

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

**Social Responsibility and Public Engagement Forum**

**Minutes of the meeting held Wednesday 10 January 2018 in  
Committee Room A, Whitworth building**

<p><b>Present: 24</b></p> <p>Stephanie Snow (SS) (Chair), Hawys Williams (HW), Gwen Alvey (GA) (minutes), Ailsa Donnelly (AD), Alan Campbell (ABC), Kay Gallacher (KG), (Public Representatives) Stefanie Abel (SA), Denise Davidson (DD), Sam Franklin (SF), Emma Gowen (EG), Lamiece Hassan (LH), Katy Holliday (KH), Judy Ormrod (JO), Jo Pennock (JP), Claire Planner (CP), Dan Pratt (DP), Suzanne Spicer (SS), Carsten Timmerman (CT), Richard Unwin (RU), Craig Whittall (CW), Cath Wright (CWT),</p> <p><b>Guest Speakers in attendance:</b> Angela Ruddock (AR), Alan Campbell (ABC), Sarah Fox (SFX), Freja Karman-Bailey (FKB), Kay Gallacher (KG)</p> <p><b>Apologies:</b></p> <p>Ann Caress (AC), Roger Harrison (RH), Rachel Lennon (RL), Natalie Liddle (NL), Yin-Ling Lin (YL), Mary Tully (MT), Manoj Mistry (MM), Taryn Rock (TR), Lauren Templeman (LT)</p>	<p><i>Attendance List attached for reference</i></p>
<p><b>Agenda item</b></p>	<p><b>Actions</b></p>
<p><b>1. Welcome, Introductions and Apologies</b></p> <p>SS welcomed attendees to the latest meeting of the Forum, now renamed the Social Responsibility and Public Engagement (SR&amp;PE) Forum. Introductions were made. Katy Holliday attended in place of Suz Johnson. Forum documents had been circulated, including drafts for discussion.</p>	
<p><b>2. Academic Lead update: Social Responsibility Public Engagement (PE) action plan</b></p> <p>The PE Action Plan 17/18 was discussed.</p> <p>Regarding high impact journal papers, EG and LH queried where the bar should be and the definition of 'engagement'. SS advised that as a first step all Faculty journal papers related to social responsibility should be collated and then circulated to forum members, with a view to then apply specific criteria in the future. The costs of publishing in journals in line with publishing on more high impact engagement journals.</p> <p>DD reported the primary roles of herself and LT as the Knowledge Exchange &amp; Impact Officers in FBMH. At present the focus is on supporting impact case study development for REF2021 and providing support for Pathways to Impact Summaries and Statements on funding applications for the Divisions they support. We need to ensure that Academic Impact Ambassadors are engaged with this. It is important that public engagement is integrated in Pathways to Impact</p>	<p><i>FKB to continue collating journal articles and a list will then be posted on the webpages.</i></p> <p><i>SS to liaise with Sheena Cruickshank, UoM lead for PE to assess which high impact journals to be supported</i></p> <p><i>DD to forward a list of current Impact Ambassadors in FBMH and the Terms of Reference for the Network to HW (received). These will be posted on the SR&amp;PE webpages</i></p>

<p><i>For information:</i>  <i>LT supports the School of Biological Sciences. In the School of Medicine she supports the Division of Cardiovascular Sciences, the Division of Dentistry and the Division of Developmental Biology &amp; Medicine.</i>  <i>DD supports the School of Health Sciences. In the School of Medicine she supports the Division of Diabetes, Endocrinology &amp; Gastroenterology, the Division of Medical Education and the Division of Cancer Sciences.</i></p>	
<p><b>3. New forum membership and terms of reference review</b></p> <p>The new forum membership and terms of reference document was approved. ABC volunteered and was appointed as Lay Chair with the agreement of members present.</p> <p>Representation from the Faculty's Strategic Funding Team may be sought.</p>	<p><b>AGREED:</b>  <i>New membership and terms of reference.</i>  <i>ABC is lay chair of the Forum</i></p> <p><i>SS to liaise with Strategic Funding Team</i></p>
<p><b>4. Patient and Public Involvement (PPI) and research grants – the lay of the land</b></p> <p>A presentation from the Health e-Research Centre (HeRC) team was given by guest speakers SFX and AR with ABC and KG. The presentation slides summarise what the HeRC and its PPI 'H@PPI' forum has achieved since 2014, and their work with researchers is ongoing e.g. researchers provide in-house training, and weekly PPI clinic sessions. The team carried out a project reviewing 12 commonly accessed research funders to find how they provisioned for and prioritised PPI.</p> <p>In discussion, the importance of "plain English" was emphasised and keeping documents short and simple for everyone.</p> <p>It was suggested that the HeRC's review findings should be shared with INVOLVE so that they can distribute this information more widely, and also to be made available on the SR&amp;PE section on the Faculty website.</p>	<p><i>Slides document attached.</i></p> <p><i>Wider dissemination of the HeRC's review document by SR &amp; PE team</i></p>
<p><b>5. Faculty PE Best Practice and Standards</b></p> <p>A draft document had been circulated. Research User Groups (RUGs) and other liaison groups have developed similar documents.</p> <p>The Standards were approved, with the addition of a reference to teaching and also the importance of feeding back to PPI reps throughout the whole study/teaching and also thanking them when a research study ends.</p>	
<p><b>6. Public Contributor induction pack</b></p> <p>A draft Induction Pack collated by FKB had been circulated - this was praised as an excellent resource for new public contributors. A section on research funding process to be included as this is new information to many people.</p> <p>It was decided induction days for Public Contributors could be held twice a year. Mahesh Nirmalan, Vice Dean For SR&amp;PE and SS would</p>	<p><i>FKB to refine the pack content.</i></p> <p><i>HW/SF to draft an induction programme and send to Public Contributors for</i></p>

<p>be invited to attend to meet new people.</p> <p>Setting up a Faculty PPI group was proposed: a group of patients/carers, etc with relevant experience advising and informing research and teaching that does not fall within the remit of existing groups, able to give advice on areas outside their specific area. This would ensure a group for people to consider joining when grants have come to an end – for continuity and for us all to benefit from their skills and experience.</p>	<p><i>comment</i></p> <p><i>SF to draft ToR for new PPI group and circulate</i></p>
<p><b>7. The benefits of meaningful engagement with Social Responsibility</b></p> <p>This agenda item was postponed till the next meeting.</p>	
<p><b>8. Events update: past and future</b></p> <p><u>Current / early 2018:</u> Primary Care is doing elevator pitches with the PRIMER group: researchers can pitch their PhD work and receive feedback.</p> <p>7 February Managing Difficult Situations. A small report will be produced to feed into the induction pack.</p> <p>International Women’s Day – Angela Saini event on Monday 5 March <a href="#">Register</a></p> <p><u>Planned / later 2018:</u></p> <p>Community Festival – Saturday 16 June. Expressions of interest by 19 January if possible, or a couple of weeks later: exact details of the activity can be refined closer to the time of the event. Event to include a PPI info stand with leaflets.</p> <p>Making a Difference Awards event - Thursday 5 July. Deadline for nominations is 22 January.</p> <p>Public contributor celebratory event, following good feedback from last year’s event – June or July, date to be confirmed.</p>	<p><i>Please contact HW if you want to be part of the ‘Engagement@manchester’ Stand at the Community Festival</i></p> <p><i>Sam F to organise event planning group - please let Sam know if you want to be part of the Public Contributor Celebratory Event planning group</i></p>
<p><b>9. New projects/initiatives</b></p> <p>Funding of PPI was discussed. Top slicing grants is one option, where a specific amount is diverted to PPI. SS felt that this was a good option but needs to be mindful of potential for grants where PPI has already been costed in.</p>	<p><i>SS to liaise with SFT (strategic funding team) colleagues</i></p>
<p><b>10. Communications</b></p> <p>Social Responsibility Newsletter – next issue due out end January. NL is developing a database of stakeholders and mailing list. The newsletter is ideally sent out electronically but hard copies are also available.</p> <p>Website – comments previously received are being taken forward in the redesign of the website. Signposting resources and examples should be key to the webpages. There is a News blog on the website.</p>	<p><i>Anything you would like us to advertise, contact NL.</i> <a href="mailto:Natalie.Liddle@manchester.ac.uk">Natalie.Liddle@manchester.ac.uk</a></p>
<p><b>11. Training</b></p>	

<p>A paper had been circulated. Rewards and recognition for PPI representatives may include ID badges, library access, awards, etc. It was noted that a badge is important for a feeling of being part of the organisation. For University email access there is a form to complete, with a 7-14 day turnaround in Human Resources. It is important to have different benefits for different groups.</p> <p>Issues mentioned include Wifi problems due to the UoM firewall, and there are still problems with expenses claims – the PR20 is the only form that should be used for public contributors but PR7 forms are still being received.</p> <p>Existing training noted: Salford Royal Foundation Trust have a great training programme for public contributors (contact is Jess Zadik, on UoM email address), also Karina Lovell on research methodology</p> <p>It was observed that the official point of view would be that the University’s staff training and development courses are for staff, so a policy change would be needed to provide wider access. There have been a limited number of courses that public contributors may access - IT courses such as MS Office Word. Some of these courses can be done online e.g. Introducing Research Methods. It was noted that courses could be made easier for people with language difficulties or cognitive problems.</p>	<p><i>HW to research processes and post information on the Faculty SR website</i></p> <p><i>HW to remind HR services on PR20/PR7 usage</i></p> <p><i>SS: next steps for Public Contributor training and to feed back to group</i></p>
<p><b>12. Any Other Business</b></p> <p>Suggestions: A pop up banner with key facts on SR&amp;PE to be created for events.</p> <p>A database for people interested in joining PPI group, similar to Citizen Science website, because every research study is accessing the same pool of volunteers.</p> <p>KG flagged up a data protection issue with the PR20 that every time you fill in the form it requires you to repeat your personal and financial details – better if these details could be held centrally and each claimant allocated an ID number to be referenced each time they claim (as with staff expenses claims). It was noted that University email addresses for public contributors could help with improving that process.</p> <p>Suggestion of doing up an old double decker bus as a mobile space, for engaging with local communities.</p> <p>New typed place holders to be available for next meeting as requested.</p>	<p><i>HW to re-visit this with HR services and report back to KG.</i></p> <p>GA</p>
<p><b>Next meeting date:</b></p> <p>Wednesday 21 March 2018 at 2pm (venue University Place). Guest speakers: Prof. Sheena Cruickshank (Public Engagement strategy) and Taryn Rock (The benefits of meaningful engagement with Social Responsibility).</p>	

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