

## **PUBLIC AND COMMUNITY INVOLVEMENT, ENGAGEMENT AND PARTICIPATION (PCIEP) CO-ORDINATING GROUP**

### **Terms of Reference**

#### **BACKGROUND**

The [NIHR ARC East of England](#) is a five-year collaboration between Cambridgeshire and Peterborough NHS Foundation Trust, and the Universities of Cambridge, East Anglia, Hertfordshire and Essex along with other NHS Trusts, Local Authorities, regional Sustainability and Transformation Partnerships (STPs), patient-led organisations, charities, and industry partners across the region. The ARC EoE aims to improve care by undertaking applied research which supports frontline NHS and Social Care staff to change practice and investigate whether care and treatments are effective and provide good value.

In May 2018, a meeting was held with the Patient and Public (PPI) advisors and members who had a role in the governance boards, committees and groups of CLAHRC EoE; the predecessor to ARC EoE. The meeting provided a forum to review PPI in the governance process, and to explore together how this could be best delivered in ARC EoE. Several recommendations were generated from these discussions, which informed the ARC EoE Public and community involvement, engagement and participation (PCIEP) strategy, which highlights involving patients, carers, service users and the public in all aspects of ARC EoE work.

One strategic objective is for the ARC EoE Core team to establish a PCIEP coordinating group, (following on from the CLAHRC PPI Coordinating group) which will provide a central coordination function for PCIEP. This group will play a part in ensuring that PCIEP is embedded in ARC by coordinating PCIEP activities and initiatives across the collaboration.

#### **OBJECTIVES OF THE GROUP**

- ⇒ Receive written updates on PCIEP activities in ARC EoE's themes, Populations in Focus (PiFs) and implementation work before each meeting
- ⇒ Share experience of PCIEP, especially innovations, in ways that help people learn from each other to develop better ways of working
- ⇒ Plan PCIEP activities in line with the strategic aims of ARC EoE and work to support these
- ⇒ Maintain a 2-way dialogue about PCIEP between the group members & the wider ARC
- ⇒ Share PCIEP news and opportunities from across the region & nationally
- ⇒ Signpost to continually updated resources that help researchers optimise public and community involvement, engagement and participation
- ⇒ Provide both a verbal (in person) and written report to the ARC Board twice a year via the lay member co-chair on any relevant updates and information

## MEMBERSHIP

- **Two Co-Chairs** will run the group and meetings: an ARC senior programme support officer and a lay member
- **Two other lay members**
- **ARC EoE Implementation leads** (one or two representatives)
- **One representative from each research theme:**
  - Ageing and Multimorbidity (AMM)
  - Inclusive Involvement in Research (IIRP)
  - Palliative and End of Life Care (PEOLC)
  - Population Evidence and Data Science (PEDS)
  - Prevention and Early Detection in Health and Social Care (PEDHSC)
  - Health Economics and Prioritisation (HEP)
  - Mental health over the life course (MHOLC)

## Deputy members

In the instance that a theme representative member cannot attend a meeting, they are encouraged to nominate a deputy to represent their theme where possible.

(This does not apply to public members; two public roles in addition to a public co-chair were established to ensure public representation at all meetings).

## Member role responsibilities

Responsibilities of members of the PCIEP Co-ordinating Group members are to:

- comply with the Terms of Reference for the PCIEP Core Coordinating Group
- gather information on PCIEP activities from respective themes and provide a written update to the PCIEP Coordinating co-chairs by the deadline set
- attend quarterly meetings of the PCIEP Core Coordinating Group either face to face in Cambridge, or virtually via video conferencing, with email communication used between meetings to conduct business
- read any papers submitted by co-chairs and/or members and give feedback as relevant
- communicate views and perspectives in an open, honest way and respect each other's views
- take back information to the respective theme / group as relevant

## RUNNING THE GROUP

- It is proposed for the group to meet every three or four months throughout the year
- Meetings will be up to two hours long
- The co-chairs will set the agenda, inviting items from group members a month in advance of the meeting. The agenda (and any papers) will be finalised and disseminated a week before each meeting
- Where possible, dates for the meeting will be set for a year in advance to support planning and participation for members
- The group meetings will be held at Douglas House, Cambridge, with an option to attend virtually via video conferencing

**ARC EoE Core Team**

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NIHR ARC EoE is hosted by Cambridgeshire and Peterborough NHS Foundation Trust