

CLAHRC for Birmingham & Black Country Patient & Public Involvement Panel & Forum

Terms of Reference (version 2)

Reference to 'PPI' shall mean Patient & Public Involvement
Reference to "CLAHRC or Programme" shall mean the NIHR Collaborations for Leadership in Applied Health Research and Care (CLAHRC) for Birmingham & Black Country (BBC)
Reference to "NIHR" shall mean National Institute for Health Research

The role of the PPI Panel

The role of the PPI Panel is to advise on the development and co-ordination of PPI in the research activities conducted by CLAHRC-BBC and to act as a 'critical friend'.

Responsibilities of the PPI Panel

- Providing advice and guidance as appropriate to CLAHRC-BBC on developing and monitoring the 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 CLAHRC-BBC.
- Providing a forum for discussion of progress across the nine CLAHRC-BBC Themes (see table in appendix 1).
- To help guide the development of recommendations for further PPI work.
- The PPI Panel may request members of CLAHRC-BBC nine Themes to speak at its meetings as seems appropriate (and reasonable) and may request feedback with regard to the recommendations it makes to CLAHRC-BBC Themes.

The role of the PPI Forum

The role of the PPI Forum is to discuss PPI activities being conducted in the nine CLAHRC-BBC Themes. The PPI Forum is a 'local' and 'open' meeting to enable a wider discussion around PPI and includes members from other local research initiatives.

Responsibilities of the PPI Forum

- Providing an open forum for discussion on general PPI activities across nine CLAHRC-BBC Themes and beyond.

- To identify where there might be opportunities for collaborative PPI work across nine CLAHRC-BBC Themes and beyond.
- To discuss and provide feedback on documents and policies produced by the PPI Panel, aimed initially at supporting and developing PPI in CLAHRC-BBC activities.
- To share good PPI practice and to share and comment on any PPI issues or challenges faced by any of nine CLAHRC-BBC Themes or other related local research initiatives.
- To help guide the development of recommendations for further PPI work.

Ways of working

- The PPI Panel will meet four times a year. Two of these meetings will be a 'closed' PPI Panel and two of these meetings will be an 'open' PPI Forum.
- Members of the PPI Panel / Forum will receive papers one week before each meeting.
- Minutes of meetings will be kept and agreed by all members of the PPI Panel / Forum who attended the meeting, as applicable.
- 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. These may be time limited and intended to deal with a specific task or they may deal with an on-going issue.
- From time to time individuals may be co-opted to provide specific advice and expertise as required.

Membership of PPI Panel

- All CLAHRC-BBC PPI representatives working with each of the nine Themes shall be invited to be a member of the PPI Panel.
- The lead CLAHRC-BBC PPI representative, Rev. Barry Clark, shall act as the PPI Panel / Forum Chair.
- The CLAHRC Programme Manager and Programme Administrator shall coordinate meetings and keep minutes.
- Members of the PPI Panel shall be offered remuneration for travel expenses to attending meetings.
- Members of the PPI Panel shall be offered a small consultancy fee to attend meetings should they wish to receive. The amount offered will be in line with

recommendations made by INVOLVE. Preparation and attendance at a full-day meeting is £150 and half-day meeting is £75.

Membership of PPI Forum

As per the Membership of PPI Panel plus:

- The PPI Forum is open to all CLAHRC-BBC members working across the nine Themes.
- The PPI Forum is open to colleagues working for other related initiatives that have a PPI remit included in work plan.

Appendix 1: List of CLAHRC Research and Implementation Themes

THEME NO	THEME DETAILS		
	Theme Title	Theme Type	Partner NHS Organisation (providing matched funding)
1	From structure to function: Health service redesign	Research Theme	University Hospitals Birmingham NHS Foundation Trust (UHBFT), Sandwell and West Birmingham NHS Trust, Walsall Hospitals NHS Trust.
2	Evaluation of paediatric outreach services	Research Theme	Birmingham Children's Hospital NHS Foundation Trust (BCH)
3	Early detection and interventions in psychosis	Research Theme	Birmingham & Solihull Mental Health NHS Foundation Trust (BSMHT)
4	Housing and health: SMART, Equal, Independent	Research Theme	Sandwell PCT
5	Re-designed maternity support services for multi-ethnic disadvantaged groups	Research Theme	Heart of Birmingham Teaching PCT
6	Investment in prevention (evaluation of targeted prevention of cardiovascular disease in primary care)	Research Theme	Sandwell PCT, Solihull NHS Care Trust, Heart of Birmingham Teaching PCT
7	Optimisation of the management of stroke and Transient Ischaemic Attack (TIA)	Research Theme	South Birmingham PCT Heart of England NHS Foundation Trust
8	Implementation of effective community care for diabetes	Implementation Theme	South Birmingham PCT
9	Improving patient safety: studying an evolving information technology system	Implementation Theme	UHBFT