

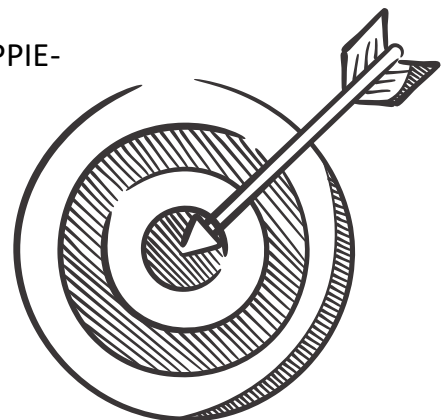
NIHR School for Primary Care Research
Public Steering Group
Ways of Working (Terms of Reference)
Short Guide for Public Steering Group Members

This short guide provides a brief overview of the key aspects of the SPCR Public Steering Group Ways of Working Document. To access the full version, [please click the link here](#).

Purpose

The purpose of the School for Primary Care Research (SPCR) Public Steering Group is to help the SPCR make decisions about patient and public involvement and engagement (PPIE) by:

- Tracking progress on the SPCR PPIE Strategy and ensuring it is followed
- Offering advice for high-quality PPIE activities
- Reviewing PPIE processes
- Guiding the overall direction of PPIE in SPCR
- Advocating for public input in SPCR decision-making
- Promoting equality, diversity, and inclusion in all PPIE-related decisions and actions



Ways of working

Membership

- Membership to the Steering Group is until end of March 2027.

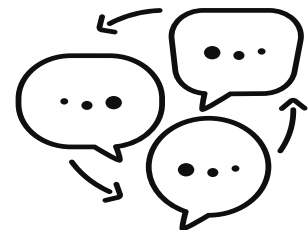
Meetings

- The Steering Group will meet twice a year at a minimum. Additional meetings will be held on an as-need basis.
- Steering Group meetings will mostly be held online and will be no longer than 2-hours. We will also aim to hold one face-to-face / hybrid meeting each year at rotating locations.
- Dates and times for each meeting will be decided via a Doodle Poll and be based on the date/time that works for the majority of Steering Group Members.
- An agenda and relevant documents for Steering Group meetings will be sent at least one week ahead of upcoming meetings.



Decision-making

- An overview of the feedback loops between the Public Steering Group, SPCR Board and SPCR Executive are provided in Appendix A
- Discussion from the Public Steering Group will feed directly to the SPCR Board. This will be facilitated by two representatives from the Steering Group attending Board meetings, with support from the SPCR PPIE Manager (Halle Johnson) and SPCR Academic Lead for PPIE (Miriam Santer)

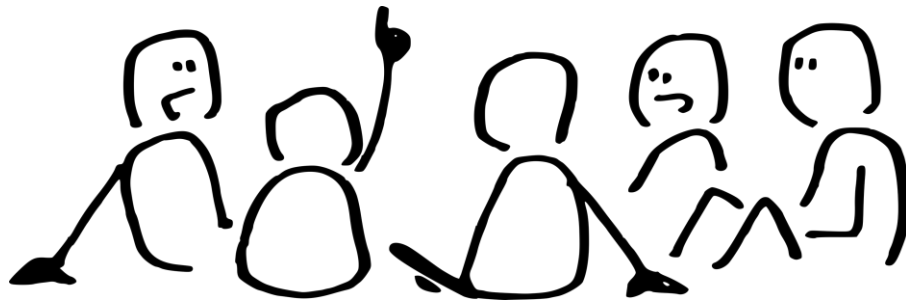


- To ensure key points taken to the Board are based on discussion and views from the wider group, 'Feedback to and from the Board' will be a standing agenda item for meetings.

Expectations of Steering Group Members

We expect Steering Group Members, and anyone attending Steering Group Meetings to:

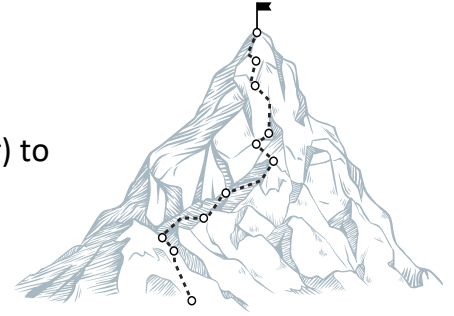
- prepare for meetings by reading any relevant documents sent in advance
- actively contribute during meetings either via the chat function, in breakout group discussions, wider group discussions, or 1-to-1
- be respectful of the feelings, wishes, viewpoints, dignity, and rights of others
- refrain from using any offensive comments or language which could cause distress to others, such as comments related to gender, race, nationality, sexual orientation, religion, disability, age, or other similarly sensitive issues
- keep information confidential when asked
- prepare for meetings by reading any relevant documents sent in advance.



Expectations of the SPCR

We will:

- provide a point of contact (the SPCR PPIE Manager) to answer any queries, questions or have further discussion at any time
- provide necessary adjustments, where possible, including sharing documents via post and providing transcription options during meetings. Steering Group members can discuss any necessary adjustments to facilitate their involvement with the SPCR PPIE Manager
- provide support between meetings and provide regular email updates to Steering Group Members including SPCR news, upcoming involvement and/or training and development opportunities



Payment

- You will be offered payment for your time in this role. All payments will be in line with the [NIHR Payment guidance for members of the public](#) (last updated April 2024). This includes payment for attending meetings, any preparation time required and for activities in-between meetings which require involvement.
- Payment will be provided either via bank transfer or voucher, depending on Steering Group Members preference.
- Reasonable expenses will also be covered when required, including travel to and from activities and/or overnight accommodation as part of this role. Other expenses such as childcare and carer costs can be reimbursed if the SPCR PPIE Manager (Halle) is notified prior to the activity.



Reviewing our ways of working

- We will review this document each year, with the next review happening in Oct 2025

APPENDIX A – Overview of Decision-Making Feedback Loops

