**Guidance for ARC NWC teams: Responsibilities for inducting Public Advisers**

The purpose of this induction is to ensure public representatives are able to fully contribute to ARC NWC work and feel confident in their ability to do so.

**Before a Public Adviser carries out any work, the person engaging them must cover the following:**

**Outline of the role and support we can offer**

Provide the public representative with a brief description of the research they have been asked to get involved with and some initial suggestions about how they may be able to contribute.

* Agree terms- rate, role and duration; Role descriptors can be used to guide this
* Offer them work and discuss training or support required to carry out the role
* The Public Engagement Facilitator can provide guidance on the above

**The role in the context of ARC NWC aims and activities**

Provide and explain/run through the following:

* *Public Adviser Welcome Pack*
* *Public Involvement and Engagement Policy*

Theopportunity to meet with the Selina Wallis, Manager for Patient/Public/Community Involvement.

**How to register**

It is your responsibility to:

* Complete the *Right to work checklist* with the Public Representative. Keep on file and send a copy to the Ruth Ball, Administrator for Public Advisers, ARC NWC Public Involvement Team, Block B, Waterhouse Building, University of Liverpool, Liverpool   L69 3GL (email [ruth.ball@liverpool.ac.uk](mailto:ruth.ball@liverpool.ac.uk)). Photocopy evidence of eligibility to work; sign, keep on file and send a copy to the Public Engagement Facilitator
* If the Public Representative does not wish to be paid for their work, send their name, contact details and details of their role and project to the Ruth Ball, Administrator for Public Advisers (email [ruth.ball@liverpool.ac.uk](mailto:ruth.ball@liverpool.ac.uk))

**Explain and provide information on our payment systems**

It is your responsibility to:

* Explain the process for claiming fees and expenses using the *ARC NWC Public Adviser Payment Revised Process* document
* Give details of the additional support ARC NWC can offer to aid involvement such as covering carer, translation and childcare fees
* Provide the *ARC NWC UoL Payment F2 form* (hard copy and electronic copy)
* Provide the Public Representative with the name, email and postal address of the authorised signatory for the project so they can submit expenses claims for authorisation
* Ensure authorised signatories assign a ‘deputy’ for authorising payments when out of the office