

NIHR Applied Research Collaboration West Midlands Patient and Public Involvement and Engagement (PPI/E) Strategy 2019-2024

Section 1: Background and Purpose for ARC WM PPIE/Strategy

Our mission in the Applied Research Collaboration West Midlands (ARC WM) is to create lasting partnerships between higher education, staff working in health and social care services, and people from our diverse communities to improve the ways our health and social care services are designed and delivered. We cannot realise our ambition without working in partnership with people in our communities. Their personal experiences of using health and social care services and unique insights ensure ARC WM activities are relevant and that we design and implement our research in ways that are most effective. Our partnership working with public contributors improves the quality of our research, which in turn improves the health, social care and wellbeing of people in communities in the West Midlands.

In ARC WM, we build on ten years' experience of involving and engaging the public in our previous Centres, Birmingham and Black Country Collaborations for Leadership in Applied Health Research (BBC CLAHRC) and Collaborations for Leadership in Applied Health Research and Care West Midlands (CLAHRC WM). Under the leadership of the ARC WM Director, we have a full-time Public Involvement and Engagement Operations Lead, a Public Involvement and Engagement Officer (0.5 FTE), a Public Involvement and Engagement Research Lead (0.1 FTE) and a Public Involvement PhD student focusing on co-production. Our Public Involvement team helps ensure that we have a culture, processes and supporting infrastructure to embed the public as partners in everything we do. A core component of our infrastructure is our group of 18 Public Contributors with members drawn from communities across the West Midlands. They contribute public perspectives in ARC WM at Project, Theme and Central levels.

Whilst we build on strong foundations, we strive to continually improve our ways of involving and engaging the public in ARC WM. We have developed this Public Involvement and Engagement Strategy with a core group of 7 public contributors, our Public Involvement Leads, and members of our wider ARC WM community. Together, we co-developed a strategic vision of what we want to accomplish over the lifetime of the ARC WM, which is underpinned by key aims and objectives. A summary of our processes to develop our Strategy is in Appendix 1. We have a clear delivery plan, which details specific activities that will help us realise our vision, which is in Appendix 2, and an ARC WM PPI/E Strategy Logic Model in Appendix 3.

Aligning to NIHR Standards for Involvement

Alongside our strategic vision, aims and objectives, ARC WM has a clear commitment to improving our ways of working with public contributors. We build on experiences of using the NIHR UK Standards for Involvement as a framework for reflecting on our public involvement: CLAHRC WM was a 'freestyler' and one of our partner institutions, Keele University, was a test-bed site. These opportunities enabled us to explore different ways of using the Standards in their draft form, whilst also providing feedback to the NIHR to refine the final Standards, which were launched in November 2019.

ARC WM Annual Standards for Involvement Workshops

Replicating a successful initiative in CLAHRC WM, we hold an annual workshop, which provides dedicated time and a safe space for members of the ARC WM community to reflect on how our practices of involving public contributors at Project, Theme and Central levels of ARC WM align to each of the six NIHR UK Standards for Involvement. In addition to sharing examples of best practice and celebrating achievements, we highlight areas for growth and development.

Following each workshop, we develop clear actions to improve our ways of working. These actions are promoted in ARC WM using a variety of mechanisms. This includes: reporting at formal Committees, targeted communications to researchers and contributors, articles in our ARC WM Newsblog. Reports from our workshops are also made available on the ARC WM website.

Section 2: Our Vision Statement and Strategic Aims

Our Vision Statement and Strategic Aims set out our ambition for **what we want to achieve** in relation to involving and engaging the public in ARC WM. The ARC WM PPI/E Vision Statement takes inspiration from the vision statement in '[Going the Extra Mile](#)', the NIHR strategy for involving the public in research.

2.1 ARC WM PPI/E Vision Statement

“Involving and engaging people from diverse backgrounds across the West Midlands in collaborative research. This will drive service improvement to make lasting benefits in health, social care and wellbeing for individuals, their families and communities.”

2.2 Co-production: our driving principle

Co-production is a principle, which underpins our strategic vision. In ARC WM, we strive towards embedding the key principles and features of co-production as set out in the [NIHR Guidance for Co-Producing a Research Project](#). The key principles of co-production, as set out in the NIHR Guidance, are listed below:

Key Principles of Co-Production

Sharing of Power – The research is jointly owned and people work together to achieve a joint understanding.

Including all perspectives and skills – Making sure the research team includes all those who can make a contribution.

Respecting and valuing the knowledge of those working together on the research – Everyone is of equal importance.

Reciprocity – Everybody benefits from working together.

Building and maintaining relationships – An emphasis on relationships is key to sharing power. There needs to be joint understanding and consensus and clarity over role.

We provide mechanisms to support all members of our community to develop knowledge and capacity on co-production. In addition to holding an annual workshop, which explores approaches to embedding principles and features of co-production, members of the ARC WM community are invited to attend drop-in sessions (available on request). The sessions are facilitated by our Public Involvement Leads and they support researchers and contributors to develop ideas on how to embed the principles and features of co-production in their activities. A dedicated co-production section on the ARC WM website shares resources and case studies, which highlight examples of co-production in action.

2.3 Our Strategic Aims

- Strategic Aim 1 – Enhancing diversity in our involvement and engagement and including communities under-represented in research.
- Strategic Aim 2 - Building on foundations and experiences from CLAHRC WM to embed public involvement practices, which facilitate partnership working and enable the public to have real influence at Project, Theme and Central levels in ARC WM.
- Strategic Aim 3 - Developing skills and capacity in the ARC WM Community (contributors, researchers and staff working in health and social care services) to deliver meaningful PPI/E across ARC WM.
- Strategic Aim 4 - Collaborating with public involvement colleagues locally, regionally and nationally to achieve continual improvement of PPI/E through sharing resources, learning and examples of best practice.
- Strategic Aim 5 - Embedding a culture of gathering feedback, evaluating and reporting PPI/E to capture the impact of public involvement and contribute to the evidence-base.

Section 3: Our objectives

Each Strategic Aim has several objectives. Our objectives describe **how we will achieve our strategic aims** for involving and engaging the public in ARC WM. Our 'Delivery Plan' (Appendix 2) and 'Logic Model' (Appendix 3) illustrate how we will deliver each objective and person(s) responsible. Our 'Evaluation Plan' (Section 7) and 'Reporting Plan' (Section 8) outline how we will evaluate and report our progress on implementing our Strategy.

Objectives for Strategic Aim 1 – Enhancing diversity in our involvement and engagement and including communities under-represented in research.

1. We will increase the diversity of people involved in ARC WM projects through promoting all opportunities for involvement across our existing community networks. Each opportunity will have a transparent recruitment/selection process and researchers will be expected to consider flexible opportunities to be involved (e.g. virtual meetings, meetings at variable times/different locations).
2. We will draw on the expertise and local knowledge of our existing public contributors to develop innovative strategies for engaging and involving grass-roots communities, social groups and charities in ARC WM. We will prioritise developing relations with communities known to be under-represented in research, such as BAME communities and people who are socially disadvantaged.
3. We will co-develop materials and resources with our public contributors to encourage more people from a wider range of backgrounds to be involved in ARC WM. In addition to developing content for our ARC WM website, we will develop physical materials, such as flyers/posters.
4. We will ensure that financial implications do not influence a person's choice to be involved in research. In addition to offering honoraria payments to recognise people's contributions, we provide provision for out-of-pocket expenses, such as travel expenses, contributions to mobile/broadband costs or childcare/carer costs.
5. We will work in partnership with umbrella organisations, such as Healthwatch in different localities, to extend the reach of ARC WM. Using these networks, we will be able to share opportunities to be involved/engage in ARC WM research with wider audiences.
6. We will reflect on the 'Inclusive Opportunities' Standard at our annual Standards for Involvement workshop to inform approaches to involving the public in research at Project, Theme and Central levels.
7. We will work with public contributors to develop engagement plans to share our research findings. In addition to identifying key audiences relevant to the research focus, we will consider different methods of sharing the findings in ways that are appropriate and accessible. This may include holding events or producing materials (e.g. leaflets/short videos).
8. We will produce a calendar of regular events (e.g. International Clinical Trials day, Pint of Science, University Community Days) and one-off events (e.g. Coventry City of Culture, Birmingham Commonwealth Games) to engage with broad audiences about our research. Wherever possible, we will coordinate engagement activities with colleagues in other NIHR Centres.

Objectives for Strategic Aim 2 - Building on foundations and experiences from CLAHRC WM to embed public involvement practices, which facilitate partnership working and enable the public to have real influence at Project, Theme and Central levels in ARC WM.

1. We will recruit a Public Contributor Advisory Group of 16-20 members that will contribute their unique insights and perspectives to ARC WM. We will recruit members from a range of cultural/social backgrounds to reflect the diversity of the West Midlands. The Public Contributor Advisory Group will meet 3-4 times annually, developing its own Terms of Reference and electing its own chair.
2. We will work with members of our Public Contributor Advisory Group to co-develop our ARC WM Public Involvement and Engagement Strategy and oversee its delivery.
3. We will embed public contributors in ARC WM governance structures. We will recruit two contributors to the Programme Management Committee, which meets every six weeks, and two contributors to the Executive Steering Committee, which meets every six months.

4. We will appoint public contributors to ARC WM's Themes based on their personal interests and experiences. The Public Involvement Leads (Operations) will facilitate meetings between Theme Leads, researchers and public contributors to establish effective ways of partnership working.
5. We will provide support to researchers and contributors to find effective ways of working together throughout the project research cycle.
6. We will draw on expertise from Keele University's LINK (Lay Involvement in Knowledge Mobilisation) Group to develop ways of working in partnership with public contributors to implement research evidence.

Objectives for Strategic Aim 3 - Developing skills and capacity in the ARC WM Community (contributors, researchers and staff working in health and social care services) to deliver meaningful PPI/E across ARC WM.

1. We will establish the Public Involvement Lead (Operations) as a member of the ARC WM Capacity Development Committee to ensure that developing knowledge and skills on PPI/E is a key component to capacity development in ARC WM.
2. We will hold an induction workshop for members of ARC WM Public Contributor Advisory Group to introduce them to ARC WM, its Themes and members of the ARC WM Central Team.
3. We will have a dedicated agenda item in ARC WM Public Contributor Advisory Group meetings to discuss any learning/development needs required to develop skills/knowledge relating to public involvement in applied health and social care research and develop a plan to address the learning/development needs.
4. We will deliver training and support to researchers in ARC WM to develop skills and knowledge in PPI/E. This includes formal training, through lectures, seminars and workshops, or informal support, delivered through monthly drop-in sessions. We will use feedback forms to identify further training/support needs and improve the quality of support we provide.
5. We will develop a bank of resources for researchers and contributors, available through the ARC WM website, to support them to do meaningful PPI/E.

Objectives for Strategic Aim 4 - Collaborating with public involvement colleagues locally, regionally and nationally to achieve continual improvement of PPI/E through sharing resources, learning and examples of best practice.

1. We will continue our membership and active participation in the Patient and Public Involvement in Research meetings at University Hospitals Birmingham (host Trust) and University Hospitals Coventry and Warwickshire. We will also play an active role in the regional Public Involvement and Lay Accountability in Research (PILAR) network to share experiences, resources and learning on involving and engaging the public in research and contribute to joint initiatives with colleagues.
2. We will continue our membership and active participation in the ARC Public Involvement Community network meetings, which take place 4 times annually, to share experiences and resources with Public Involvement and Engagement Leads working in applied health and social care settings.
3. We will contribute to opportunities (e.g. attending meetings/providing updates/contributing to reports) to share experiences of leading public involvement in the ARC National Consortium of Adult Social Work and Social Care with members of the ARC Public Involvement Community.

Objectives for Strategic Aim 5 - Embedding a culture of sharing/gathering feedback, evaluating and reporting PPI/E to capture the impact of public involvement and contribute to the evidence-base.

1. We will ensure that notes are taken at meetings to capture public contributor involvement in discussions and instances where public contributions have made an impact on decisions.

2. We will support researchers and contributors to embed practices of reflecting on public involvement. This includes sharing resources, such as templates, which can be used as a mechanism to capture the impact of involvement.
3. We will share resources (e.g. CRIPPAC Guidance for Researchers: Feedback, Mathie et al. 2018) and provide support to researchers and public contributors to co-design and implement feedback processes.
4. We will encourage the use of frameworks, (e.g. 4PI developed by NSUN), to co-develop evaluations of Public Involvement.
5. We will produce a guide to using GRIPP2, the international guidance for reporting public involvement in research, to support researchers to report all public involvement activities and enhance opportunities to learn what works and in what contexts in relation to public involvement.

Section 3: ARC WM Public Involvement and Engagement Delivery Plan

To ensure successful delivery against our objectives, we have developed an ARC WM PPI/E Delivery Plan. Underneath each objective, we provide information on specific tasks, the timescale for completion, person(s) responsible and evidence used to evidence achievement. The full delivery plan is in Appendix 2.

Section 4: Resources to deliver ARC WM PPI/E Strategy

4.1 Staff

ARC WM has a dedicated Public Involvement and Engagement Lead (full time) and a Public Involvement and Engagement Officer (0.5 FTE), responsible for the operations of Public Involvement and Engagement in NIHR ARC West Midlands. We also have a Public Involvement and Engagement Lead for Research (0.1 FTE) and a PhD student who will contribute to the PPI/E evidence--base. Administrative support is provided through the ARC WM Central Team.

Budget

ARC WM has a dedicated PPI/E budget. This includes resources to ensure that financial implications do not influence a person's choice to be involved in research. In addition to offering honoraria payments to recognise people's contributions (currently £20.00 per hour), we provide provision for out-of-pocket expenses, such as travel expenses, contributions to mobile/broadband costs or childcare/carer costs.

Honoraria are offered for attendance at ARC WM Project, Theme and Management meetings/events and activities such as review of documentation, attendance at dissemination events, learning/development activities. The budget also funds regular events hosted by the PPI/E team, including the ARC WM 'Standards for Involvement' and 'Approaches to Co-Production' workshops, which take place annually.

ARC WM does not fund public involvement on externally-funded research projects, which have their own dedicated public involvement budget.

Section 5: Partners

ARC WM will work with the following partners to deliver its Strategic Aims and Objectives:

- The PPI/E Lead from our Host Trust, University Hospitals Birmingham NHS Foundation Trust, who chairs the Patient and Public Involvement in Research Network, and the PPI/E Strategy group at University Hospitals Coventry and Warwickshire.
- The regional network for PPI/E in the West Midlands, Public Involvement for Lay Accountability in Research (PILAR network), which includes: Research Design Service West Midlands, Birmingham Biomedical Research Centre, Clinical Research Network West Midlands, Academic Health Science Network, Surgical Reconstruction and Microbiology Research Centre , Global Surgery Unit, PPI Leads from hospital Trusts in the West Midlands, PPI Leads from Higher Education Institutions in the West Midlands (University of Birmingham, Warwick University, Keele University).
- The ARC Public Involvement Community, which brings together Public Involvement Leads and researchers from the 15 Applied Research Collaborations.
- Regional Healthwatch organisations.

Section 6: Leadership for PPI/E in ARC WM

The ARC WM Director has overall responsibility for Public Involvement and Engagement in ARC WM. The ARC WM Director is supported by the PPI/E Leads for Public Involvement and Engagement.

Section 7: Evaluating progress against the ARC PPI/E Strategy

In Year 2, we will establish an ARC WM PPI/E Strategy Group to review progress against achieving the ARC WM PPI/E Strategic Aims and Objectives. Membership will include the ARC WM Director, ARC WM PPI/E Leads, public contributors, researchers, Theme Leads and members of ARC WM's Central Team.

Meetings will take place at least once a year. The ARC WM PPI/E Strategy Group will identify any barriers to achieving the aims and objectives and discuss and agree strategies to overcome these.

Section 8: Reporting Public Involvement and Engagement

8.1 Reporting mechanisms in ARC WM

Reporting progress against delivery of the ARC WM Public Involvement and Engagement Strategic aims and objectives is the responsibility of the ARC WM Public Involvement and Engagement Lead (Operations).

Updates on PPI/E activities are reported to the ARC WM Central Team (Director, Programme Managers, Capacity Lead, Administrator) on a weekly basis. Formal reporting of PPI/E activities takes place under the dedicated PPI/E agenda item at ARC WM Programme Management Committee meetings (every six weeks) and the ARC WM Executive Steering Committee meetings (every six months). Public contributors from ARC WM's Public Contributor Advisory Group are represented on these Committees.

8.2 Reporting to NIHR Central Commissioning Facility

The PPI/E Leads (Operations and Research) and public contributors contribute to the PPI/E Section for the ARC WM annual report, which is submitted to the NIHR.

Acknowledgements

We are grateful to all members of the ARC WM Community that contributed to the ARC WM PPI/E Strategy. This includes members of the ARC WM Community that participated in the PPI/E Strategy Workshop, which took place in January 2021, and our 18 ARC WM Public Contributors that refined the Strategy.

We extend particular thanks to members of the ARC WM Public Contributor Strategy Group who were instrumental in shaping the ARC WM PPI/E Strategic Vision, Aims and Objectives: Richard Grant, Ruth Hewston, Jennifer Leech, Samantha Russell, Tony Russell-Pattison, Jane Whitehurst, Mohammed Zaman.

The PPI/E Leads for ARC WM, Magdalena Skrybant and Sophie Staniszewska facilitated the development of the ARC WM PPI/E Strategy.

Further Information

For further information about the NIHR ARC West Midlands PPI/E Strategy, please contact the NIHR ARC WM PPI/E Lead, Magdalena Skrybant.



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APPENDIX 1: DEVELOPING THE ARC WM PPI/E STRATEGY

The ARC WM Patient and Public Involvement and Engagement (PPI/E) Strategy was co-developed with ARC WM Public Contributors. Although we built on the PPI/E Strategy developed with public contributors from CLAHRC WM in our application to host an Applied Research Collaboration (Appendix 7), we began the process to develop our PPI/E Strategy in October 2020 with a ‘blank canvas’. We concluded the process in March 2021. Together, we co-developed a clear PPI/E Strategic Vision, underpinned by five Strategic Aims, each with their own objectives. To help ensure we deliver our Strategy, we have a detailed Delivery Plan, which is populated with suggestions from our discussions.

All members of the ARC WM Community were invited to be involved in shaping the ARC WM PPI/E Strategy. In addition to commenting on draft versions of the Strategy document, members of the ARC WM community were invited to attend our PPI/E Strategy Workshop.

From the start of the journey, a core group of 7 public contributors was instrumental in shaping the content. In addition to attending PPI/E several Strategy Workshops, public contributors have commented on draft versions of the Strategy as it evolved and provided honest and constructive feedback. Workshops were recorded to ensure accurate capture of discussions and, wherever possible, the ‘voices’ of our contributors are preserved in the language of the Strategy document.

The different stages of the process for developing the ARC WM PPI/E Strategy are listed below:

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| October 2020 | Initial meetings - Sophie Staniszewska (PPI/E Lead, Research) and Magdalena Skrybant (PPI/E Lead, Operations) - to discuss co-developing the ARC WM PPI/E Strategy. |
| November 2020 | Transparent and open recruitment process from ARC WM Public Contributors to PPI/E Strategy Group. 7 contributors recruited. |
| 01 December 2020 14:00 – 16:00 | Virtual Workshop 1. Key focus on considering documents/principles to shape our Strategic Vision and initial ideas on Aims/Objectives to include in the ARC WM PPI/E Strategy. Notes circulated after the workshop for comment/feedback. |
| 07 January 2021 13:30 – 16:00 | Virtual Workshop 2. Developing the Strategic Vision and considering key Strategic Aims for inclusion in the ARC WM PPI/E Strategy. Notes circulated after the workshop for comment/feedback. Early draft of the Strategy created based on feedback. |
| 14 January 2021 13:00- 14:30 | Meeting with M Skrybant and ARC WM Director, R Lilford. Discussion of items discussed by public contributors and sharing early draft of Strategy document. |
| 21 January 2021 13:30 – 15:30 | Virtual Workshop 3. Discussion of early draft document, with further refinement of Vision, Strategic Aims and Objectives. |
| 28 January 2021 09:30 – 12:00 | ARC WM PPI/E Strategy Workshop. 19 members of the ARC WM Community, including Theme Leads, researchers, public contributors and members of the ARC WM Central Team, discuss the draft Strategy document. Refinement of ARC WM PPI/E Strategy based on discussions. |
| 10 February 2021 | ARC WM Programme Management Committee. Revised Strategy document circulated to ARC WM community for comment. |
| 12 March 2021 11:00 – 12:30 | Workshop with ARC WM Public Contributors. Refining Strategic Vision and Strategic Aims. |
| 18 March 2021 11:00 – 12:30 | Workshop with ARC WM Public Contributors. Final clarification of Strategic Vision and Strategic Aims. Final document circulated to ARC WM PPI/E Strategy Group and ARC WM Director for final comments. |
| 31 March 2021 | Submission of final document to NIHR Central Commissioning Facility and uploading document to NIHR ARC WM website. |

Whilst we are proud of what we have achieved, particularly working in virtual environments, we are mindful that creating the Strategy document is just the start of the journey. We anticipate that the Strategy will continue to evolve. An ARC WM PPI/E Strategy Group, which will include Public Contributors, PPI/E Leads, Theme Leads and members of the ARC WM Central Management Team, will oversee the delivery of the PPI/E Strategy and report on progress to the wider ARC WM Community.

APPENDIX 2: DELIVERY PLAN

| Aim 1: Enhancing diversity in our involvement and engagement and including communities under-represented in research. | | | |
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| Increase the diversity of people involved in ARC WM projects through promoting all opportunities for involvement across our existing community networks. Each opportunity will have a transparent recruitment/selection process and researchers will be expected to consider flexible opportunities to be involved (e.g. virtual meetings, meetings at variable times/different locations). | When | Person(s) Responsible | Evidence |
| Co-design an 'Opportunities for Involvement' template for advertising all opportunities in ARC WM. | Yr 1 | PPIE Lead (Ops)/Public Contributors | Opportunities Template. |
| Use the 'Opportunities for Involvement' template to advertise all opportunities in ARC WM. | Ongoing | PPIE Lead (Ops)/Researchers | Opportunities using template. |
| Provide information on selection process for all opportunities for involvement advertised through ARC WM. | Ongoing | PPIE Lead (Ops)/Researcher | Section on Opportunities Template. |
| Provide support to researchers (drop in sessions and workshops with ARC WM public contributors) to develop public involvement plans that include communities relevant to the focus of the research. | Ongoing | PPIE Lead (Ops)/ARC WM Contributors/Researcher | Drop-In summary sheets, Workshop slides. |
| Promote opportunities for involvement widely through networks developed through CLAHRC WM and local and regional networks. | Ongoing | PPIE Lead (Ops)/Researcher | Website. Email correspondence. |
| Draw on the expertise and local knowledge of our existing public contributors to develop strategies for engaging and involving grass-roots communities, social groups and charities in ARC WM. We will prioritise developing relations with communities known to be under-represented in research, such as BAME communities and people who are socially disadvantaged. | When | Person(s) Responsible | Evidence |
| Hold meetings with public contributors to identify communities/charities they are linked with and identify possible communities to engage with. | Yr 1 | PPIE Lead (Ops)/ARC WM Contributors | Induction meetings with public contributors. |
| Follow-up on opportunities to involve and engage different communities in ARC WM research. | Ongoing | PPIE Lead (Ops)/Researchers | Summary of events in Newsblog/website. |
| Co-develop materials and resources with our public contributors to encourage more people from different backgrounds to be involved in ARC WM. In addition to developing content for our ARC WM website, we will develop physical materials, such as flyers/posters. | When | Person(s) Responsible | Evidence |
| Develop promotional materials to promote public involvement in ARC WM. | Ongoing | PPIE Lead (Ops)/ARC WM Contributors | Promotional materials. |
| Create dedicated PPIE Section of ARC WM website. | Yr 1 | PPIE Lead | ARC WM website. |
| Use ARC WM's public contributors as a resource to develop the ARC WM website, ensuring the content and layout are engaging, accessible and easy to navigate. | Yrs 2 - 5 | PPIE Lead (Ops)/ARC WM Contributors | Workshop notes/ARC WM website. |
| Ensure that financial implications do not influence a person's choice to be involved in research. In addition to offering honoraria payments to recognise people's contributions, we provide provision for out-of-pocket expenses, such as travel expenses, contributions to mobile/broadband costs or childcare/carer costs. | When | Person(s) Responsible | Evidence |
| Develop a clear process for paying honoraria/expenses to public contributors in a timely manner. | Yr 1 | PPIE Lead (Ops) | Process document. |

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| Share resources (e.g. involvement cost calculator) and offer support through drop-in sessions to researchers to ensure public involvement activities are costed appropriately. | Ongoing | PPIE Lead (Ops) | Drop-In Session summary sheets. |
| Work in partnership with umbrella organisations, such as regional Healthwatch organisations, to extend the reach of ARC WM. Using these networks, we will be able to share opportunities to be involved/engage in ARC WM research with wider audiences. | When | Person(s) Responsible | Evidence |
| Invite the Chair of the regional Healthwatch network to sit on the ARC WM Executive Steering Committee. | Yr 1 | PPIE Lead (Ops)/ARC WM Director | Exec. Meeting minutes. |
| Deliver a presentation to regional Healthwatch organisations on ARC WM. | Yr 1 | PPIE Lead (Ops)/ARC WM Director | Healthwatch meeting minutes. |
| Promote opportunities for involvement through regional Healthwatch networks. | Ongoing | PPIE Lead (Ops) | Healthwatch comms. |
| Work with ARC WM public contributors, researchers and university community engagement teams to create and develop sustainable links with local partners, organisations and communities to engage diverse audiences in ARC WM activities. | Ongoing | PPIE Lead (Ops)/ARC WM Community | Correspondence with partner orgs. |
| Develop opportunities to work in partnership with Healthwatch organisations on specific projects. | Yrs 2 - 5 | ARC WM researchers | Meeting notes. |
| Reflect on 'Inclusive Opportunities' Standard to inform approaches to involving the public in research at project, Theme and Central levels. | When | Person(s) Responsible | Evidence |
| Dedicate time in annual Standards Workshop to reflect on how ARC WM provides 'Inclusive Opportunities' (Standard One) to be involved in research. | Annually | PPIE Lead (Ops)/ARC WM Community | Report from 'Standards Workshop'. |
| Develop clear actions from 'Inclusive Opportunities' Standards discussion to further improve our approaches to involvement. | Annually | PPIE Lead (Ops)/ARC WM Community | Action plan from 'Standards Workshop'. |
| Promote clear actions to further improve our inclusive approaches to involvement through emails to ARC WM community, articles in ARC WM Newsblog and publication on ARC WM website. | Ongoing | PPIE Lead (Ops) | Newsblog article, Standards section on website. |
| Work with public contributors to develop engagement plans to share our research findings. In addition to identifying key audiences relevant to the research focus, we will consider different methods of sharing the findings in ways that are appropriate and accessible. This may include holding events or producing materials (e.g. leaflets/short videos). | When | Person(s) Responsible | Evidence |
| Design and deliver engagement/dissemination plans for each project that ensure research findings are shared with relevant audiences in ways that are accessible. | Ongoing | PPIE Lead (Ops)/Researchers/Public contributors | Protocol/project dissemination plans. |
| Produce a calendar of regular events (e.g. International Clinical Trials day, Pint of Science, University Community Days) and one-off events (e.g. Coventry City of Culture, Birmingham Commonwealth Games) to engage with broad audiences about our research. Wherever possible, we will coordinate engagement activities with colleagues in other NIHR Centres. | When | Person(s) Responsible | Evidence |
| Use regular opportunities (e.g. National Clinical Trials Day, Pint of Science, Masterclasses) to engage our local communities with ARC WM research. | Ongoing | PPIE Lead (Ops)/Researchers | ARC WM presence at regular events. |
| Share resources to design and deliver both small and large-scale events to engage public audiences with health and social care research. | Ongoing | PPIE Lead (Ops) | ARC WM presence at regional events. |
| Use links between University of Warwick and Coventry City of Culture (2021) and University of Birmingham and Commonwealth Games (2022) to identify opportunities to promote ARC WM research with large and diverse audiences. | Ongoing | PPIE Lead (Ops)/Researchers | ARC WM presence at events. |

| Aim 2: Building on foundations and experiences from CLAHRC WM to embed public involvement practices, which facilitate partnership working and enable the public to have real influence at Project, Theme and Central levels in ARC WM. | | | |
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| | When | Person(s) Responsible | Evidence |
| Recruit a Public Contributor Advisory Group of 16-20 members that will contribute their unique insights and perspectives to ARC WM. Recruit members from a range of cultural/social backgrounds to reflect the diversity of the West Midlands. The Public Contributor Advisory Group will meet 3-4 times annually, developing its own Terms of Reference and electing its own chair. | | | |
| Co-design clear role descriptions and transparent recruitment process to recruit an ARC WM Public Contributor Advisory Group. | Yr 1 | PPIE Leads/Public Contributors | Completed recruitment process. |
| Promote Opportunity for Involvement to be an ARC WM Public Contributor through local and regional networks. | Yr 1 | PPIE Leads | Email correspondence to networks. |
| Use recruitment process to recruit 16-20 public contributors to ARC WM Public Contributor Advisory Group | Yr 1 | PPIE Leads/Central Team | Notes from induction meeting. |
| Write a letter formally welcoming public contributors to ARC WM | Yr 1 | ARC WM Director | Formal letter from RJL. |
| Host an induction event to welcome ARC WM public contributors to the ARC WM community, provide opportunities to meet members from the ARC WM Community and learn about ARC WM Themes. | Yr 1 | PPIE Leads/Central Team | Notes from meeting. |
| Host an event to meet the ARC WM Director and members of the ARC WM Central Team | Yr 1 | PPIE Leads/Central Team | Notes from meeting. |
| Develop Terms of Reference for Public Contributor Advisory Group meetings. | Yr 1 | PPIE Leads/Public Contributors | Meeting minutes/ ToR. |
| Elect a Chair to ARC WM Public Contributor Advisory Group meetings. | Yr 1 | PPIE Leads/Public Contributors | Notes from meeting. |
| Develop a sense of community amongst public contributors through hosting 3-4 ARC WM Public Contributor Advisory Group meetings each year with opportunities to network with other public contributors and members of the ARC WM community. | Ongoing | PPIE Leads (Op/Central Team | Meeting notes. |
| Keep public contributors informed about ARC WM progress through updates at Public Contributor Advisory Group meetings from the ARC WM Director and Central Team members. | Ongoing | PPIE Lead/Central Team | Meeting notes/presentations. |
| Invite ARC WM Public Contributors to key events in the ARC WM calendar (e.g. Public Health Summit, Social Care Summit). | Ongoing | PPIE Lead/Central Team | Opportunities for Involvement. List of attendees. |
| Work with members of our Public Contributor Advisory Group to co-develop our ARC WM Public Involvement and Engagement Strategy and oversee its delivery. | When | Person(s) Responsible | Evidence |
| Recruit 6-8 members of ARC WM Public Contributor Advisory Group to Strategy Group and hold workshops to develop ARC WM PPI/E Strategy. | Yr 1 | PPIE Leads (Ops/Research)/ARC WM Contributors | Meeting notes. |
| Embed public contributors in ARC WM governance structures and decision-making. We will recruit two contributors to the Programme Management Committee, which meets every six weeks, and two contributors to the Executive Steering Committee, which meets every six months. | When | Person(s) Responsible | Evidence |
| Use a fair and transparent process to appoint 2 public contributors from the ARC WM Public Advisory Group to the ARC WM Programme Management Committee. | Yr 1 | PPIE Leads (Ops)/Central Team | Opportunity for Involvement. |
| Use a fair and transparent process to appoint 2 public contributors from the ARC WM Public Advisory Group to the ARC WM Executive Steering Committee. | Yr 1 | PPIE Leads (Ops)/Central Team | Opportunity for Involvement. |

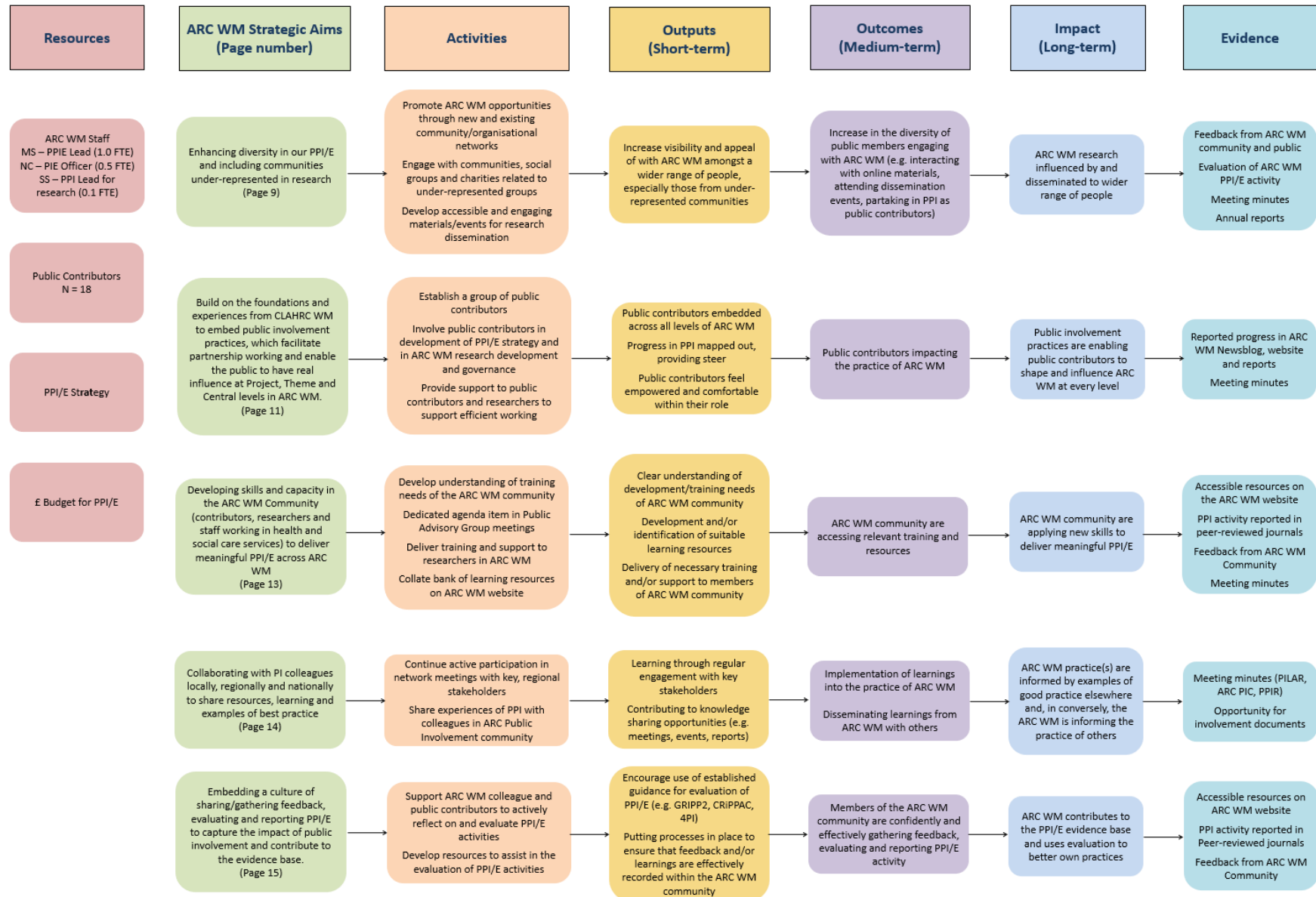
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| Provide support to public contributors prior to Committee meetings (eg discussing agenda items and Committee documentation) to ensure public contributors are enabled to make meaningful contributions to discussions. | Ongoing | PPIE Leads (Ops) | Email correspondence PPI/E Lead and Contributors. |
| Report PPIE activities and progress towards achieving ARC WM's PPIE Strategy against standing agenda item at Programme Management and Executive Steering Committee meetings. | Ongoing | PPIE Leads (Ops) | Committee meeting minutes/PPI/E report. |
| Appoint public contributors to ARC WM's Themes based on their personal interests and experiences. The Public Involvement Lead (Operations) will facilitate meetings between Theme Leads, researchers and public contributors to establish effective ways of partnership working. | Time Frame | Person(s) Responsible | Evidence |
| Appoint 3-6 public contributors to each of ARC WM's themes according to their interests/experiences. | Yr 1 | PPIE Leads (Ops) | Theme meeting minutes. |
| Hold discussions with the Public Involvement and Engagement Lead, Theme Leads, researchers and public contributors in each Theme to develop ways of working that embed public voices in Theme activities. | Ongoing | PPIE Leads (Ops)/Theme Leads/Researchers/Contributors | Notes from meeting discussions. |
| Provide support to researchers and contributors to find effective ways of working together throughout the project research cycle. | Time Frame | Person(s) Responsible | Evidence |
| As soon as is practicable, include meaningful input from public contributors with relevant lived-experience to shape the project design, including plan for involving the public. | Ongoing | Researchers | Opportunity for Involvement. |
| Hold discussions between researchers and public contributors to identify ways public contributors can add value to research projects. | Ongoing | Researchers/Public Contributors | Project protocols/PPIE plans/meeting notes. |
| Develop clear plans to clarify the aims, methods and approaches to public involvement throughout the project and identify how the impact of activities can be reported. | Ongoing | Researchers/Public Contributors | Project protocols/PPIE plans/meeting notes. |
| Draw on expertise from Keele University's LINK (Lay Involvement in Knowledge Mobilisation) Group to develop ways of working in partnership with public contributors to implement research evidence. | Time Frame | Person(s) Responsible | Evidence |
| Recruit public contributor(s) from LINK group to join ARC WM Public Contributor Advisory Group | Yr 1 | PPI/E Leads (Ops) | ARC WM Public Contributor Advisory Group Membership. |
| Attendance of PPI/E Lead at LINK meetings, which are held at Keele University. | Ongoing | PPI/E Leads (Ops) | Meeting minutes. |
| Share examples of LINK projects with ARC WM Community. | Ongoing | PPI/E Leads (Ops) | ARC WM Newsblog articles, items on website, ARC WM Management Committee minutes. |

| Aim 3: Developing skills and capacity in the ARC WM Community (contributors, researchers and staff working in health and social care services) to deliver meaningful PPI/E across ARC WM. | | | |
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| Establish the Public Involvement Lead (Operations) as a member of the ARC WM Capacity Development Committee to ensure that developing knowledge and skills on PPIE is a key component to capacity development in ARC WM. | When | Person(s) Responsible | Evidence |
| Establish the ARC WM PPI/E Lead on the ARC WM Capacity Development Committee. | Yr 1 | PPIE Lead (Ops)/Capacity Development Lead | Capacity Development Committee minutes. |
| Report on capacity development in public involvement and engagement at ARC WM Capacity Development Committee meetings. | Ongoing | PPIE Lead (Ops)/Capacity Development Lead. | Capacity Development Committee minutes. |
| Dedicate time in annual Standards Workshop to reflect on how ARC WM can provide 'Support and Learning' (Standard 4) to members of the ARC WM community. | Annually | PPIE Leads (Ops) | Standards Workshop report. |
| Hold an induction workshop for members of ARC WM Public Involvement Advisory Group to introduce them to ARC WM, its Themes and members of the ARC WM Central Team | When | Person(s) Responsible | Evidence |
| Deliver an induction to ARC WM for members of ARC WM's Public Involvement Advisory Group. | Yr 1 | PPIE Lead (Ops) | Meeting presentation/notes. |
| During induction meetings, explore with public contributors any learning/development needs to develop skills/knowledge they might have relating to involvement in applied health research and how these can be addressed. | Yr 1 | PPIE Lead (Ops)/public contributors | Notes from meeting. |
| To have a dedicated agenda item in ARC WM Public Advisory Group meetings to discuss any learning/development needs to develop skills/knowledge relating to public involvement in applied health and develop a plan to address the learning/development needs. | When | Person(s) Responsible | Evidence |
| Include 'Capacity Building' as an agenda item at ARC WM Public Contributor Advisory Group meetings to facilitate regular opportunities to discuss learning and development needs. | Yr 1 | PPIE Lead (Ops)/public contributors | Public Contributor Advisory Group minutes. |
| Develop learning/development plan for public contributors based on learning/development needs discussions. This may include training on public involvement, learning opportunities to support contributors in their roles (e.g. research methods, personal development skills) and learning opportunities to gain a deeper understanding of the methods of applied health research. | Yr 1 | PPIE Lead (Ops)/public contributors | Learning/Development plan. |
| Deliver training and support to researchers in ARC WM to develop skills and knowledge in PPI/E. This includes formal training, through lectures, seminars and workshops, or informal support, delivered through monthly drop-in sessions. We will use feedback forms to identify further training/support needs and improve the quality of support we provide. | When | Person(s) Responsible | Evidence |
| Deliver formal training through workshops, lectures and seminars for researchers to develop knowledge and skills in PPIE. | Ongoing | PPIE Lead (Ops) | Workshop slides/resources. |
| Deliver informal support to researchers to deliver meaningful PPIE through monthly drop-in sessions. | Ongoing | PPIE Lead (Ops) | Drop-In Summary notes. |
| Develop a bank of resources for researchers, supporting them to deliver meaningful PPIE, and make available on ARC WM website. | Ongoing | PPIE Lead (Ops) | Resources available on website. |
| Use feedback forms from formal/informal learning/development opportunities to identify additional learning/development needs and improve the support we provide to the ARC WM community. | Ongoing | PPIE Lead (Ops) | Feedback forms/reports. |
| Develop a bank of resources for researchers and contributors, available through the ARC WM website, to support them to do meaningful PPI/E. | When | Person(s) Responsible | Evidence |
| Populate dedicated space on ARC WM website for resources for ARC WM community on PPI/E | Ongoing | PPIE Lead (Ops) | ARC WM website. |

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| Aim 4: Collaborating with public involvement colleagues locally, regionally and nationally to achieve continual improvement of PPI/E through sharing resources, learning and examples of best practice. | | | |
| Continue our membership and active participation in the Patient and Public Involvement in Research meetings at University Hospitals Birmingham (host Trust) and University Hospitals Coventry and Warwickshire. | When | Person(s) Responsible | Evidence |
| Attend and actively participate in Patient and Public Involvement in Research (PPIR) Operations meetings and Strategy meetings from the host Trust, University Hospitals Birmingham and University Hospitals Coventry and Warwickshire. | Ongoing | PPIE Lead (Ops)/PPI Lead (Research) | PPIR Meeting notes. |
| Continue our membership and active participation in the West Midlands Public Involvement and Lay Accountability in Research (PILAR) network meetings, which take place 4 times annually, to share experiences, resources and learning on involving and engaging the public in research and contribute to joint initiatives. | When | Person(s) Responsible | Evidence |
| Attend and actively participate in regional Public Involvement and Lay Accountability in Research (PILAR) meetings, bringing together stakeholders that involve and engage the public in the West Midlands region. | Ongoing | PPIE Lead (Ops)/PPIE Lead (Research) | PILAR minutes. |
| Continue our membership and active participation in the ARC Public Involvement Community network meetings, which take place 4 times annually, to share experiences, resources with Public Involvement and Engagement Leads working in applied health settings | When | Person(s) Responsible | Evidence |
| Attend and actively participate in ARC Public Involvement Community (ARC PIC) meetings, to share experiences and learnings from involving and engaging the public in ARCs. | Ongoing | PPIE Lead (Ops)/PPIE Lead (Research) | ARC PIC minutes. |
| Contribute to opportunities (e.g. attending meetings/providing updates/contributing to reports) to share experiences of leading public involvement in the ARC National Consortium of Social Work and Social care with members of the ARC Public Involvement Community. | When | Person(s) Responsible | Evidence |
| Respond to requests from ARCs coordinating National Consortia activities to share experiences of involving contributors in areas relevant to the National Consortium. | Ongoing | PPIE Lead (Ops) | Meeting notes/correspondence. |
| Share experiences of leading PPI/E in the National Consortium on Social Work and Social Care with members of the ARC PIC community and ARC PIC meetings. | Ongoing | PPIE Lead (Ops)/PPIE Lead (Research)/Researchers | ARC PIC Minutes. |
| Promote opportunities to be involved in ARC National Consortia to ARC WM public contributors. | Ongoing | PPIE Lead (Ops) | Opportunity for involvement. |

| Aim 5: Embedding a culture of gathering feedback, evaluating and reporting PPI/E to capture the impact of public involvement and contribute to the evidence-base. | | | |
|--|---------|------------------------------|--|
| Ensure that notes are taken at regular PPI/E meetings to capture public contributor involvement in discussions and instances where public contributions have made an impact on decisions. | When | Person(s) Responsible | Evidence |
| Capture notes from PPI/E contributions in ARC WM meetings. | Ongoing | Researchers/Contributors | Meeting notes. |
| Support researchers and contributors to use feedback mechanisms to reflect on public involvement activities, improve ways of working and capture impact of involvement. | When | Person(s) Responsible | Evidence |
| To provide templates, resources and examples of best practice to support researchers and public contributors to use feedback mechanisms to reflect on public involvement activities, improve ways of working, and capture the impact of involvement. | Ongoing | PPIE Lead (Ops) | Training slides/Drop In notes/Website. |
| Make resources and templates that support researchers/contributors to develop effective mechanisms for gathering/obtaining feedback available on the ARC WM website. | Yr 1 | PPIE Lead (Ops)/Central Team | ARC WM website. |
| Use formal training sessions and informal learning opportunities to provide guidance to researchers/public contributors on how to use feedback mechanisms effectively to reflect on public involvement practices. | Ongoing | PPIE Lead (Ops) | Training slides/Drop In notes. |
| Share resources (e.g. CRiPPAC Guidance for Researchers: Feedback, Mathie et al. 2018) and provide support to researchers and public contributors to co-design and implement feedback processes. | | | |
| Provide a link to the feedback study on the ARC WM website and deliver training/support to co-design and implement feedback processes. | Ongoing | PPI Lead (Ops) | Training slides/Drop In notes. |
| Encourage the use of frameworks, (e.g. 4PI developed by NSUN), to co-develop evaluations of Public Involvement. | When | Person(s) Responsible | Evidence |
| Make existing frameworks and templates to evaluate public involvement activities available on the ARC WM website. | Yr 1 | PPIE Lead (Ops)/Central Team | ARC WM website. |
| Use formal training sessions and informal learning to guide researchers/contributors on how to consider the four areas that underpin public involvement in research (reach, relevance, refinement, relationships) when evaluating public involvement activities. | Ongoing | PPIE Lead (Ops) | Workshop slides. |
| Produce a guide to using GRIPP2, the international guidance for reporting public involvement in research, to support researchers to report all public involvement activities and enhance opportunities to learn what works and in what contexts in relation to public involvement. | When | Person(s) Responsible | Evidence |
| Provide a link to the GRIPP2 resource on the ARC WM website. | Yr 1 | PPIE Lead (Ops)/Central Team | ARC WM website. |
| Use formal training sessions and informal learning to guide researchers/contributors on how to use GRIPP2 to report public involvement. Include examples of completed GRIPP2 forms to contextualise learning. | Ongoing | PPIE Lead (Ops) | Workshop slides/ Publications in peer-reviewed journals |

APPENDIX 3: LOGIC MODEL









Logic Model Headings

| | |
|-------------------------------|--|
| Resources | What resources do we have in place to deliver the ARC WM PPI/E Strategy? |
| Strategic Aims | What are the ARC WM's strategic aims? |
| Activities | What actions will the ARC WM take to achieve the strategic aims? |
| Outputs (Short-term) | What do we expect the immediate impact of activities to be? |
| Outcomes (Medium-term) | What do we expect the impact of activities to be in the medium-term? |
| Impact (Long-term) | What do we expect the impact of activities will be in the long-term? |
| Evidence | How we will evidence impact? |

APPENDIX 4: KEY RESOURCES THAT SHAPE OUR STRATEGY

NIHR ARC WM’s Public Involvement and Engagement Strategy is underpinned by the following key resources. These resources, which have been co-developed with members of the public, provide an important *national* context for our Strategy for involving people in the West Midlands in our Applied Research Collaboration.

| | |
|--|---|
| <p>NIHR Going the Extra Mile (2015) <i>NIHR. Going the extra mile: Improving the nation’s health and wellbeing through public involvement in research. Available from:</i> https://www.nihr.ac.uk/documents/about-us/our-contribution-to-research/how-we-involve-patients-carers-and-the-public/Going-the-Extra-Mile.pdf [Date accessed 22/11/20]</p> |  |
| <p>NIHR UK Standards for Involvement https://sites.google.com/nihr.ac.uk/pi-standards/standards [Date accessed 22/11/20]</p> |  |
| <p>Centre for Research in Public Health and Community Care (CRiPACC) Guidance for Researchers: Feedback https://www.clahrc-eoe.nihr.ac.uk/wp-content/uploads/2016/05/Guidance-for-Researchers-PPI-Feedback_2018.pdf</p> |  |
| <p>National Survivor User Network 4pi – National Involvement Standards https://www.nsun.org.uk/Handlers/Download.ashx?IDMF=a82d7cfd-3e7f-4609-83d4-c18981c64942</p> |  |
| <p>NIHR Guidance on Co-Producing a Research Project https://www.invo.org.uk/wp-content/uploads/2019/04/Copro_Guidance_Feb19.pdf</p> |  |
| <p>INCLUDE Roadmap Guidance on how to include under-represented groups in clinical research https://www.nihr.ac.uk/documents/improving-inclusion-of-under-served-groups-in-clinical-research-guidance-from-include-project/25435</p> |  |

Supporting Documents

The following resources have supported the development of the ARC WM Strategy:

Staniszewska et al– Reviewing progress in public involvement in NIHR research: Developing and implementing a new vision for the future. <http://dx.doi.org/10.1136/bmjopen-2017-017124>

APPENDIX 5: KEY DEFINITIONS AND ABBREVIATIONS

A5.1 Key Definitions

We use the [NIHR definitions](https://www.invo.org.uk/posttypresource/what-is-public-involvement-in-research/) for ‘involvement’, ‘engagement’ and ‘public’. These are available from NIHR: (<https://www.invo.org.uk/posttypresource/what-is-public-involvement-in-research/>)

‘Involvement’ is research being carried out ‘**with**’ or ‘**by**’ members of the public rather than ‘**to**’, ‘**about**’ or ‘**for**’ them. This includes, for example, working with research funders to prioritise research, offering advice as members of a project steering group, commenting on and developing research materials and undertaking interviews with research participants.

‘Public Engagement’ is where information and knowledge about research is provided and disseminated. Examples of public engagement activity include disseminating the findings of a study to research participants, colleagues or members of the public, raising awareness of research through media such as television programmes, newspapers and social media and open days at research centres where members of the public are invited to find out about research.

When using the term ‘**public**’ we include patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services. Whilst all of us are actual, former or indeed potential users of health and social care services, there is an important distinction to be made between the perspectives of the public and the perspectives of people who have a professional role in health and social care services.

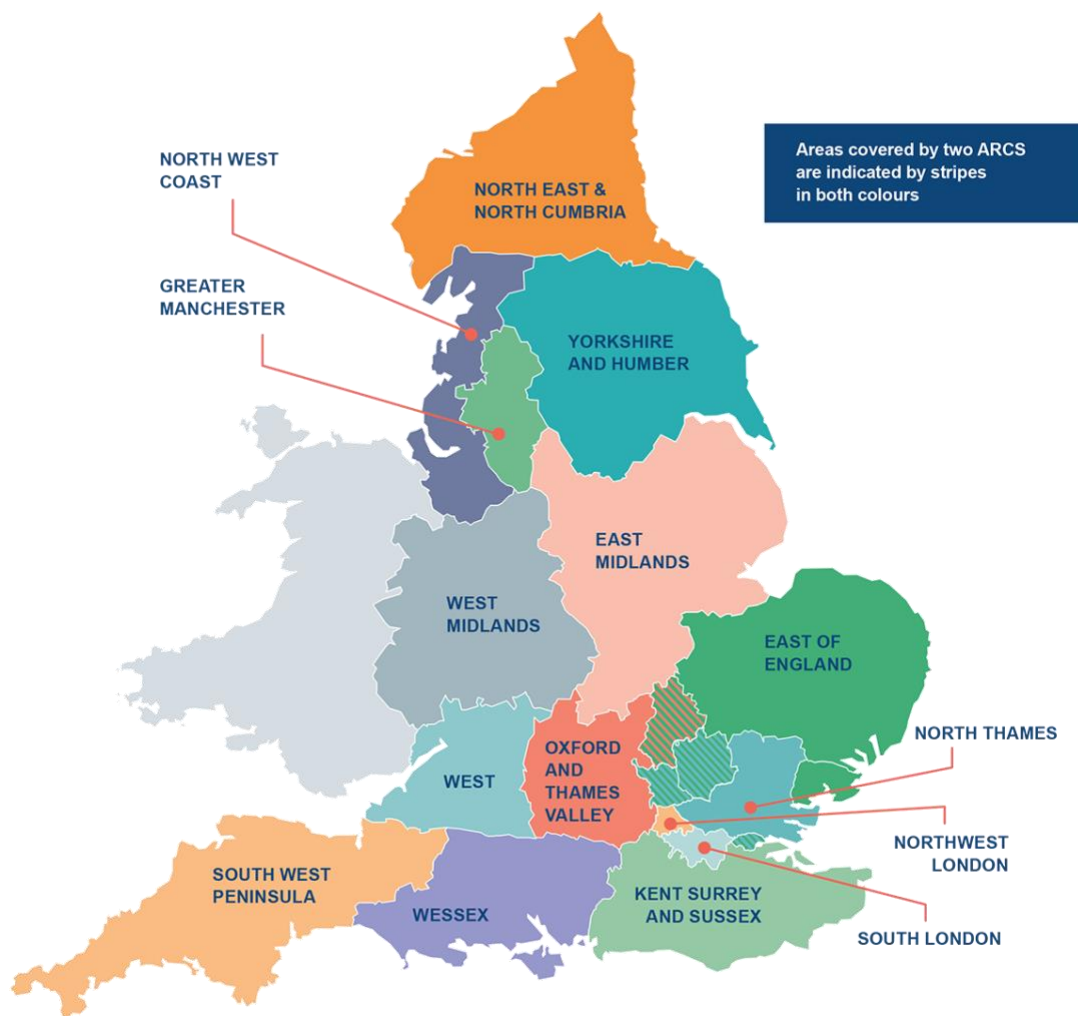
A5.2 List of Acronyms

| | |
|-----------|---|
| ARC PIC | Applied Research Collaboration Public Involvement Community |
| ARC WM | Applied Research Collaboration West Midlands |
| BAME | Black and Minority Ethnic |
| BRC | Biomedical Research Centre |
| CLAHRC WM | Collaborations for Leadership in Applied Health Research and Care West Midlands |
| CRiPPAC | Centre for Research in Public Health and Community Care |
| CRN WM | Clinical Research Network West Midlands |
| ESC | Executive Steering Committee |
| FTE | Full Time Equivalent |
| GRIPP2 | Guidance for Reporting Involvement of Patients and the Public 2 |
| GtEM | Going the Extra Mile |
| NIHR | National Institute for Health Research |
| LINK | Lay Involvement in Knowledge Mobilisation |
| NSUN | National Survivor User Network |
| PCIEP | Public and Community Involvement Engagement and Participation |
| PILAR | Public Involvement and Lay Accountability in Research |
| PMC | Programme Management Committee |
| PPI/E | Patient and Public Involvement and Engagement |
| RDS WM | Research Design Service West Midlands |
| RUG | Research User Group |
| PPIR | Patient and Public Involvement in Research |
| SRMRC | Surgical Reconstruction and Microbiology Research Centre |
| UHB | University Hospitals Birmingham |

APPENDIX 6 – NIHR ARC WEST MIDLANDS

NIHR ARC West Midlands is one of 15 Applied Research Collaborations in England. The map below shows the geographical distributions of ARCs in England.

Further information about all ARCs can be accessed on the NIHR webpages:
(<https://www.nihr.ac.uk/explore-nihr/support/collaborating-in-applied-health-research.htm>)



APPENDIX 7: ARC WM APPLICATION – PPI SECTION (FEB 2020)

This is the original PPI/E Strategy, co-developed with public contributors from CLAHRC WM, which was included in our application to host an Applied Research Collaboration in the West Midlands.

Section 1.6.3

1.6.3.1 Commitment to Public and community involvement, engagement and participation (PCIEP)

We will appoint a full-time operations lead and build on CLAHRC-WM experience, providing forums where public contributors can share experiences and generate ideas. ARC-WM’s public contributors will advise researchers and also those who advise the service on implementing change.

1.6.3.2 Alignment to NIHR Standards for Involvement

ARC-WM will align its PCIEP practices to Involvement Standards and we will draw on learning from Keele University, a Standards implementation test-bed. We will hold an annual Standards workshop to highlight best-practice and improve ways of working. Progress on implementing the Standards will be reported at PCIEP Supervisory Committee meetings and under a standing agenda item in ARC-WM Steering and Executive Committee meetings. We will implement the Standards as follows:

1. *Inclusive opportunities.* ARC-WM will use the Public Involvement and Lay Accountability in Research (PILAR) network to promote ARC-WM opportunities for involvement/engagement/participation. PILAR unites organisations involving the public in health and social care research and its members have links to over 200 patient groups, charities and organisations in the region. This strategy ensures that opportunities reach diverse communities.
2. *Working together.* Three to five public contributors will be embedded in each theme where they will ensure meaningful PCIEP throughout the research cycle. Public contributors will be reimbursed for their time/expenses and recognised for their contributions (e.g. as co-applicants, co-authors).
3. *Support and learning.* Public contributors will be offered an induction, incorporating a Learning Needs Analysis. ARC-WM will fund, deliver and signpost public contributors to relevant learning opportunities/resources, including those promoted through the NIHR INVOLVE Learning and Development platform. Researchers will benefit from formal training on PCIEP and can attend informal PCIEP ‘drop-in’ clinics delivered by regional NIHR PPI Leads and public contributors.
4. *Communications.* In addition to using traditional communication methods (e.g. websites, social media, and attending events) ARC-WM will use innovative methods to engage audiences with research. Successful CLAHRC-WM examples include ‘Shout Out for Youth Mental Health’, an event co-designed with young people, which shared research through dance, poetry and art. We will also draw on expertise from Keele’s LINK Group (Lay Involvement in Knowledge Mobilisation) to develop ways of partnering public contributors to implement research evidence.
Impact. Involvement activities will be reported using GRIPP2, the international guidance for reporting involvement^[1]. Staniszewska, a co-applicant on this bid, was instrumental in developing this guidance. We will report the impact of contributions in four key areas: reach (diversity of people involved); relevance (how research meets priorities of local communities); refinement (how involvement shaped research design/delivery) and relationships (how we develop partnerships with public contributors).
5. *Governance.* Public contributors will meet quarterly as a Supervisory Committee that will develop a Terms of Reference and elect a Chair and representatives onto the Programme and Executive Committees (Section 1.1.1). ARC-WM’s Director will attend the Supervisory Committee at least once annually.

1.6.3.3 Involvement: the ARC-WM approach

Selection of public contributors

There should be overlap between PCIEP who advise on research and PCIEP who advise the service on interventions (Section 1.4.1.2). We shall select public contributors with experience of service design/improvement.

1.6.3.4 Engagement

Diverse communities

ARC-WM will build on CLAHRC-WM's strategies to engage with diverse communities and those under-represented in research. Our engagement strategy has four strands:

1. *Working with public contributors.* Our public contributors will help us identify and access relevant groups to involve in specific projects. ARC-WM will develop creative initiatives such as 'Yoga for Bump', which enabled researchers to involve/engage pregnant women from diverse backgrounds with research through free yoga sessions.
2. *Working with regional umbrella organisations.* We will build on existing relations with organisations, such as Healthwatches. Healthwatches are 'independent consumer champions' for health and social care and understand needs and priorities of local communities. The chair of the WM Healthwatch Network will attend ARC-WM's Executive Committee meetings, ensuring a mechanism for formal dialogue on local health and social care issues. ARC-WM also has a 'seat at the table' of Membership Innovation Councils, where Healthwatch issues are discussed.
3. *Collaborating with NIHR Centres.* We will combine resources with regional NIHR Centres to showcase our research with diverse communities. Successful events from CLAHRC-WM include 'People are Messy' and 'Research Changes Lives', which took place in Birmingham's Central Library.
4. *Regular programme of engagement activities.* ARC WM will participate in opportunities throughout the year to engage local communities in research. These include longstanding opportunities, such as 'Pint of Science' and 'Masterclasses', and one-off events. We will work with engagement teams in our Higher Education Institutions to showcase our research at high-profile events that will take place when Coventry is the 'City of Culture' in 2021.

Co-production

Our ARC model will be a 'triad' for collaboration between service managers, public contributors and researchers covering all stages of implementation and research. To help embed principles of co-production, ARC-WM will host a workshop in its first year for public contributors and researchers. ARC-WM aims to produce a portfolio of case-studies demonstrating co-produced research, which can be shared with other ARCs and contribute to a deeper understanding of co-produced research in the ARC landscape (see also Section 1.5.3).

1.6.3.5 Participation

By involving public contributors from local communities to develop our recruitment strategies for projects (for example designing recruitment posters/information sheets) we encourage informed participation in studies.

1.6.3.6 Engagement with other PCIEP Structures

ARC-WM's PCIEP Lead and public contributors will link to regional and national PCIEP structures to share best practice/resources and learn from and influence others. ARC-WM will continue a leadership role in the regional PILAR group. We will also contribute to national committees and the global PCIEP Network.

1.6.3.7 Evolution of PCIEP strategy

Our strategy will be further developed in partnership with public contributors by the end of the first year. It will be underpinned by NIHR INVOLVE's Values and Principles Framework,^[2] and aligned to NIHR Standards and recommendations from 'Going the Extra Mile'.^[3]

References

1. DOI:10.1136/bmj.j3453.
2. Public Involvement in Research: Values and Principles Framework. Southampton: INVOLVE; 2015.
3. Going the Extra Mile. London: NIHR; 2015.