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**PRIMER Terms of Reference**

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| **Title** | PRIMER: Terms of Reference |
| **Version Number** | 5.4 |
| **Authors (of latest version)** | PRIMER members as of September 2019 |
| **Ratified by PRIMER group members** | September 2019 |
| **Date for review** | September 2021 and every 2 years thereafter |

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**PRIMARY CARE RESEARCH IN MANCHESTER ENGAGEMENT RESOURCE**

**PRIMER**

**TERMS OF REFERENCE**

1. **Revising the terms of reference:**
   1. Terms of reference will be reviewed and updated every two years by PRIMER members and the Group Facilitator.
2. **The aims of PRIMER are to:**
   1. Provide best practice advice on public involvement and engagement to CPCHSR researchers and PhD students. Priority will be given to researchers within the CPCHSR, although there are occasions when non CPCHSR researchers may be able to access PRIMER
   2. Provide input into research at all stages in the research process, wherever possible, including xx pre-funding, as appropriate for individual projects and/or activities as agreed with individual research teams
   3. Suggest topics for future research wherever considered appropriate by the CPCHSR
   4. Network with other involvement and engagement groups within and beyond the University
   5. Use existing networks to talk about primary care research, involvement and engagement
   6. Contribute to policy within the CPCHSR and through broader affiliations e.g. the NIHR School for Primary Care Research (SPCR)
   7. Develop appropriate documentation, forms, and tools for the tasks of the Group
   8. Monitor impact of the Group’s activities
   9. Promote and publicise the role of involvement and engagement in primary care research.
3. **Role:**
   1. The roleof Group members has been outlined in the [PRIMER role description](https://dl.dropboxusercontent.com/u/2916587/PRIMER%20Role%20description%20v6.pdf) which is available for download from the PRIMER website (currently under revision) and upon request.
4. **Membership:**
   1. Membership is open to any member of the public who is not trained, registered and currently working as a healthcare professional or currently employed as an academic researcher. Membership is open to students but is not appropriate for anyone seeking research experience. There are 2 membership options: ‘core’ and ‘corresponding’[[1]](#footnote-1)
   2. A lay Chair and lay Vice Chair will be appointed by Group members through secret ballot. Both categories of member are eligible to nominate and vote; self-nominations are also allowed. If there is more than one candidate, each will be asked to write a brief paragraph outlining why they would like the position. This will be circulated to members before the vote takes place
   3. The Chair and Vice Chair are responsible for ensuring they act in accordance with their respective role descriptions. Term of office will be for a maximum of 3 years. Appointments can be reviewed at any time. Role descriptions can be obtained from the Group Facilitator
   4. The Chair and Vice Chair will be responsible, in consultation with PRIMER members, for all negotiations and liaison with Department staff in relation to issues of remuneration either in relation to individual projects or more generally
   5. Selection and continued membership of the Group is at the discretion of the Chair, Vice Chair, CPCHSR Lead and the Group Facilitator. Significant failure to comply with the Terms of Reference (including the Ground Rules) may result in exclusion from the Group, following consultation with the CPCHSR Lead and in compliance with Social Responsibility Team and Faculty guidelines.
5. **PRIMER meetings**
   1. We aim to hold 6 standard PRIMER meetings annually wherever possible. Further meetings may be convened as required. A meeting agenda and minutes of the previous meeting will be sent by email to all members, core and corresponding, prior to the meeting. Paper copies will be provided, on request, either on the day of meetings or in advance, for those who require them
   2. Decisions will be reached by consensus agreement. If consensus on a topic cannot be reached, a vote will be held. The whole Group may vote (core and corresponding members). A simple majority of those voting is required to pass any decision; a decision will be binding and all members will be given a minimum of 7 days to cast their vote. In the event of a tie the Chair will have an additional casting vote
   3. The Chair must ensure that items are discussed in a timely manner and that all members are allowed equal opportunity to speak. When, following a discussion, a decision has been reached by the Group, it is the role of the Chair to deliver to the meeting a summary of that discussion and its outcomes
   4. Any conflict of interest must be declared
   5. Administrative support for the Group will be provided by the CPCHSR and will include the writing and distribution of the agenda, meeting minutes and any papers for discussion at meetings
   6. It is the responsibility of the CPCHSR Lead, the CPCHSR PPIE Lead, the Group Facilitator or their chosen delegate to report on institutional matters that impact the research carried out in the CPCHSR and involvement and engagement activities
   7. Refreshments will be provided as appropriate.
6. **Remuneration**
   1. An honorarium and travel expenses, in line with Faculty guidance, up to a maximum total of £130, can be claimed by completing a PR20 form
   2. A receipt will only be accepted if it complies with University Finance Procedures. All claims for expenses must be fully supported by original receipts. The only proof of any bona fide expenditure is an original receipt and any claim not supported in this way is deemed to be an amount payable at the discretion of the University. A full explanation of why receipts are missing must be provided, and tax regulations may require that payments are subject to deduction of income tax and NIC. Receipts must be fully itemised, for example restaurant receipts must list all the meals and drinks claimed for. Handwritten receipts may not be accepted
   3. Photocopies of receipts, bank statements, cheque stubs, credit card slips, counterfoils and credit card statements are not, for the reasons outlined in the paragraph above, acceptable as supporting documentation. However, where a parking ticket is required to be retained in order to exit from the car park, a photograph of the parking ticket may be emailed once payment has been made, in order that the PR20 may be completed
   4. The purpose of a receipt is to provide proof that the claimant paid the monies requested and for the purpose stated. A receipt should therefore be dated and also state who provided the service and issued the receipt
   5. Bus and train tickets can be used as valid receipts as long as the date and time of issue is printed on the ticket
   6. The deliberate claiming of fees or expenses to which a person is not entitled constitutes theft. In such cases, the CPCHSR Lead will be notified and will liaise with the relevant University departments. Cases may also be reported to the police.
7. **Confidentiality**
   1. When working alongside a research team, PRIMER members have a duty to treat all information about research participants as confidential in line with the ethical approval granted for the study
   2. Members also have a duty of confidentiality concerning knowledge about the research being undertaken. If in doubt about what information can be shared, members must contact the Project Lead
   3. Confidentiality extends to personal information shared by PRIMER members during meetings, as well as discussions about research topics.
8. **Ground Rules**
   1. All members are expected to observe and abide by the following Ground Rules, developed by PRIMER members.

**GROUND RULES**

**We will.......**

1. **Be punctual; start and finish meetings on time; return on time after breaks**
2. **Follow an agenda**
3. **Read materials, minutes etc. and be prepared to discuss at meetings**
4. **Stay on task; no side conversations**
5. **Listen to others and not interrupt**
6. **Be inclusive, share time so that all can participate**
7. **Speak our minds freely without fear of reprisal**
8. **Attack the problem, not the person - "no blame game"**
9. **Accept the fact that there will be differences of opinion**
10. **Operate on consensus – seek general agreements all can “live with”**
11. **Show mutual respect, to maintain a respectful environment**
12. **Leave egos at the door**
13. **Make decisions based on clear information**
14. **Accept Group decisions once made (either by consensus or vote)**
15. **Identify (and complete) actions that result from decisions**
16. **Summarise pending issues and agreements at end of meeting**
17. **Agree on what information goes “out” and what stays in the Group**
18. **Use mobile phones in meetings only in case of emergency**
19. **Respect our confidentiality rules as stated in the Terms of Reference**

1. A member is ‘core’ if they regularly attend Group meetings, whilst a ‘corresponding’ member will stay in contact with the Group and participate in discussions by email or other means rather than face-to-face. [↑](#footnote-ref-1)