

Terms of Reference - Adviser Forum

Aims of the group

To provide strategic oversight of the CLAHRC NWC public engagement policy, supported by the Public Engagement Facilitator. In addition to this the group will:

- Monitor CLAHRC NWC's performance in delivering public engagement and supporting public volunteers into leadership roles within the CLAHRC NWC.
- Advise on recruitment of members of the public to CLAHRC NWC activities including the production of role descriptions and guidance on good practice standards in public engagement.
- Advise on all aspects of the work of the CLAHRC NWC work including:
 - Applied research and implementation priorities and activities
 - Capacity building programme
 - Public engagement in theme management and the development of public forums within themes.
 - Communication and dissemination strategy
- Identify potential questions for evidence reviews, applied research or implementation activities
- Contribute to capacity building activities aiming to support public and service user engagement.

Membership

The Adviser Forum will be made up of members of the public involved in CLAHRC NWC projects and the Public Engagement Facilitator, Jenny Irvine.

To share information and develop close working relationships with representatives within CLAHRC and our partner organisations, individuals will be invited to attend the Adviser Forum meetings as requested to bring specialist skills, information and knowledge to the group.

Members would normally be expected to be working on a research opportunity in CLAHRC NWC to attend the Adviser Forum and membership could be extended for up to a year after the original work opportunity ends.

Ways of working

- The group will meet approximately every six weeks, with no meeting taking place in August.
- At least seven attendees need to be present for decisions to be passed on behalf of the group.
- 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 (or contact each other for reasons relating to CLAHRC activities) between meetings 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.

Governance

Management group, Steering Board and Sub-Committee 'governance' roles

- The role of Public Advisers holding a place on the Management team, Steering Board or Sub-committee is to communicate the opinion of the wider Adviser Forum, not their personal opinion to these governance meetings. Topics will be selected through agreement at a smaller pre-governance meeting group, made up of governance advisers and the Public Engagement Facilitator.
- In the case of a formal update to a governance group, this will be carried out through the method of a joint paper, sent to the meeting secretary prior to the meeting. At the meetings they may be asked to provide verbal updates to these groups (this will always be alongside the Director of Engagement or their nominated representative).

Programme Delivery Group

- The Public Engagement Facilitator will provide a verbal update to the Programme Delivery Group and to the Steering group as required but usually on a quarterly basis via an update paper.

Other opportunities

- Advisers taking part in opportunities at the request of CLAHRC NWC are asked to complete an 'opportunity feedback form' to share the information and learning from that activity with the wider Adviser Forum. These are to be emailed to the public engagement facilitator within one week of the activity. The adviser is also asked to attend the Adviser Forum meeting to provide a brief verbal update.

General

- The key activities of the group will be reported to the NIHR annually as part of the reporting requirements.