

Peninsula Public Involvement Group

Terms of reference and membership

The role of the Group

- The role of the Group is to advise on the development and co-ordination of Patient and Public Involvement (PPI) in the research activities conducted by PenCLAHRC and to act as a 'critical friend'.

Responsibilities

- Providing advice and guidance as appropriate to PenCLAHRC on developing and monitoring a general strategic approach to PPI and developing a sustainable model of PPI activity.
- Developing appropriate documents and policies to support the development of PPI in PenCLAHRC.
- Providing advice on issues that affect service users.
- Providing a mechanism via which requests for updates and/or attendance at meetings can be channelled. The Group currently has representation on the PenCLAHRC Management Board and the Research Prioritisation Stakeholder Meeting.
- Providing a forum for discussion of progress.
- To help guide the development of recommendations for further work.
- The group may request members of PenCLAHRC to speak at its meetings as seems appropriate and reasonable and may request feedback with regard to the recommendations it makes to PenCLAHRC.

Ways of working

- The Group will meet a minimum of four times a year.
- Members of the Group will receive papers one week before each meeting.
- Minutes of the meeting will be kept by a minutes secretary and agreed by all members of the Group who attended the meeting.
- Members may be contacted between meetings for advice should the need arise.
- From time to time sub-groups may be formed to work on specific issues as appropriate.
- From time to time individuals may be co-opted to provide specific advice and expertise as required.

Membership

- The Group will have two members who will be PenCLAHRC members of staff, Nicky Britten and Andy Gibson. PenCLAHRC has also developed close working relationships with Folk.us and the RSA South West. Both these organisations will be invited to send a representative to these meetings. The remaining places will be filled by service users, carers and members of the public who have an interest in lay

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participation in research. They will form a majority of the membership of the Group.

- Group membership would normally last for a period of two years but there would be the opportunity to continue for another year. After two years the opportunity to participate would be opened up to new people. Rotation of the membership will be staged to ensure that continuity is maintained.
- Members of the Group are expected to be involved in research or have an interest in becoming involved in research.

Advisors

- Advisors exist to support the work of the Group. Advisors can be drawn from people who have served on the Group alongside practitioners and researchers with a national and international knowledge of the issues surrounding user participation in research. These can be called on as and when required.

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