

Guidance for CLAHRC NWC teams: Responsibilities for inducting Public Advisers

The purpose of this induction is to ensure public representatives are able to fully contribute to CLAHRC NWC work and feel confident in their ability to do so.

Before a Public Adviser carries out any work, the person engaging them must cover the following:

Outline of the role and support we can offer

Provide the public representative with a brief description of the research they have been asked to get involved with and some initial suggestions about how they may be able to contribute.

- Agree terms- rate, role and duration; Role descriptors can be used to guide this
- Offer them work and discuss training or support required to carry out the role
- The Public Engagement Facilitator can provide guidance on the above

The role in the context of CLAHRC NWC aims and activities

Provide and explain/run through the following:

- Public Adviser Welcome Pack
- Public Reference Panel Information Sheet
- CLAHRC NWC original bid documents if wanted
- The opportunity to meet with the Public Engagement Facilitator

How to register and set up bank details to enable payment and financial support we can offer

It is your responsibility to:

- Complete CLAHRC NWC Public Engagement DIRECT BANK TRANSFER form with the Public Representative and send on to LCCG
- Complete the Right to work checklist with the Public Representative. Keep on file and send a copy to the Public Engagement Facilitator
- Photocopy evidence of eligibility to work; sign, keep on file and send a copy to the Public Engagement Facilitator
- If the Public Representative does not wish to be paid for their work, send their name, contact details and details of their role and project to the Public Engagement Facilitator

Explain and provide information on our payment systems

It is your responsibility to:

- Explain the process for claiming fees and expenses using the public Payment process information sheet
- Give details of the additional support CLAHRC NWC can offer to aid involvement including covering areas such as carer, translation and childcare fees
- Provide the CLAHRC NWC Public Engagement EXPENSES forms in hard copy
- Provide the Public Representative with the name, email and postal address of the authorised signatory for the project so they can submit expenses claims for authorisation
- Ensure authorised signatories assign a 'deputy' for authorising payments when out of the office