

**Faculty of Biology Medicine and Health (FBMH)
Social Responsibility Public Engagement Forum
Terms of Reference**

Title	FBMH Social Responsibility Public Engagement Forum: Terms of Reference
Version Number	0.3
Date for review*	12 th December 2018

* to be reviewed on an annual basis.

**Faculty of Biology, Medicine and Health (FBMH)
Social Responsibility Public Engagement Forum¹**

TERMS OF REFERENCE

1. Constitution

The Social Responsibility (SR) Public Engagement forum provides strategic direction to the Social Responsibility and Public Engagement team within the Faculty.

2. Membership

2.1 The Forum requires the attendance of the following members, or their nominated deputies:

- Academic Lead for Community Engagement and Involvement (Chair) - *Stephanie Snow*
- Public Contributor and Lay Chair – *Alan Campbell*
- Public Contributor – *Manoj Mistry*
- Public Contributor – *Ailsa Donnelly*
- Public Contributor – *Kay Gallacher*
- School of Biological Sciences (SBS)
 - Public Engagement Lead - Division of Cell Matrix Biology & Regenerative Medicine – *Rachel Lennon (tbc)*
 - Public Engagement Lead - Division of Evolution & Genomic Sciences - *tbc*
 - Public Engagement Lead - Division of Infection, Immunity & Respiratory Medicine – *Jo Pennock*
 - Public Engagement Lead - Division of Molecular & Cellular Function - *tbc*
 - Public Engagement Lead - Division of Musculoskeletal & Dermatological Sciences – *Suzan Verstappen (tbc)*
 - Public Engagement Lead - Division of Neuroscience & Experimental Psychology – *Stefanie Abel and Emma Gowen*
- School of Medical Sciences (SMS)
 - Public Engagement Lead - Division of Cardiovascular Sciences – *Richard Unwin*
 - Public Engagement Lead - Division of Dentistry – *Yin-Ling Lin (on maternity leave)*
 - Public Engagement Lead - Division of Developmental Biology & Medicine – *Michelle Desforges*
 - Public Engagement Lead - Division of Diabetes, Endocrinology & Gastroenterology - *tbc*
 - Public Engagement Lead - Division of Medical Education (including CHSTM – Centre for the History of Science, Technology and Medicine) - *tbc*
 - Public Engagement Lead - Division of Cancer Sciences – *Suz Johnson*
- School of Health Sciences (SHS)
 - Public Engagement Lead - Division of Human Communication, Development & Hearing – *Cath Wright*
 - Public Engagement Lead – Division of Informatics, Imaging & Data Sciences – *Lamiece Hassan*
 - Public Engagement Lead – Division of Nursing, Midwifery & Social Work – *Judy Ormrod and Ann Caress*
 - Public Engagement Lead – Division of Pharmacy & Optometry – *Mary Tully*
 - Public Engagement Lead – Division of Population Health, Health Services Research & Primary Care – *Roger Harrison*

¹ Formerly known as the Centre for Engagement and Involvement (CEI) forum

- Public Engagement Lead - Division of Psychology & Mental Health – *Daniel Pratt and James McManus*
- Academic Lead for Museum of Medicine and Health – *Carsten Timmerman*
- Natalie Liddle, Senior Engagement Officer, FBMH
- Social Responsibility and Public Engagement Manager, FBMH – *Hawys Williams*
- Head of Engagement, FBMH – *Taryn Rock*
- University Social Responsibility Manager – *Suzanne Spicer*
- Social Responsibility Project Officer, FBMH – *Sam Franklin*
- National Institute for Health Research (NIHR) Research Design Service (RDS) – *Claire Planner*
- Knowledge Exchange and Impact Officers – *Denise Davidson and Lauren Templeton*
- HERC Public Engagement and Involvement Research Officer - *Sarah Fox*
- Manchester Academy Health Science Education (MAHSE) representative – *Kate Evans*
- Training Lead – *Dee-Ann Johnson (tbc)*
- Public Programmes Team representative – *Leah Holmes (tbc)*
- Postgraduate Student representative, FBMH - *tbc*
- Forum Secretary – *Gwen Alvey (confirmed)*

2.2 The professional and lay Chairs will be responsible for ensuring that all members act in accordance with their respective role descriptions. Failure to comply with the Terms of Reference (including the ground rules) may result in exclusion from the group.

3. Quorum

3.1 A Quorum shall be eight members and must include either the Chair or Lay Chair, and at least 1 public member.

3.2 The quorum for a vote will be 51% of members or greater, and all members have an equal right to vote.

4. Frequency of meetings

Meetings shall occur quarterly in the first instance, and at other times as may be necessary. Administrative support shall be through the Social Responsibility and Public Engagement team. A meeting agenda and minutes will be sent to all members prior to the meeting.

5. Aims of the Forum

The aims of the group are to:

- To work with the Academic, Public and Faculty Public Engagement (PE) leads to promote and support the forum's action plan and the Faculty's Social Responsibility strategy
- Develop the Faculty Public Engagement webpages
- Build and promote activity and best practice
- Provide a central point for information and advice
- Set up appropriate communication channels group to distribute resources and best practice
- Develop and promote training

6. Scope and Duties

Duties of the Forum will include:

- To work with Academic and Faculty Public Engagement leads to develop an action plan for the Faculty Social Responsibility Public Engagement team
- Monitor the effectiveness of the action plan.
- To consider cost implications regarding the implementation of the action plan.
- To record involvement and engagement activities across the Faculty.
- To provide feedback on involvement and engagement activities.
- To advise on best practice in relation to involvement and engagement in research and education.

7. Ground rules

All members are expected to observe and abide by the ground rules below:

We will.....

- Start / end our meetings on time
- Follow an agenda
- Read materials, minutes etc. and be prepared to discuss at meetings
- Stay on task; no side conversations
- Listen to others and not interrupt
- Share time so that all can participate
- Be free to speak minds without fear of reprisal
- Attack the problem, not the person- "no blame game"
- Accept the fact that there will be differences of opinion
- Operate on consensus – seek general agreements all can “live with.”
- Show mutual respect
- Check egos at the door
- Make decisions based on clear information
- Bring closure to decisions
- Identify actions that result from decisions
- Summarise pending issues and agreements at end of meeting
- Agree on what information goes “out” and what stays in the group

8. Revising the terms of reference

Terms of reference will be subject to an annual review (or earlier if required) by Faculty Social Responsibility and Public Engagement Forum members.