

Patient & Public Involvement Supervisory Committee
Terms of Reference (ToR)
Version 4 (Adopted November-14)

Reference to 'PPI' shall mean Patient & Public Involvement
Reference to the 'Committee' shall mean PPI Supervisory Committee
Reference to "CLAHRC or CLAHRC WM" shall mean the NIHR Collaboration for Leadership in Applied Health Research and Care West Midlands (CLAHRC WM)
Reference to "NIHR" shall mean National Institute for Health Research

The role of the PPI Supervisory Committee

Please see figure 1 which shows the management structure for the CLAHRC WM initiative. All PPI Advisors will be invited to attend PPI Supervisory Committee meetings. The Committee will meet three times per calendar year, one meeting per school term, for approximately 2 hours. Its role will be to provide patient and public views at all levels within the management structure and to act as a 'critical friend' to develop and coordinate PPI in research and implementation activities being undertaken by the CLAHRC.

Responsibilities of the PPI Supervisory Committee

- Providing advice and guidance as appropriate to CLAHRC on developing and monitoring a meaningful approach to PPI and developing best practice for PPI in research and implementation activities.
- To review and reflect on the PPI Advisor role and amend the PPI Advisor job description where appropriate.
- Developing appropriate documents to support the development of PPI in CLAHRC WM.
- Providing a forum for discussion of progress of PPI engagement across the CLAHRC WM Themes (see also table 1).
- To help guide the development of recommendations for further PPI activity.
- The PPI Supervisory Committee may request members of CLAHRC WM Themes to speak at its meetings as seems appropriate (and reasonable) and may request feedback with regard to the recommendations it makes to CLAHRC WM Themes.

- To review membership of PPI Advisor representations on Programme Executive Committee and Programme Steering Committee and PPI Supervisory Committee at timely intervals.
- The Committee may make recommendations to the Programme Executive and Programme Steering Committees and receive feedback on any recommendations as appropriate.
- The Committee may be required to respond to actions arising from the Programme Executive; Programme Steering Committee and Theme Steering Committees as appropriate.

Ways of working

- The PPI Supervisory Committee will meet three times per calendar year, one meeting per school term, for approximately 2 hours. The meeting shall usually be held at the University of Birmingham offices.
- Members of the Committee will receive papers at least one week before each meeting.
- Minutes of meetings will be kept and agreed by all members of the Committee.
- Members may be contacted between meetings for advice and to be informed about additional opportunities to be involved in other projects/activity.
- 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.
- Members will adhere to Data Protection and Confidentiality protocols as appropriate.

Membership (see also table 2)

- All PPI Advisors representatives working with each of the four Service Themes shall be invited to attend meetings.
- All Theme PPI Liaisons shall be invited to attend meetings along with the PPI Research team led by University of Warwick.
- The PPI Supervisory Committee shall be deemed quorate when a minimal of 7 PPI Advisors are present.

- The Committee shall elect a member to act as the Chair at the PPI Supervisory Committee and Chairmanship shall be reviewed at every fifth meeting of the PPI Supervisory Committee.
- The Committee shall elect members to join the Programme Executive Committee and Programme Steering Committee and membership to those Committees shall be reviewed every fifth meeting of the PPI Supervisory Committee.
- The CLAHRC Heads of Programme Delivery and Programme Administrator shall co-ordinate meetings and keep minutes.
- PPI Advisors shall be offered remuneration for travel expenses to attend meetings.
- PPI Advisors shall be offered a small honorarium to attend meetings should they wish to claim. 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. PPI Advisors can claim the half-day meeting expense (£75) to attend meetings of the PPI Supervisory Committee.
- A document will be prepared to assist PPI Advisors when claiming expenses and/or volunteer time.

Figure 1: CLAHRC West Midlands Management Structure

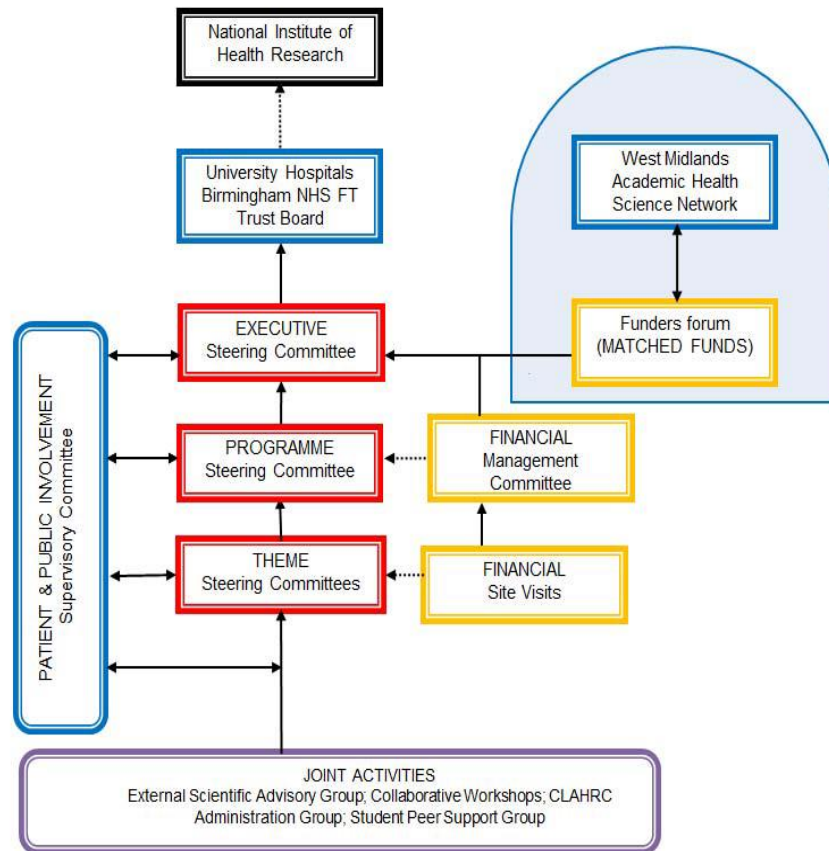


Table 1: CLAHRC West Midlands Themes

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| Theme 1: Maternity and child health | Prof. Christine MacArthur, University of Birmingham |
| Theme 2: Prevention and early intervention in youth mental health | Prof Max Birchwood, University of Warwick |
| Theme 3: Prevention and detection of diseases | Prof Aileen Clarke, University of Warwick |
| Theme 4: Chronic diseases | Prof Jon Glasby & Dr Gill Combes, University of Birmingham |
| Theme 5: Implementation and organisational studies | Prof Graeme Currie, University of Warwick |
| Theme 6: Research methods | Prof Richard Lilford, University of Warwick |

Table 2: Current Membership (30th June 2015)

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| Graham | Brown | PPI Advisor Theme 1 |
| Imogen | Chappelow | PPI Advisor Theme 1 |
| Barry | Clark | PPI Advisor Theme 2 |
| Keith | Elder | PPI Advisor Theme 2 |
| Andrew | Entwistle | PPI Advisor Theme 3 |
| Ray | Fiveash | PPI Advisor Theme 3 |
| Richard | Grant | PPI Advisor Theme 2 |
| Ruth | Hewston | PPI Advisor Theme 1 |
| Jennifer | Leech | PPI Advisor Theme 4 |
| Priti | Parmar | PPI Advisor Theme 4 |
| Magdalena | Skrybant | PPI Advisor Theme 4 |
| Deb | Smith | PPI Advisor Theme 4 |
| Albert | Farre | PPI Liaison Theme 1 |
| Sunita | Channa | PPI Liaison Theme 2 |
| Lena | Al Khudairy | PPI Liaison Theme 3 |
| Francesca | Taylor | PPI Liaison Theme 4 |
| Lee | Gunn | PPI Research Fellow |
| Alison | Hipwell | PPI Research Fellow |
| Sophie | Staniszewska | Patient and Public involvement and Patient Experiences |
| Nathalie | Maillard | Head of Programme Delivery (Operations) |
| Paul | Bird | Head of Programme Delivery (Communications & PPI) |
| Hannah | Dodd | Programme Administrator |