

**Minutes of the ARC NWC Public Advisers' Forum**

**27 February 2020 at 4pm**

**LACE Conference Centre, Croxteth Drive, Sefton Park, Liverpool L17 1AA**

**In attendance**

Farheen Khan  
Sandra Smith  
Saiqa Ahmed  
Neil Joseph  
Bernie McBride  
Liz Sharpe  
Ron Farrington  
Dorcas Akeju  
Linda Griffiths  
Tim Wilson  
Lynn Hedgecoe  
Terry Comerford  
Sarah Rigby

John Carroll  
Cath Slater  
Alan Griffiths  
Naheed Tahir  
Alan Pemberton  
Maureen Thomas  
Darren Charles (ARCNWC  
Communications Manager)  
Lucy Frith (ARCNWC Public  
Engagement Lead)  
Ruth Ball (ARCNWC Administrator)

**1. Minutes of the meeting held on 21 January 2020**

Lucy Frith (LF) welcome PAs to the meeting as well as Ruth Ball (RB), the newly appointed Administrator for Public Advisers.

The minutes of the previous meeting had been circulated in advance. If there were any issues, PAs were requested to refer them back to LF.

**2. Progress on ratifying ARC projects with public adviser involvement**

Pitches were trialled at ARCFEST; it proved to be a successful morning. PA commented that it was a good to have opportunity and a positive experience to pitch as well as the possibility to develop further, even if their pitch was not taken up at this stage.

Pitches need to be syndicated and worked across the themes. Guidance has been given to mentors; the ARC management team will decide which go to themes for consideration or whether it is not really an ARC project or too big for us. They will now have to go away and see how/what can be delivered. Different themes are organising in different ways.

Going forward, opportunities will be circulated to all public advisers, with selection criteria clearly stated where relevant. The aim is to be as equitable as far as possible. This was important, and something which needed to be restated across ARCNWC. LF to reiterate this at Management Team meetings.

**ACTION:** RB asked Public Advisers to let her know if they were engaged with a theme/project. This would help with reporting processes as well as updating the PA Forum.

**ACTION:** Look at a process on how a PA feedback form could used/be developed (eg per project and opportunity).

**NOTED:** Some themes were rotating PAs across meeting (in particular the PCCC theme). This raised issues around consistency, especially if there were a large number of advisers on a theme. This may be that the rotation was to gain a flavour of opinions and look at more PA permanent involvement following this.

### 3. Sub group updates

#### Health & Inequalities

- Working on resources and A-Z of inequalities. Looking at how to continue these conversations beyond the academic research. This had been presented to the ARC partner projects and received encouraging feedback. Working on poster designs for E- conference. Train the trainer involvement by PAs, with PAs trained up.

#### Communications

- PA closed Facebook page (purely for ARCNWC). Currently 22 members. **ACTION:** If you want to join, contact Liz Sharp or Sandra Smith who are administrators.
- Website was discussed with the aim for PAs to be more visible with PA input into website (eg bio and photos). Start with sub-group and then move forward with wider PA representative. **ACTION:** Governance and HI subgroup to discuss if they want to have their bios on website and feedback to Communications sub-group.
- Question of ID badge and lanyards for PA which would help to identify the PAs when representing ARCNWC and research. **ACTION:** RB Get costings for this.
- Group looked at targeting younger people and how we do that. **ACTION:** PAs asked to give ideas of how younger people can be engaged (eg Instagram and Tiktok).
- Use of academic language in ARC documents – looking at this.

#### Governance

- Group had been refreshed group. New members had joined. Two from the group would rotate to attend ARC management team. Induction for the new members was available if required. Governance sub-group would also provide input to the Steering Board in May.

### 4. NIHR ARC NWC – Our approach to stakeholder engagement

DC had sent this out with ARCFEST2 papers.

ACTION – Public Advisers to look at this and email ARCNWC email with any comments.

#### **5. Finance Processes**

- Changes were forthcoming in the way that fees/expenses would be processed. This is because the payments would come via the University of Liverpool rather than the CCG. Consequently there would be changes in systems/processes. RB summarised the changes – new form would be required which combined fees and expenses. (Flow chart and sample form displayed). The change in system would come into place from 20 March.
- **ACTION:** PAs were strongly encouraged to take responsibility to return the new form direct to the ARNWC admin team at Liverpool. This would protect a PAs own data and attendance at meetings rather than relying on researcher to forward forms. This would aid reporting and ensuring payments were made.

#### **6.. AOB – date of next meeting**

Forum members had suggested that a co-chair for the Forum with LF would be helpful.

**AGREED** by PA Forum.

Neil Joseph proposed Naheed Tahir co-chair for PA Forum meetings.

**SECONDED AND AGREED** – Naheed Tahir to co-chair, term of office to end of September.