**Faculty of Biology Medicine and Health (FBMH)**

**Patient and Public Involvement and Engagement (PPIE) Forum**

**Terms of Reference**

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| **Title** | FBMH Patient and Public Involvement and Engagement (PPIE) Forum: Terms of Reference |
| **Version Number** | 0.11 |
| **Date for review\*** | September 2024 |

\* to be reviewed on an annual basis.

**PPIE Forum[[1]](#footnote-1) Terms of reference (ToR)**

**Introduction:**

The Patient and Public Involvement and Engagement (PPIE) Forum (formerly Social Responsibility Public Engagement Forum) was formed when the Faculty of Medical Human Sciences and the Faculty of Life Sciences merged in 2016 to form the [Faculty of Biology, Medicine and Health](https://www.staffnet.manchester.ac.uk/bmh/).

The Forum features representation from PPIE/Social Responsibility leads across the Faculty, University and externally including; Public Contributors, staff and students. It is Co-Chaired by [Professor Stephanie Snow, Academic Lead for Community Engagement and Involvement](https://www.research.manchester.ac.uk/portal/stephanie.snow.html), and Kay Gallacher, Public Contributor. Non-Forum members also attend to present on a topic relating to Social Responsibility or PPIE.

During the Forum meetings members:

* Evaluate the Forum’s outputs,
* Discuss upcoming initiatives and future actions,
* Provide updates

**1. Constitution**

The aim is to provide strategic direction to the Faculty’s PPIE community. This is done through the monitoring of the Forum’s [action plan](http://documents.manchester.ac.uk/display.aspx?DocID=46194) which is approved by members at the beginning of the academic year and reviewed regularly.

1. **Membership**

**2.1. Overview of membership**

Forum membership features representation from staff, students and Public Contributors. Members can leave the Forum at any time by contacting the co-chairs or administrator.

**Staff membership:** includes PPIE/social responsibility leads across the Faculty or colleagues who are heavily involved in PPIE related activities. Staff will continue to be members until their role tenure ends.

**Public Contributor membership:** is on a fixed term basis. It was agreed by members (January 2024) that membership should be rotated. Membership tenure will be three years, with two current members being replaced by new members every three years.

Due to the covid pandemic, current membership was extended, with current membership due to end July 2024. Members are recruited to this role.

**Student membership:** is appointed through a recruitment process. Members will remain on the Forum until their student role comes to an end.

**Co-chairs:** are based on the Academic Lead for Community Engagement & Involvement and a Forum Public Contributor. Both chairs are recruited to the position. The current lay co-chair's tenure ends July 2024.

It was agreed by members (January 2024) that the co-chair role should be rotated. Membership tenure will be three years, with the co-chair being replaced by one of the current members. The current co-chair can reapply if none of the other members are interested.

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

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| Academic Lead for Community Engagement & Involvement | Stephanie Snow (co-chair) |
| Public Contributor | Kay Gallacher (co-chair) |
| Social Responsibility Project Officer | Samantha Franklin (Forum administrator) |
| Social Responsibility Intern | Momina Atique |
| Social Responsibility and Public Engagement Manager | Hawys Williams |
| Public Contributor | Manoj M |
| Public Contributor | Jav R |
| Public Contributor | Mike S |
| Public Contributor | Moira L |
| Public Contributor | Marie M |
| Academic Lead, Museum of Medicine & Health | Harriet Palfreyman |
| Public Engagement Manager, Central University | Dee-Ann Johnson |
| Research Impact Officers | Denise Davidson & Emma Hatton |
| Manchester Academy Health Science Education (MAHSE) | Kate Smith and Nazifa Choudhury |
| Vocal (Formally Public Programmes Team) | Annie Keane, Paolo Arruand Emily Howlett |
| Research Development and Innovation Team | Daniel Jameson |
| NIHR Greater Manchester Patient Safety Translational Research Centre |  |
| Health Innovation Manchester, Public and Patient Involvement and Engagement Manager | Nicky Timmis |
| NIHR Applied Research Collaborations (ARC-GM), Facilitator for the Patient & Community Involvement and Engagement Team | Aneela McAvoy |
| Recruitment and Training Officer, Manchester Cancer Research Centre and Cancer Research UK Manchester Centre | Simon Reeds (Georgina Binnie-Wright maternity cover) |
| 50% Lecturer with FBMH, Department of Chemistry Lecturer Manchester Institute of Biotechnology | Nick Weise |
| Manchester Cancer Research Centre Communications | Sally Best |
| Policy@manchester |  |
| **Divisional Leads: School of Biological Sciences** | |
| Cell Matrix Biology & Regenerative Medicine | Sandra Vranic |
| Evolution, Infection & Genomic Sciences | May Tassabehji |
| Immunology, Immunity to Infection & Respiratory Medicine | Jo Pennock |
| Molecular & Cellular Function |  |
| Musculoskeletal & Dermatological Sciences |  |
| Neuroscience | Emma Gowen |
| **Divisional Leads: School of Medical Sciences** | |
| Cancer Sciences | Suz Johnson and Grace Lipowska-bhalla |
| Cardiovascular Sciences |  |
| Dentistry | Jo Cunliffe and Vitalia Kinakh |
| Developmental Biology & Medicine | Michelle Desforges |
| Diabetes, Endocrinology & Gastroenterology | Natalie Gardiner |
| Medical Education (including CHSTM) | Jenny Herbert and Robina Shah |
| **Divisional Leads: School of Health Sciences** | |
| Psychology, Communication & Human Neuroscience | Anisa Visram, Ciara Kelly,Emma Patchwoodand Ellen Poliakoff |
| Informatics, Imaging & Data Sciences |  |
| Nursing, Midwifery & Social Work | Judy Ormrod, Celia Hulmeand Andy Grundy |
| Pharmacy & Optometry |  |
| Population Health, Health Services Research & Primary Care | Nic Small (maternity leave),Becci Morris& Maria Panagioti |
| Psychology & Mental Health |  |
| **Student Representatives** | |
| Teaching Assistant (demonstrator), School of Biological Sciences | Leah Costello |
| Research Associate, Division of Nursing, Midwifery & Social Work | Rasha Alkholy |
| Teaching Assistant, Division of Psychology & Mental Health | Charlotte Savill |

* 1. The Co-Chairs will be responsible for ensuring all members act in accordance with their respective role descriptions. Failure to comply with the ToR (including the ground rules) may result in exclusion from the Forum.
  2. The lay co-chair will also lead on the standing agenda item: ‘*Public Contributor Support and Feedback’* to fairly and effectively represent public contributor needs and to ensure we embed PPIE in our research and teaching.

1. **Quorum**
   1. A Quorum shall be eight members and must include either of the Co-Chairs and at least one Public Contributor.
   2. The quorum for a vote will be 51% of members (in attendance) or greater, and all members have an equal right to vote. Co-Chairs have the casting vote in case of a tie. The Faculty’s Vice-Dean for Social Responsibility will make the final decision if an agreement cannot be made by the Co-Chairs.
2. **Frequency of meetings**

Meetings shall occur quarterly in the first instance, and at other times as necessary. Administrative support shall be through the Social Responsibility and Public Engagement team. A meeting agenda, minutes and any related papers will be sent to all members a week before the meeting. An email update may also be circulated to members in-between meetings when required.

1. **Aims of the Forum**

The aim of the Forum is to:

* Provide strategic leadership and support to ensure implementation of the agreed action plan
* Represent the Forum at senior strategic and policy making mechanisms across the Faculty/University
* Campaign/secure and support applications for internal and external funding associated with Forum activities
* Work with Academic, Public and Faculty PPIE leads to promote and support the [Forum’s action plan](http://documents.manchester.ac.uk/display.aspx?DocID=46194) and the [Faculty’s Social Responsibility strategy](https://documents.manchester.ac.uk/protected/display.aspx?DocID=67303)
* Develop the [Faculty’s PPIE webpages](https://www.bmh.manchester.ac.uk/connect/social-responsibility/public-patients/) and the [Faculty‘s PPIE intranet](https://www.staffnet.manchester.ac.uk/bmh/social-responsibility/ppie/)
* Build and promote activity and best practice
* Build and maintain external partnerships
* Provide a central point for information and advice
* Develop, maintain and implement effective, open communication, information and dissemination channels, based on good-practice, that reflect the interests and membership of the Forum
* Develop, implement and promote training based on the priorities/gaps identified through the Forum

1. **Scope and Duties**

Duties of the Forum will include:

* Working with Academic and Faculty PPIE leads to develop an [action plan](http://documents.manchester.ac.uk/display.aspx?DocID=46194)
* Monitor the effectiveness and impact of the [action plan](http://documents.manchester.ac.uk/display.aspx?DocID=46194).
* Consider cost implications regarding the implementation of projects discussed at Forum meetings when required.
* Record and communicate PPIE activities across the Faculty e.g. FBMH news, Public Engagement Digest, Twitter etc.
* Provide feedback on PPIE activities discussed in meetings.
* Advise on best practice in relation to PPIE in research and education.
* Send monthly updates on any new or upcoming PPIE activities to the Forum’s administrative support– including papers, articles, involvement opportunities etc.
* Link in with other Social Responsibility areas e.g. environmental sustainability, equality, diversity and inclusion, widening participation etc.
* Receive and share quarterly updates from external partners

1. **Ground rules**

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

We will.......

* Start / end our meetings on time
* Seek contributions for the agenda in advance of the meeting
* Follow an agenda
* Read materials, minutes etc. and be prepared to discuss at meetings
* Stay on task; no side conversations
* Not interrupt others
* Share time so that all can participate
* Be free to have our own opinion without fear of reprisal
* Tackle the problem, not the person - "no blame game"
* Accept that there will be differences of opinion
* Operate on consensus, and where possible seek general agreements all members can “live with.”
* Show mutual respect
* Check egos at the door
* Make decisions based on clear information
* Bring closure of each agenda item and identify actions from discussions
* Summarise pending issues and agreements at end of meeting
* Papers and discussions in meetings to be kept confidential unless otherwise stated.
* Consider accessibility of language and avoid using jargon
* Be punctual
* For online meetings limit any background noise e.g. turn off phones, mute selves when not speaking etc.

1. **Revising the terms of reference**

Terms of reference will be subject to an annual review (or earlier if required) by PPIE Forum members.

1. Formerly known as the Centre for Engagement and Involvement (CEI) Forum and Social Responsibility Public Engagement Forum [↑](#footnote-ref-1)