

Terms of Reference

ARC NWC Public Adviser Forum

Aims of the group

To provide strategic oversight of the ARC NWC public engagement policy, supported by the Public Engagement Manager. In addition to this the group will:

- Advise on recruitment of members of the public to ARC NWC activities including the production of role descriptions and guidance on good practice standards in public engagement.
- Advise on all aspects of the work of the ARC NWC work including:
 - Applied research and implementation priorities and activities
 - Capacity building programme
 - Public engagement in theme management and the development of public forums within themes.
 - Communication and dissemination strategy
- Identify potential questions for evidence reviews, applied research or implementation activities
- Contribute to capacity building activities aiming to support public and service user engagement.
- Monitor ARC NWC performance in delivering public engagement and supporting public volunteers into leadership roles within the ARC NWC.

Membership

The Adviser Forum will be made up of members of the public involved in ARC NWC projects and the Public Engagement Team.

To share information and develop close working relationships with representatives within ARC NWC and our member organisations. Public Advisers will be invited to

attend the Adviser Forum meetings as requested to bring specialist skills, information and knowledge to the group.

Ways of working

- The group will meet approximately every six weeks, with no meeting taking place in August.
- At least seven attendees need to be present for decisions to be passed on behalf of the group.
- Members of the group will receive papers one week before each meeting.
- Minutes of the meeting will be kept by a minutes secretary and agreed by all members of the Group who attended the meeting.
- Members may be contacted (or contact each other for reasons relating to ARC NWC activities) between meetings should the need arise.
- Forum sub-groups are formed to work on specific issues as appropriate. There are currently three sub-groups:
 - o Governance
 - o Communications
 - o Health inequalities
- From time to time Public Advisers may be co-opted to provide specific advice and expertise as required.

Governance

Management group, Steering Board and Sub-Committee 'governance' roles

- The role of Public Advisers holding a place on the Management team, Steering Board or Sub-committee is to communicate the opinion of the wider Adviser Forum, not their personal opinion to these governance meetings.
- Two public advisers sit on the Management Team meetings, these will be drawn from the governance sub-group.

- Four public advisers sit on the Steering Board, these will be drawn from the governance sub-group.

Other opportunities

- Advisers taking part in opportunities at the request of ARC NWC are asked to complete a 'Adviser Feedback form' to share the information and learning from that activity with the wider Adviser Forum. These are to be emailed to the Public Engagement Facilitator at arcnwc@liverpool.ac.uk within one week of the activity. The adviser is also invited to attend the Public Adviser Forum meeting to provide a brief verbal update.

General

- The key activities of the group will be reported to the NIHR annually as part of the reporting requirements.