIHR workstream in this area to look at these issues.

#### **INVOLVE's vision**

*A world of active public research partnerships leading to improvement of health and care for all.*

#### **INVOLVE's mission**

*INVOLVE is the lead for advancement of public involvement in health and care research across NIHR and beyond. We achieve this by working with others to raise aspirations, drive up standards, provide guidance and facilitate partnerships.*

#### **Project Group Aims**

Aims of this working group:

- Support the health and social care research system to increase diversity and inclusion in research.
- Provide staff and members of the public with increased knowledge and confidence around diversity and inclusion.
- Increase the diversity and equalities mix of research priorities raised by patients and members of the public.
- Promote examples of diversity and inclusion across NIHR from prioritisation through to dissemination and putting research in to practice.
- Provide resources and guidance that are current and practical.

- Use networks to facilitate best practice between research communities and the wider population.
- Ensure Project Group members review and influence the work programme.

Organisations and groups already addressing these aims will be identified and links formed where possible for a cohesive approach.

### **Project Group ways of working**

- The Project Group members will work collaboratively, closely liaising with external partners and organisations to address the aims above.
- The group will meet twice a year and hold additional workshops and events as required.
- The costs of the Project Group meetings (for example, venue and catering, payment for public contributors, minute writing and dissemination) will be covered by the INVOLVE Coordinating Centre.
- Meeting papers will be produced and circulated by email at least one week in advance of any meeting. If requested, printed copies of all documents will be posted out to members and alternative formats provided.
- On any occasion that these papers include confidential material, members will be specifically requested to maintain this confidentiality.
- Notes of meetings will be circulated and posted on the website when agreed by the Project Group.

The standards work programme will feed into this workstream and benchmarking will give a greater understanding of what diversity and equality means in practice.

### **Group membership**

INVOLVE will recruit members from across the NIHR and external partners. The group will have at least 40% public members, with public member input in all decisions. Guests will be invited to join the group to share relevant expertise as appropriate.

The Project Group will be chaired by Prof Ade Adebajo, as Adviser to the Department of Health on Equality and Diversity in Research. A Vice-Chair may be drawn from the membership of the group. Secretariat for the group will be provided by the INVOLVE Coordinating Centre.

The INVOLVE Coordinating Centre staff working on this project are:

Lead: Paula Wray

Support: Samaira Khan

Members will have a good knowledge of public involvement in research, the NIHR and its partner organisations.

- Have a good knowledge of diversity and inclusion.
- Be able to bring different perspectives to the group.
- Support the work of this group by promoting the aims of the project between group meetings.

Professional members of the group will join with agreement of their organisation who will cover the resources needed to participate in meetings. The Project Group will offer public members payment in line with the current INVOLVE Coordinating Centre policy. This includes covering expenses.

Changes to Project Group membership or working methods may be made by agreement of the Project Group at meetings, but may be directed by the Chair at any time in exceptional circumstances.

The Project Group is not time-limited and may run through the duration of the INVOLVE Coordinating Centre contract (2016-2020), depending on the needs of the programme.

### **Progress review**

The Project Group will assess progress at meetings, via written updates and presentations.

### **Accountability**

Dr Paula Wray, as lead at the INVOLVE Coordinating Centre, and Prof Ade Adebajo, as Chair of the Project Group, will report on progress to the INVOLVE Coordinating Centre and the INVOLVE Executive Board.

The INVOLVE Executive Board and INVOLVE Coordinating Centre staff will then report to the INVOLVE Advisory Group, and the NIHR Senior Leadership Team and Department of Health, through verbal and/or written reports at scheduled meetings.