

CLAHRC West Midlands

Reflections on Public Involvement

Looking Back – Looking Forwards

WINTERBOURNE HOUSE

17 JULY 2019

NIHR CLAHRC WM WORKSHOP REFLECTING ON PATIENT AND PUBLIC INVOLVEMENT

KEY INFORMATION

Date	17 July 2019
Venue	Winterbourne House and Gardens, University of Birmingham
Attendees	CLAHRC WM PPI Lead, Magdalena Skrybant CLAHRC WM Manager – Anne-Marie Brennan 10 CLAHRC WM Public Contributors CLAHRC WM PPI Liaisons, Jenny Harlock and Sarah Flanagan

Collaborations for Leadership in Applied Health Research and Care West Midlands (CLAHRC WM) PPI Lead, Magdalena Skrybant, facilitated a workshop on 17 July 2019 to reflect on Public Involvement in CLAHRC WM.

CLAHRC WM public contributors chose the venue for the workshop. [Winterbourne House and Gardens](#) was selected: an Edwardian House and Garden, which is situated on the campus of the University of Birmingham. Refreshments were provided, including a lunch, and attendees were also given opportunity to explore the botanic gardens.



This workshop was timed as CLAHRC WM was preparing for a transition to ARC WM, which was due to start on 01 October 2019.

This event was attended by 10 Public Advisors, the CLAHRC WM Programme Manager, Anne-Marie Brennan, and two PPI Liaisons. Public Advisors not in attendance at the event were invited to provide their perspectives following the meeting. One further PPI Advisor provided feedback on PPI in CLAHRC WM via telephone.

CLAHRC WM's PPI Lead held discussions with four Theme Leads from CLAHRC WM, and their reflections contributed to the report.

WHY DID WE CHOOSE TO USE THE NIHR UK STANDARDS FOR INVOLVEMENT?



The NIHR UK Standards for Public Involvement are designed to improve the quality and consistency of public involvement in research. The six Standards were developed over three years by a four-nation partnership (England, Wales, Northern Ireland and Scotland) and tested by over forty individuals, groups and organisations

during a year-long pilot. NIHR CLAHRC WM was one of the organisations registered as a ‘freestyler’ and one of our host institutions, Keele University, was registered as one of ten ‘test-bed’ sites.

The Standards are six ‘values based’ areas that provide a description of what ‘good’ public involvement looks like. Each Standard has reflective questions that are designed to support self-reflection and learning on public involvement plans and actions.

FORMAT FOR THE WORKSHOP

For each Standard, we considered the Standard, the reflective questions and considered the following two questions:

- What worked well in CLAHRC WM;
- Where there are areas for improvement in ARC WM.

Magdalena Skrybant facilitated discussions, ensuring each person had opportunity to contribute to discussions. Key points from the discussions were captured on a flip chart.

A draft report was circulated for comments and checked with Public Advisors at a meeting on 27 September 2019 for accuracy.

The report provides a summary of the discussions and will be used to ensure that PPI Activities in NIHR ARC WM are based on experience and knowledge of ‘what works’ in relation to involving the public in research.

NIHR ARC WM has committed to having an annual workshop to reflect on its activities and how public involvement aligns to NIHR Standards for Involvement.

INCLUSIVE OPPORTUNITIES



INCLUSIVE OPPORTUNITIES

Offer public involvement opportunities that are accessible and that reach people and groups according to research needs

Research to be informed by a diversity of public experience and insight, so that it leads to treatments and services which reflect these needs

REFLECTIONS FROM CLAHRC WM

“We have people from different backgrounds in CLAHRC WM, but we need to make sure that people from diverse communities have a chance to be involved.”

Opportunities for involvement should be distributed as wide as possible.

- Over the course of CLAHRC WM, the networks and links to local communities has grown. CLAHRC WM has links to over 200 local groups and communities and PPI Advisors have their own local groups/networks.
- Efforts should be made to ensure that the networks continue to grow so that as many people as possible have access to opportunities for involvement.

Opportunities for involvement should be clear and include information about expectations.

- Opportunities for involvement should be clear and have information about expectations. This should include clear information about what commitment is expected in the opportunity and what skills might be required.
- CLAHRC WM advisors co-developed a template to advertise opportunities for involvement in research. This is now used as standard and has helped to ensure that public contributors have detailed information about the opportunity involved and clear expectations for the opportunity.

Processes for selecting Advisors should be clear and transparent.

- All opportunities for involvement should include information about how people would be selected for roles.
- Where possible, a Public Advisor should be involved in the recruitment/selection process. This might include involvement on a review panel or an interview panel.

Public Advisors on CLAHRC WM projects should reflect our rich and diverse communities.

- Whilst efforts have been made to be inclusive, Public Advisors on CLAHRC WM projects do not necessarily reflect our rich and diverse communities.
- Efforts to involve those communities under-represented in research, such as Yoga for Bump, are important and have helped ensure different voices are heard, but there was acknowledgement that such initiatives require a lot of resource.
- There should be more efforts to involve different communities. This should include going out to communities (e.g. Care Villages) and faith groups and working through existing networks, such as Healthwatches.
- Working together with other PPI groups in the West Midlands and other NIHR Centres to reach out to communities was seen as one method of engaging/involving more diverse communities.
- Engaging the wider public and our local communities is important to help raise awareness of research in general and opportunities for involvement.

Meeting venues should be accessible.

- Advisors felt that meetings in CLAHRC WM, on the whole, had been in venues that are accessible.
- Meetings at the University of Birmingham are accessible, with close links to local rail network/bus routes. Parking spaces were generally available and parking permits were sent in advance of meetings.
- Meetings at the University of Warwick were less popular: the campus is more difficult to get to and there have been issues with parking.
- In general, meeting rooms have been accessible. It is important to have rooms with flexible seating and lifts if the meeting rooms are on different level to ground level.
- Circulating venue information with accessibility maps as standard was considered good practice.

Advisors valued opportunities to work with researchers across the Themes.

- Advisors welcomed opportunities to be involved in research from other Themes.

- Just because Public Advisors were embedded in a particular Theme, this did not mean they did not have an interest in research in other Themes. Advisory Committee meetings, where researchers from different Themes, were invited and events such as the 'Dragon's Den' were valuable opportunities for Advisors to learn about research within the wider CLAHRC.

Advisors wanted more flexible opportunities for involvement.

- The experience of Public Advisors is that Public Involvement in CLAHRC WM largely takes place in face-to-face meetings, most often held in University campus settings.
- Contributors felt that more flexible options for involvement should be considered. This might include opportunities to call into meetings (e.g. conference call or skype). Opportunities to provide feedback via email were also valued as this enables Advisors to provide feedback at times/locations that suit them.
- Being involved in CLAHRC WM is a big commitment. Consideration should be given to people who want to be involved on a more informal/flexible basis.

Flexible opportunities but face-to-face contact with researchers was valued.

- Whilst the need to provide more flexible opportunities for involvement should be encouraged (e.g. over email/telephone), Advisors considered that sometimes face-to-face meetings are required. This was important, in particular, in early meetings to discuss shaping a project or at critical points in a meeting.

COMMITMENT TO 'INCLUSIVE OPPORTUNITIES' IN ARC WM

- ARC WM will use Public Involvement and Lay Accountability in Research (PILAR), a network of organisations involving people in research in the West Midlands, to promote opportunities to over 200 patient groups, charities and organisations.
- ARC WM will have an open recruitment process to recruit people to ARC WM. Opportunities will be promoted widely to encourage involvement from our diverse communities.

FURTHER RECOMMENDATIONS

1. Opportunities for Involvement within a particular Theme should be extended to all Public Advisors.
2. The 'Opportunities for Involvement' template should continue to be used.
3. Researchers from Themes across ARC WM should be invited to discuss research projects with PPI Advisors at Advisory Committee meetings for input.
4. Venues should continue to be accessible, with consideration given to local transport links and accessibility of venues.
5. Consideration should be given to more flexible methods of providing input, e.g. telephone/skype.
6. There should be wider opportunities for involvement that suit people who have limited time/additional commitments.
7. Innovative methods of involving people from under-represented communities should be encouraged.

WORKING TOGETHER



WORKING TOGETHER

Work together in a way that values all contributions, and that builds and sustains mutually respectful and productive relationships

Public involvement in research is better when people work together towards a common purpose, and different perspectives are respected

REFLECTIONS FROM CLAHRC WM

“It’s important that we’re treated as equals. We’re an important part of the team.”

CLAHRC WM’s Public Advisors were selected as part of a competitive recruitment process.

- All Advisors in CLAHRC WM were selected as part of a competitive recruitment process.
- The recruitment process (e.g. advert and application form) was refined with involvement from CLAHRC WM Advisor input during CLAHRC WM.
- The recruitment process involved a Public Advisor.
- The recruitment process helped to ensure that CLAHRC WM had a diversity of views and perspectives and that people selected were appropriate for the role.

Public Advisors felt part of a supported group.

- CLAHRC WM had a clear infrastructure and dedicated resource to support Public Involvement activities. An organogram illustrated how the PPI Advisors linked into the governance structure of CLAHRC WM.
- Although PPI Advisors were embedded in particular themes in CLAHRC WM, they also felt part of the wider CLAHRC WM community.
- PPI Advisors in some themes felt better supported than Advisors in other themes.
- PPI Advisors valued the opportunity to meet with the CLAHRC WM Director in Advisory Committee meetings.

Public Advisors felt they were had opportunities to be involved throughout the research cycle.

- Public Advisors enjoyed being involved in various stages of research projects. In particular, PPI Advisors welcomed being involved right at the very start of projects where they could have direct influence in shaping project design.
- Public Advisors welcomed more innovative approaches to involvement. In particular, PPI Advisors enjoyed taking part in ‘Dragons’ Den’ events or Stakeholder events.

Public Advisors felt embedded within research projects.

- Advisors felt that they were embedded in research projects, but the experiences were varied.
- PPI Advisors felt that they added a unique perspective to discussions and felt they had important contributions to make.

- PPI Advisors reflected that there was most enthusiasm to involve them at the start of the project and at the end of the project.

Public Advisors had a sense of ‘ownership’ of Public Involvement in CLAHRC WM.

- Advisory Committee Meetings (held a minimum of 3x annually) enabled PPI Advisors in CLAHRC WM to meet as a community and provide mutual support.
- The Advisory Committee developed its own Terms of Reference and elected its own Chair and representatives to CLAHRC WM’s Steering and Executive Committees.
- Advisory Committee meetings provided opportunities for Advisors to share best practice and discuss any issues.
- Advisory Committee meetings help facilitate the development of a ‘respectful’ and ‘meaningful’ relationship with researchers in CLAHRC WM.
- Items discussed and raised at PPI Advisory Committee meetings were raised in CLAHRC WM Steering and Executive Committee meetings through the PPI Standing Agenda Item.
- The Advisory Committee meetings provided an opportunity for Advisors to learn about items raised and discussed at CLAHRC WM Steering and Executive Committees.

CLAHRC WM had a dedicated PPI Lead to facilitate meaningful involvement.

- A PPI Lead was appointed as the dedicated contact for all PPI Advisors and researchers with relation to Public Involvement.
- The PPI Lead had oversight of all Public Involvement activities in CLAHRC WM.
- The PPI Lead was responsible for reporting on PPI in CLAHRC WM to Steering and Executive Committee meetings and in annual reporting to NIHR.

PPI Advisors had opportunities to give honest feedback.

- PPI Advisors felt they had opportunities to provide honest feedback on PPI in NIHR CLAHRC West Midlands. This was mostly through the PPI Lead but sometimes through PPI Liaisons and in Theme meetings.
- PPI advisors felt they were listened to when they provided feedback. A ‘you said, we did’ approach to providing feedback was suggested as a useful approach to responding to the feedback offered.
- PPI Advisors did not always feel as though their feedback was acted upon or taken on board.

PPI Advisors received feedback on their involvement

- PPI Advisors welcomed feedback they received on their involvement activities. They felt this helped improve their future involvement.
- Provision of feedback was not always consistent.

It is important for the PPI Advisors to feel valued for their contributions.

- PPI Advisors considered it important to be offered an honorarium for their contributions. The honoraria offered by CLAHRC WM, which is aligned to honoraria offered by NIHR INVOLVE, was considered to be appropriate.

- PPI Advisors appreciated being thanked for their input. In particular, PPI Advisors welcomed the ‘personal’ touch, such as thank you cards or seasonal greetings.

Opportunities were not always taken to link PPI groups in the host institutions and local Health and Social Care Services.

- Birmingham, Warwick and Keele have different infrastructures and mechanisms to support PPI.
- The NHS Services also have structures and mechanisms involving patients and the public.
- Advisors felt that CLAHRC WM could have developed stronger links with existing structures in the University partners of CLAHRC WM.

COMMITMENT TO ‘WORKING TOGETHER’ IN ARC WM

- Three to five public contributors with clearly-defined roles will be embedded in each theme. They will ensure meaningful public involvement 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).
- ARC WM will undertake an annual review of PPI in alignment with NIHR Standards for Involvement.
- The ARC WM Director will attend at least one PPI Advisory Committee annually.

FURTHER RECOMMENDATIONS

1. ARC WM should continue to offer more innovative/creative methods for involving the public.
2. Advisory Committee meetings should continue. Dates for meetings should be planned well in advance.
3. ARC WM should develop more effective mechanisms for receiving feedback from Public Advisors on PPI and providing feedback to Advisors. Templates could be used to ensure consistency of approach.
4. Each Theme should undertake an annual review of PPI.
5. ARC WM management (e.g. ARC WM Managers) should attend at least one ARC WM Advisory Committee meeting annually.
6. There should be clear and transparent mechanisms for payment of honoraria and expenses for public contributors.
7. ARC WM should maximise opportunities to link with existing PPI structures in HEIs and NHS Services.

SUPPORT AND LEARNING



SUPPORT AND LEARNING

Offer and promote support and learning opportunities that build confidence and skills for public involvement in research.

Remove practical and social barriers that stop members of the public and research professionals from making the most of public involvement in research.

REFLECTIONS FROM NIHR CLAHRC WM

“I want to do my job well and be the best Advisor I can be. I want to learn more about PPI and I’m learning all the time.”

CLAHRC WM had resource to support the learning/development of public contributors.

- The costings for PPI in CLAHRC WM included a budget to support the learning/development of public contributors.

PPI Advisors received an induction to CLAHRC WM

- A full day, early on in CLAHRC WM, provided an opportunity for PPI Advisors to meet each other Advisors and learn about CLAHRC WM.
- PPI Advisors welcomed the opportunity to meet members of the CLAHRC WM team, including the CLAHRC WM Director and members of CLAHRC WM Management Team.
- Although some of the content was very useful, some content was considered too challenging. Some of the presentations were felt to be pitched at the wrong level.
- The full day was very intense: two half days would have been better. A lot of information at the start was a bit overwhelming.
- Understanding opportunities to be involved throughout the Research Cycle, with concrete examples, would be most useful for Public Advisors at the start of CLAHRC WM.
- There was no follow-up to the Induction. It was felt this would have been valuable.
- Public Advisors felt a handbook, with key information about CLAHRC WM and key contacts would have been useful.

CLAHRC WM PPI Advisors completed a Learning Needs Analysis.

- CLAHRC WM's Advisors completed a Learning Needs Analysis. Although this was a useful exercise, some Advisors reported that 'you don't know what you don't know.' It was felt that this exercise should have been repeated to acknowledge the change in learning/development needs over time.
- CLAHRC WM's Advisors felt they would have benefited from examples of training/support that might be available.
- PPI Advisors would welcome more learning/development opportunities. Suggested topics include: soft skills, such as chairing Committee meetings; writing lay summaries; providing constructive feedback. It was felt that such training would help Advisors be more effective in their role.

CLAHRC WM PPI Advisors were supported by a dedicated PPI Lead.

- A full-time PPI Lead was appointed in May 2016. The PPI Lead is the dedicated contact in CLAHRC WM for all PPI Advisors and researchers.
- The PPI Lead had oversight of all PPI activities in CLAHRC WM and responsibility for ensuring best practices were followed.

CLAHRC WM appointed a dedicated PPI Liaison in each Theme.

- Each Theme had a dedicated PPI Liaison who had responsibility for supporting PPI Advisors in each Theme.
- Advisors in some themes felt better supported than PPI Advisors in other themes.
- Attendance of PPI Liaisons at Advisory Committee meetings started off well, but this support was not consistent throughout the lifetime of CLAHRC WM.

PPI Advisors valued sharing good practice with other Advisors.

- CLAHRC WM Advisors acknowledged that much of their learning/development was picked up ‘on the job’. Learning from other Public Advisors was considered to be of particular value. Some PPI Advisors felt they would benefit from support from a more experienced advisor and others felt they would like to support new Advisors in their role.
- PPI Advisors valued sharing examples of ‘good’ Public Involvement. PPI Advisory Committee meetings were seen as good opportunities to share examples of Public Involvement.

PPI Advisors welcomed additional opportunities for further development/training.

- CLAHRC WM’s PPI Lead circulated external learning/development opportunities. These included Massive Open Online Courses and training courses.
- NIHR INVOLVE set up a ‘Learning and Development’ website in 2019. This contains resources related to public involvement in research. This resource was shared with PPI Advisors.
- Several PPI contributors/researchers attended the ‘Introduction to PPI’ course, which had been developed and delivered by NIHR CLAHRC WM and colleagues from NIHR Infrastructures.

CLAHRC WM’s PPI Lead and Public Contributors played an important role in developing learning/development resources in the region.

- CLAHRC WM’s PPI Lead has played an integral role in developing a series of workshops for public contributors and researchers. These include: 1) Introduction to PPI and 2) Setting up a PPI group. These workshops are now co-delivered with public contributors and materials/resources are being developed with their input.
- A workshop for NIHR Fellowship applicants was co-developed and co-delivered by the CLAHRC WM PPI Lead and a CLAHRC WM Public Advisor. All NIHR Fellowship applicants at University of Birmingham were offered an opportunity to present their research to Public Advisors in a ‘Dragon’s Den’ event.
- Additional support was provided to researchers in the region through monthly drop-in sessions where they could access support relating to Public Involvement in Research.
- The PPI Lead has delivered sessions on PPI on various teaching courses, including Masters in Public Health, Clinical Academic Internship Programme and sessions for Birmingham Clinical Trials Unit.

COMMITMENT TO ‘SUPPORT AND LEARNING’ IN ARC WM

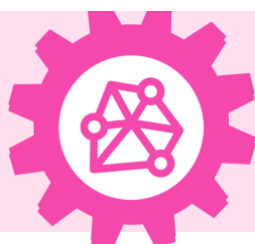
- Public contributors will be offered an induction, incorporating a Learning Needs Analysis.
- ARC-WM will fund, deliver and signpost public contributors to relevant learning opportunities/resources, including those promoted through the NIHR INVOLVE Learning and Development platform.
- Researchers will benefit from formal training on Public Involvement and can attend informal ‘drop-in’ clinics delivered by regional NIHR PPI Leads and public contributors.

FURTHER RECOMMENDATIONS

1. The Induction should be two half-days, several months apart. The induction should include a handbook, with key information for PPI Advisors.

2. There should be more regular opportunities for Public Advisors to develop skills. These could be ‘tacked on’ to existing meetings (e.g. Advisory Committee meetings).
3. Learning/Development opportunities should include a mix of research skills (e.g. Quantitative Research methods) and soft skills (e.g. Assertiveness training)
4. ARC WM should report examples of good practice and share these examples so both PPI Advisors and researchers can learn from these experiences.
5. There should be opportunities for less-experienced PPI Advisors to ‘buddy’ up with more experienced Advisors.
6. More experienced PPI Advisors should have opportunities to support less-experienced Advisors if this is something that interests them.

COMMUNICATIONS



COMMUNICATIONS

Use plain language for well-timed and relevant communications, as part of involvement plans and activities

Communicate with a wider audience about public involvement and research, using a broad range of approaches that are accessible and appealing

REFLECTIONS FROM CLAHRC WM

“It is important that we (Advisors) are kept in the loop with what’s going on.”

CLAHRC WM has a website, which provides information about the Centre and its activities.

- There is a dedicated website for CLAHRC WM. This includes sections for each Theme with lay summaries for each project.
- The website has a PPI section, which includes information on opportunities to be involved in, to engage with, and to participate in research.
- The PPI pages include signposting to valuable resources.
- There was agreement that the webpage should be updated more regularly.

PPI Advisors valued regular updates on activities within CLAHRC WM.

- Advisors signed-up to the CLAHRC WM Newsblog, which appears every 2 weeks. The Newsblog is an opportunity to find out about research activities within CLAHRC WM.
- PPI Advisors welcomed items in the Newsblog on PPI: these should appear more regularly.
- PPI Advisors that represented Advisors on Steering and Executive Committees had additional insights on activities within CLAHRC WM. Advisors would welcome short summaries of CLAHRC WM meetings.

PPI Advisors welcomed regular communications from Themes.

- Advisors felt they had opportunities to learn about activities in their particular Theme. They enjoyed finding out about research funding awards and publications. Some Themes provided this information regularly (e.g. at Theme meetings).

- The role of the PPI Liaison was key in ensuring that PPI Advisors were kept updated about activities in the Theme.
- Each Theme had different models for embedding PPI. It was acknowledged that where Themes met more regularly, PPI Advisors felt more involved within the Theme.
- Researchers should be responsible for communicating updates on projects to Public Advisors on individual projects: communicating to public contributors should not be the sole responsibility of the PPI Lead.

PPI Advisors welcomed communications that were tailored to PPI audiences.

- Update newsletters that were aimed at Public Advisors were welcomed by the PPI Advisors. These appeared on an *ad hoc* basis and editions were dependent on time/resource available to the PPI Lead.

PPI Advisors welcomed feedback on their involvement.

- Feedback to advisors and ongoing dialogue on involvement was highly-valued by public contributors. In particular, advisors welcomed constructive feedback on how their involvement could be improved.
- The PPI Lead asks for feedback from contributors during Advisory Committee meetings and after meetings. Feedback from Advisors was sometimes, but not always, requested from researchers.
- The PPI Lead had written a blog article about the 'Feedback Report' published by researchers in CLAHRC East of England. Advisors felt that recommendations from this report should be followed, such as using the templates to provide feedback to Advisors.

COMMITMENT TO 'COMMUNICATIONS' IN ARC WM

- 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 and sharing 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.

FURTHER RECOMMENDATIONS

- ARC WM's website should be developed with input from public contributors. Content should be reviewed regularly. In particular, lay summaries of research projects should be provided on the website.
- The ARC WM Newsblog (published monthly) should include a regular PPI feature. Public Advisors should be encouraged to contribute content.
- Short, lay summaries of governance meetings should be provided for ARC WM Advisors.
- PPI newsletters should be provided for Public Advisors. These should include opportunities to engage with, participate in and get involved in research in addition to providing updates on ARC WM PPI activities.

IMPACT



IMPACT

Seek improvement by identifying and sharing the difference that public involvement makes to research

Understand the changes, benefits and learning gained from the insights and experiences of patients, carers and the public

REFLECTIONS FROM CLAHRC WM

“We need to know how we’ve made a difference.”

It is important for PPI Advisors to know how their input has made a difference.

- CLAHRC WM’s PPI Advisors all agreed that it was important to know how their input has made a difference.
- Whilst some researchers provided feedback to public contributors on how their input has made a difference, this was not consistent across all projects.
- Public involvement activities, including the impact of public involvement, are reported in the PPI Section of the Annual Report for CLAHRC WM, which is submitted to NIHR. Public Advisors have been involved in the creation of the annual reports and direct quotes from Public Advisors are included to illustrate the text.

There is room for improvement on how researchers/Public Advisors reflect on and report on public involvement in CLAHRC WM.

- The aim of PPI in research projects at the outset was not always explicit. This made it difficult to identify where public involvement activities had made a difference.
- PPI Advisors were not always given opportunities to reflect on PPI during projects. PPI Advisors felt that there should be ongoing dialogue with researchers on PPI.
- The Guidelines for Reporting Involvement of Patients and the Public (GRIPP2) should be used consistently to report PPI in each project. GRIPP2 (either the short-form or the long-form) should be co-produced with Public Advisors.
- Reporting on public involvement should not be limited to the end of a project, but should be ongoing.

Opportunities were not always maximised to capture ‘stories of PPI impact’ in CLAHRC WM.

- There have been some examples in CLAHRC WM where Public Advisors had made a real difference, but these were not always reported.
- Examples of where Public Involvement has impact could be shared through existing channels of communication, e.g. CLAHRC WM Newsblog/national CLAHRC newsletters.

CLAHRC WM did not always report when PPI had not gone according to plan.

- It was considered important to capture experiences where public involvement had not gone to plan. This was considered important as valuable lessons can be learnt.

COMMITMENT TO 'IMPACT' IN ARC WM

- Involvement activities will be reported using [GRIPP2](#), the international guidance for reporting involvement. 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).

RECOMMENDATIONS FOR ARC WM

1. All researchers in ARC WM should use GRIPP2 to report Public Involvement.
2. The aim of involvement should be clear and explicit at the start of research projects.
3. There should be mechanisms within each research project to reflect on public involvement and ongoing dialogue between researchers and Public Advisors on how public involvement could be improved.
4. Examples of how public involvement has impact on research projects should be shared through ARC WM channels of communication (e.g. Newsblog).
5. Examples of what 'works' and 'what doesn't work' in PPI should be captured and reported by ARC WM

GOVERNANCE



GOVERNANCE

Involve the public in research management, regulation, leadership and decision making

Public involvement in research governance can help research be more transparent and gain public trust

REFLECTIONS FROM CLAHRC WM

"It is vitally important that there is a public voice at the 'top table' when all decisions are made."

In CLAHRC WM, Public Advisors are represented at every level of governance.

- The public voice was represented at every level of governance.
- A minimum of 2 public contributors were represented at:
 - Theme Steering Committee meetings;
 - Programme Steering Committee meetings (every 6 weeks);
 - Programme Executive Committee meetings (twice yearly).

Public Involvement is a standing agenda item in CLAHRC WM meetings.

- PPI was a standing agenda item in Theme, Steering and Executive Committee meetings.
- The PPI Lead for CLAHRC WM provided reports at Steering and Executive Committee meetings. The updates were reported in minutes.

Public Contributors meet as an Advisory Committee at least 3 x annually.

- CLAHRC WM's advisors met as an Advisory Committee 18 times over CLAHRC WM. Meetings lasted 3.5 hours. Minutes were taken at each meeting to capture discussions.
- The Advisory Committee elected its own Chair and developed its own Terms of Reference.
- There were opportunities for the CLAHRC WM Director to attend meetings.
- Although Theme Liaisons were invited to attend meetings, this did not always happen in practice.
- PPI Advisors felt that attendance by a CLAHRC WM Programme Manager was valuable in helping develop better relationships between central CLAHRC WM and the PPI Community.

COMMITMENT TO 'GOVERNANCE' IN ARC WM

- Public contributors will meet quarterly as an Advisory Committee that will develop a Terms of Reference and elect a Chair and representatives onto the Programme Management and Executive Steering Committees.
- ARC-WM's Director will attend the Public Involvement Advisory Committee at least once annually.

FURTHER RECOMMENDATIONS

1. There will be clear role descriptions for PPI Advisors on governance structures, outlining key expectations and responsibilities.
2. The Advisory Committee should develop a Code of Conduct that all Advisors will adhere to.
3. ARC WM's PPI Lead will work with Theme Leads and PPI Advisors to ensure that public contributors are used more effectively in Theme meetings.
4. ARC WM will offer training for people elected to represent PPI Advisors on ARC WM governance structures (e.g. Chairing meetings, assertiveness training).
5. There will be more opportunities for people to be involved in governance of ARC WM. Posts could be offered on a rotational basis and there should be opportunities for less-experienced advisors to 'buddy' with more experienced advisors on Committees.