

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

### Social Responsibility Public Engagement (SRPE) Forum

Minutes of the meeting held Wednesday 18<sup>th</sup> September 2018 in  
Room 1.065 Stopford Building

<p><b>Present: 15 members / representatives</b> Stephanie Snow (SS) (Chair), Alan Campbell (ABC) (Lay Co-Chair), Lauren Templeman (LT), Kay Gallacher (KG), Manoj Mistry (MM), (Public Representatives), Jo Pennock (JP), Hawys Williams (HW), Mary Tully (MT), Richard Unwin (RU), Lamiece Hassan (LH), Suzanne Spicer (SS), Stefanie Abel (SA), Sam Franklin (SF)</p> <p><b>Minutes:</b> Imogen Halls (IH)</p> <p><b>Guest Speaker in attendance:</b> Fiona Coll (FC), Faculty HR Partner</p> <p><b>In attendance:</b> Sara Sawicki, University Employment Solicitor</p> <p><b>Apologies:</b> Cath Wright (CW), Emma Gowen (EG), Kate Smith (KS), Michelle Desforges (MD), Rachel Lennon (RL), Natalie Liddle (NL), Taryn Rock (TR), Suzan Verstappen (SV), Ailsa Donnelly (AD), Daniel Pratt (DP), Carsten Timmermann (CT).</p>	<p><u><b>Actions</b></u></p>
<p><b>1. Welcome, Introductions and Apologies</b> SS welcomed attendees to the latest meeting of the Forum. TR will now present at the January 2019 meeting.</p>	
<p><b>2. Guest Speaker : Fiona Coll, 'Enabling Involvement in FBMH: Systems and Processes'</b> Fiona Coll (FC), Faculty HR Partner attended the session to update the forum on Faculty plans to enable involvement and support volunteers/public contributors (PC) in their role. This will include standardising systems and processes and ensure that the role of a PC and the volunteer lifecycle is clear and consistent. This includes a bespoke volunteer agreement issued at the start of each involvement or engagement initiative.</p> <p>FC is also reviewing a bespoke training programme for volunteers relevant to their PC role, following recommendations from the forum (as per paper presented at forum meeting March 2018). A start has been made, with first Public Contributor Induction Session later in Sept 2018. Additional training for staff and students may be required as some PCs may be classed as</p>	

<p>vulnerable (learn/develop skills e.g. sensitivity/empathy). Salford Royal: life-cycle of research course – good training point for researchers and volunteers.</p> <p>FC is also discussing whether DBS checks for some staff and PCs needs to be done.</p> <p>Feedback from volunteers is essential throughout the entire process as each PC is different. A suggestion is to create a secure database with Faculty PC details.</p> <p>It is important to close/end the volunteer experience in most effective way – e.g. letter/email/event. This should be done in advance of their cycle end date.</p>	
<p><b>3. Matters arising</b></p> <p>No matters arising were discussed.</p>	
<p><b>4. Academic Lead update (SS)</b></p> <p><u>Action plan 2018/19</u></p> <p>2018/19 action plan reviewed, no additional actions added, and approved. Action plan will be circulated ahead of each forum meeting with the agenda and papers for information.</p> <p><u>Collecting data plan (10,000 actions)</u></p> <p>Social Responsibility (SR) team currently in talks with Environmental Sustainability regarding whether the 10,000 actions platform can be adapted to collect other SR information.</p>	<p><u>SF to send updated action plan to be sent ahead of each forum meeting.</u></p>
<p><b>5. Public Contributor Support and Feedback (AC)</b></p> <p><u>Induction session 26<sup>th</sup> Sept (paper)</u></p> <p>The first session will run in the morning of 26<sup>th</sup> Sept, with an optional social media training session taking place in the afternoon. Currently 23 people registered (17 social media) which exceeds the aim for attendees for the first session. Plan to run the session twice a year. AC to update forum members at next meeting. Forum members to help publicise Induction sessions to contacts.</p> <p><u>Being a Public Contributor in FBMH pack</u></p> <p>The public contributor pack provides information about the Faculty for new and current public contributors. The pack is also available on our website, printed copies sent to your offices this week – please contact SF if you need any more.</p> <p>Suggestions of who to distribute pack to:</p> <ul style="list-style-type: none"> <li>• Researchers (for them to be able to hand out to new groups).</li> <li>• Charities involving patient/public contributors (to encourage them to contribute more throughout the year).</li> <li>• New academic staff</li> </ul>	<p><u>AC to update forum meeting at next session</u></p> <p><u>SF to distribute packs to forum members</u></p> <p><u>SF to check with designers if content can be used as slides</u></p>

<ul style="list-style-type: none"> <li>• Induction session attendees</li> <li>• Kirsty Ashworth (Pennine Care), Neil Grace (Dementia Health).</li> <li>• Can also be referenced in grant applications</li> </ul> <p><b><u>PPIE group (paper)</u></b></p> <p>A PPIE group will be set up over the next few months with a soft launch planned for February. An expression of interest will be sent September – November for public contributors who would like to be involved – currently 13 public contributors have registered their interests. Please forward the details onto your contacts when the information is circulated.</p>	<p><b><u>Forum members to circulate PPIE group and Induction Session information to contacts once circulated</u></b></p>
<p><b>6. Events update: past and future</b></p> <p><b><u>Faculty events planner</u></b></p> <p>The Faculty events planner was circulated with the papers for information. This will be included with the papers for future forum meetings</p> <p><b><u>PPIE Celebration event 25<sup>th</sup> July 2018 evaluation</u></b></p> <p>In total 75 people attended the event including public contributors, researchers, PSS staff and students. The aim was to celebrate PPIE in the FBMH with the theme of this year's event being 'Be Inspired, Be Involved'. 11 awards were presented.</p> <p>Overall feedback from attendees was positive – majority thought event was either good or excellent. Sessions which attendees ranked the highest were Facing Out conference and PRIMER.</p> <p>Creation of hashtag #CelebratePPIE2018 on twitter earned 140 engagements, and the pre-event tweet earned 3457 impressions with 44 engagements.</p> <p>Things to change in future:</p> <ul style="list-style-type: none"> <li>• Feature more public engagement – event focused, patient involvement</li> <li>• Start with icebreaker to allow for attendees being late</li> <li>• Feature presentations from projects within the Faculty</li> <li>• Have a standing session from one of the award winners</li> <li>• Guest speakers from other Faculties</li> </ul> <p><b><u>PPIE Celebration event 2019</u></b></p> <p>PPIE Celebration 2019 – ideas needed, particularly speakers/activities</p>	<p><b><u>SF to circulate updated events planner with agenda and papers</u></b></p> <p><b><u>Forum members to send ideas for guest speakers for future celebration events to SF</u></b></p>
<p><b>7. Updates from Divisional Leads (New agenda item)</b></p> <p><i>Pharmacy &amp; Optometry</i> are setting up PPIE group for each programme. MT attended a conference in Canada to present on PPIE with data at the University of Toronto.</p>	

*Cardiovascular Sciences* are working with British Heart Foundation (BHF) and meeting with PI's who want to get involved in PPIE activities.

*Infection, Immunity & Respiratory Medicine* are supporting Science Spectacular and will have two events at science fest which includes a science fiction drama. Lindsey Brown, PC is researching about hosting a schools event titled 'Staying Alive' about the different roles in NHS.

*Informatics, Imaging & Data Sciences* supported Blue Dot festival in July 2018. A number of people are applying for funding for widening participation events. Sheffield children's hospital.

*Neuroscience & Experimental Psychology* speech and language therapy, parkinsons disease patient groups, SA now a volunteer for stroke association. Big brain event where people learn more about research.

*Cancer Sciences* are joining forces with CRUK MI, and the MCRC for the Science Spectacular in October which will hopefully feature the Proton therapy team again and activities around targeted therapy. SJ is liaising with Katharine Cresswell (BRC) for this event. They are also discussing involvement in the Greater Manchester Cancer Conference in November and on the Advanced Radiotherapy event.

SJ has 6 SMS branded usherette trays which work really well for mobile PE activities at larger events. If you would be interested in borrowing them please contact SJ (subject to availability)

## 8. Communications

### Published PPIE articles

Please send any published PPIE articles to SF to be added to the engagement digest and website, this will be a standing agenda item. This includes: peer reviewed academic journals and/or popular science/general media. Brian McMillan published paper on 'The primary care patient record in the United Kingdom: past, present and future research priorities: <https://preprints.jmir.org/preprint/11293/accepted>

### Website refresh

Website refresh is now live (see <https://www.bmh.manchester.ac.uk/connect/social-responsibility/public-patients/>) – anything to include/add as a resource send to SF

### SR magazine

New edition for September will be sent, please circulate to colleagues. If you need additional copies please contact NL.

### Public Engagement Digest

Please send any news items/events that you want added to the digest to SF.

Send PPIE articles to SF

<p><b><u>Communications review</u></b></p> <p>SRPE team will be conducting a communications review over the next few months to assess what our communications strengths and weaknesses are, and suggest areas to improve. NL will present the draft communications plan at a future forum meeting.</p>	
<p><b><u>9. Training</u></b></p> <p><b><u>Story Collider</u></b></p> <p>The Story Collider team will be coming to Manchester for a story telling event in December. If you are interested in taking part a workshop will be run on 26<sup>th</sup> October with the event taking place on the 6<sup>th</sup> December at the Birdcage. Find more details about Story Collider <a href="#">here</a>.</p> <p><b><u>Public Engagement Champions Network</u></b></p> <p>New: Public Engagement Champions Network – engagement@manchester to support mentoring/training is being launched. For further information visit <a href="http://www.engagement.manchester.ac.uk/blog/">http://www.engagement.manchester.ac.uk/blog/</a></p>	
<p><b><u>10. Any Other Business</u></b></p> <p><b><u>Engage watermark survey and conference</u></b></p> <p>Last chance to complete Engage Watermark survey – only takes 20 minutes, closes 28<sup>th</sup> Sept.</p> <p><b><u>A research handbook</u></b></p> <p>Guidance found in <b>new handbook</b> for patients and public involvement researchers. Can be found on <a href="#">Amazon</a> or the <a href="#">Manchester University Press site</a>.</p> <p><b><u>NCCPE conference</u></b></p> <p>NCCPE conference 29<sup>th</sup>/30<sup>th</sup> November 2018 Edinburgh. More information found <a href="#">here</a>.</p> <p><b><u>SR Funding calls and ISSF funding</u></b></p> <ul style="list-style-type: none"> <li>• Social Responsibility funding call 18/19. Application deadline Thursday 1<sup>st</sup> November 2018, 5pm. More info found <a href="#">here</a>.</li> <li>• Wellcome ISSF Public Engagement 2018/19 Funding Schemes – Round 1 now open. More info found <a href="#">here</a>, or to apply follow this <a href="#">link</a>.</li> </ul> <p>Psoriasis Shout Out week 8<sup>th</sup>-14<sup>th</sup> October 2018. More information about the event <a href="#">here</a> or at the <a href="#">Psoriasis Association website</a>.</p>	
<p><b><u>Next meeting date:</u></b></p> <p>Tuesday 15<sup>th</sup> January 2019 (venue to be confirmed). Guest speaker – Nic Weise, ‘Multilingual Public Engagement in Schools’ and Taryn Rock, ‘Why engagement matters’</p> <p>SF will soon circulate the dates for March and June 2019.</p>	