

Lay Representative - Partnership Group

Background and Role Outline Version 3 - September 2019

Background

The NIHR Clinical Research Network is committed to engaging with patients and the public throughout its activities as an integral part of improving and enhancing the clinical research environment. The work of the NIHR Clinical Research Network needs to be relevant to patients, their carers and the public as they are the intended and ultimate beneficiaries of its activities.

Our region – West Midlands

Local Clinical Research Network (LCRN) Partnership Groups

Each LCRN has a Partnership Group which informs and directs the governance of the Network. Information regarding the terms of reference, membership, governance and frequency of meetings of the LCRN Partnership Group can be found in Appendix 1.

Role of a LCRN Partnership Group Lay Representative

Lay representatives on the LCRN Partnership Groups contribute in the following ways:

- Regularly attend and participate in Partnership Group meetings. This may involve some travel.
- Act as a key link between the LCRN and patient/public groups in order to foster patient/public engagement with the local clinical research network and report to the West Midlands Patient Research Ambassador Forum.
- Contribute to the overall implementation and development of the LCRN, and to the effective management and robust governance of LCRN activities, by contributing to discussions and LCRN developments.
- Act as a focus of communication between the Partnership Group and Patient and Public Involvement and Engagement (PPIE) groups across the region
- Advise the Partnership Group on further opportunities and strategies for PPIE
- Identify any personal needs for training or support.
- Participate in appropriate training and support activities
- Contribute to the LCRN PPIE Google Community.

Rewards of being a LCRN Partnership Group Lay Representative

- An opportunity to contribute to improving clinical research in the West Midlands and the UK, to influence the local clinical research portfolio and to share best practice and research information with others
- Scope to use existing knowledge and experience for the benefit of others
- The chance to develop new skills

- The chance to learn more about the clinical research environment, clinicians, researchers, healthcare professionals and other partner organisations/key stakeholders
- An opportunity to meet other people with an interest in clinical research
- Induction and 'in the role' support will be available in the first year of the role.

Lay representatives on the LCRN Partnership Group are appointed on the basis of their ability to provide knowledge and experience that will be valuable in moving forward the work of the NIHR Clinical Research Network and the LCRN. Appointment to the Partnership Group is made on an individual basis and not as a representative of a particular group or organisation.

Expenses

Reasonable expenses that arise from involvement in Partnership Group meetings will be reimbursed. More detailed information about the process of reclaiming expenses will be provided by the LCRN.

Attendance fee

The LCRN offers a small honorarium in respect of the time spent in reading papers and preparing for the meetings and are payable in line with INVOLVE guidance (INVOLVE is a national advisory group that supports greater public involvement in NHS, public health and social care research). This is offered to people who are not working in the public sector and whose time would otherwise not be paid for.

Income Tax is payable on this fee. Individual patient/public members are responsible for informing HM Revenue and Customs of this income. Please be aware that people in receipt of state benefits and allowances are required to declare changes in their circumstances to their local Jobcentre Plus office. If you are concerned about the possible impact of accepting payment on your benefits and allowances please contact your local Jobcentre Plus office and/or INVOLVE'S Benefits Advice Service (contact INVOLVE by email involve@nihr.ac.uk or by telephone 02380 595628).

Term of Office

Partnership Group lay representatives are recruited for a period of three years.

Declaration of Interests

All Partnership members are required to declare if they have any interests that might be in conflict with the work of the Group /Network in which they are a member. A conflict of interest does not stop you from being a member of the Partnership Group. However it does mean that you cannot take part in any discussions or decisions made on a project/issue where you have a conflict of interest. If you need guidance on what may represent a conflict of interest please contact the Chief Operating Officer.

Confidentiality

Partnership Group members must not communicate any confidential information that they learn as a result of being a member of the Partnership Group. As a matter of routine all

Partnership Group papers should be regarded as confidential unless marked otherwise. There may well be occasions on which Partnership Group members are specifically asked to share information within their own communities or seek the opinions and views of others. If you are unclear about whether or not information that you have access to is confidential or not, please seek clarification from the Chief Operating Officer.

For more information about the NIHR Clinical Research Network please visit:

www.crn.nihr.ac.uk

www.local.nihr.ac.uk/wmidlands

<https://sites.google.com/NIHR.AC.UK/CRNWESTMIDLANDSPPIE/home>