

August 2019

Terms of reference

Policy Research Unit in Adult Social Care (ASCRU) Public involvement and Engagement Group (PIEG) 2019

Role of the Group

The role of the group is to advise on planning and shaping public involvement in ASCRU and to support the unit and individual research projects to produce high quality, relevant research. In addition the group will advise on how to engage with the wider public on the work of the unit. The group will:

- Guide and advise on the development of a sustainable public involvement and engagement strategy for ASCRU
- Consider ways that public involvement in ASCRU can be developed
- Provide feedback on the impact of public involvement and engagement in ASCRU
- Advise on research methods and the ambitions of the unit
- From time to time sub groups may be formed to work on specific issues or projects as appropriate
- From time to time individuals may be co-opted to provide specific advice and expertise as required
- In addition to meetings Group members will also be offered an opportunity to get involved in other ASCRU activities.

Group member responsibilities

- To regularly attend and participate in group meetings and discussions
- Read papers in advance and raise issues for clarification prior to meetings
- To sign up to agreed Ground rules for working together
- Identify and participate in appropriate training or support for group members

Group ways of working

- The Group will have a rotating Chair and Vice-Chair from Group members

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- The Group will meet 2 times a year
- Members of the Group will receive papers two weeks before the meeting
- If members are unable to attend they can contribute to discussions by email, phone or skype
- Notes will be taken of each meeting and sent to the Chair and then to group members for approval within one month after the meeting.
- Members may be contacted between meetings for advice should the need arise
- Opportunities for involvement will be allocated in a transparent and fair way based on skills and experience required
- When sharing documents members should make it clear if there is a restriction as to: circulation of the documents beyond the Group and copyright/use of contents.

Membership

Up to 12 people with understanding and lived experience of using adult social care services will be recruited to become members of the Group.

In addition meetings will be attended by members of the ASCRU team such as the Public Involvement lead (Karen Jones) and advisor (Helen Hayes), Director (Jose-Luis Fernandez), Deputy Director (Julien Forder) and other ASCRU researchers.

Non-members may be invited to join Group meetings on a one-off basis to aid discussion of a particular topic, for example, as speakers, observers or invited guests.

Membership of the Group will be for two years in the first instance. There may be an opportunity for extension beyond this. Members may withdraw from the role at any time. ASCRU's Public Involvement Lead will be available to discuss any issues and look at ways of supporting continued involvement where possible if a member needs to withdraw.

Values and Principles of public involvement

A commitment to work towards the wider public involvement values of respect, support, transparency, diversity and accountability.

<http://www.invo.org.uk/wp-content/uploads/2013/12/INVOLVE-Principles-and-standards-for-public-involvement-1-November-2013.pdf>

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Conflicts of interest

All group members are required to declare if they have any interests that might be in conflict with the work of the group for example as a lobbyist. A conflict of interest does not stop you from being a member of a group. However it does mean that you cannot take part in any discussions or decisions made on an issue where you have a conflict of interest.

Review of the Group

The group's terms of reference and ground rules will be reviewed annually.