

Involvement Opportunity

Public Contributor Member (Research & Development Committee)

Background

The Research and Development (R&D) Department at Avon and Wiltshire Mental Health Partnership NHS Trust (AWP) are looking to increase representation of **service users**, **carers** and **members of the public** on their R&D Committee, which meets quarterly.

Individuals with a passion for contributing to AWP's research endeavour are invited to join.

Purpose of the R&D Committee

- To consider how R&D decisions may affect service users and carers, to keep them at the heart what we do
- To ensure R&D meet all the objectives set out in the R&D Strategy
- To monitor the progress, development, governance and performance of research across the Trust
- To make sure R&D spends its money wisely
- To share information about research activities, events and publications
- To help R&D to meet its goals and make decisions
- To advise on and monitor the Trust's Research Governance procedures

What are the benefits of being on the R&D Committee?

- Service Users and Carers who have attended R&D Committee meetings found the experience helped them to develop and refine their skills in lots of different areas
- Being a member of a committee shows that you have expertise to contribute to and influence important decision making
- You will be making a significant contribution towards mental health and dementia research, which could help people who use services, carers and the public

Responsibilities of R&D Committee Members

- Attend quarterly R&D Committee meetings
- Prepare for and actively participate in R&D Committee meetings, including reading meeting papers and reports in advance
- Undertake activities between meetings as mutually agreed. This may include being allocated an action point agreed in the meeting
- Represent the voice of service users and carers (Public Contributor Members)
- Contribute to setting R&D strategic objectives and decision making
- Raise awareness and promote R&D in the wider community, including linking with appropriate groups to share R&D information where appropriate
- Provide peer support to new Public Contributor Members where agreed and appropriate

Commitment

The R&D Committee meets in Bristol 4 times per year (every 3 months). Each meeting takes 2 hours. Specific information about each meeting will be sent by email in advance.

The opportunity is open-ended. Ideally we would like new members to commit to the first 12 months (4 meetings) for continuity; however we can be flexible to accommodate your personal circumstances or commitments. This will be agreed on an individual basis.

Meeting Dates <i>(subject to change)</i>
Friday 15 th January 2016 (10:30 - 12:30)
Friday 29 th April 2016 (10:30 - 12:30)
Wednesday 20 th July 2016 (10:30 - 12:30)
Friday 4 th November 2016 (10:30 - 12:30)

Payment and Expenses

As a thank you for your time, we offer £10.00 per hour for being in attending each meeting. We will also reimburse your travel expenses in-line with AWP Trust policy.

Payments will be made by BACS, on completion of an Involvement Expenses Claim Form, which must be submitted on the day of meeting along with receipts.

**Please note - there may be implications if you are receiving state benefit, for example Incapacity Benefits, Employment Support Allowance or Carers Allowance. It is the responsibility of the individual of to ensuring they are operating within the tax and benefits rules. You should speak with your adviser at Jobcentre Plus before taking up an involvement opportunity.*

Induction and ongoing-support

All new R&D Committee members will be offered an induction session with a member of R&D. This will include an overview of the R&D function, practical information about the style of meeting, format of papers, how to contribute effectively, expenses and payment.

You will also be invited to attend a sub-committee meeting, which takes place for 30 minutes immediately prior to the R&D Committee. This allows public members to discuss the agenda together, go through any papers and raise any points they would like to discuss during the committee meeting.

Application and Selection process

If you are interested in joining the R&D Committee, please complete and send an **Expression of Interest** form to bryony.mccann@nhs.net or by post to:

FOA Bryony McCann, R&D Department, Fromeside, Blackberry Hill Hospital, BS16 2EW

You will be invited to take part in a very informal 10-minute telephone conversation.

Person Specification for Public Contributor Member

Required Skill/Experience	Essential	Desirable
Experience of mental health condition as service user or carer		Y
Experience of working with others to address common issues of concern.	Y	
Knowledge and experience of the NHS, research, social care and/or public health services as a service user or carer/ family member.		Y
Proven interpersonal skills and the ability to listen and to express own views about relevant issues in a way that respects the contributions of others and avoids jargon as far as possible.	Y	
Ability to work as part of a group with people from a wide range of different backgrounds.	Y	
Ability to focus on tasks and achieving outcomes.	Y	
Ability to bring relevant knowledge from the perspective of service users, carers or members of the public.	Y	
Ability to draw on personal experiences and work constructively with others towards service improvement.	Y	
A commitment to promoting diversity and equality of opportunity.	Y	
A commitment to attend and prepare fully for meetings.	Y	
Access to the internet and basic IT skills.	Y	
To respect any requests for confidentiality, declare any conflicts of interest if these arise.	Y	

For more information please contact

Bryony McCann, R&D Project Support Officer Coordinator

0117 3784586 or bryony.mccann@nhs.net