

Complex Trauma & Resilience Research Unit

Lived Experience Advisory Panel (LEAP) Group

Role Summary/Purpose

Our central aim & activities: to ensure active collaboration between lived experience consultants and academics/clinicians in the conduct of CTRU research. The activities of the group will be focused on discussing CTRU's research plans and ensuring that a lived experience perspective is represented in our research. For example, we might ask for group members' perspectives on research topics and questions, or for specific feedback on our studies, such as reviewing participant information sheets and recruitment strategies.

Diversity & Inclusivity: We ask all our group members to be mindful of and respect differences within the group. The purpose of this group is to share different ideas and opinions, so we may not agree all of the time. Every view deserves to be heard and respected.

Our meetings: The role of the lived experience consultants involves attending Complex Trauma and Resilience Research Unit (CTRU) Lived Experience Advisory Panel (LEAP) meetings held every two months (6 times per year) at the University of Manchester to take part in consultations about CTRU research.

Main duties & Responsibilities

The role requires an individual to:

- Give feedback on CTRU research materials and plans
- Respond to requests for consultation and involvement from individual researchers within CTRU
- Receive and comment on reports on the progress of research within CTRU
- Feed into the process of prioritising research & have input into the ideas and design of new research in CTRU
- Agree the Lived Experience Consultant Involvement plans for research conducted within CTRU, and take a pro-active role in raising issues of concern to lived experience consultants in relation to its research

- Attend CTRU LEAP meetings every two months (6 meetings in total per year)
- Read research papers / documents for CTRU LEAP meetings in advance of the meeting
- Listen to the views and ideas of other members and attendees
- Contribute ideas and opinions to discussions in a constructive manner; participate in group decisions
- Help to formulate group recommendations
- Be respectful of different views
- Reflect on personal experiences where relevant to the discussion
- Use skills and personal experience to ensure a lived experience perspective is presented
- Take part in occasional training
- Be involved in disseminating the importance, value and experience of Lived Experience Involvement in research
- Be involved in the recruitment of staff for CTRU

Requirement for the Role

- Lived experience of adverse life experience(s) and one or more mental health difficulties / enduring emotional distress
- Experience of using mental health services
- Interest in mental health issues and mental health research
- Openness to reflect on your experiences and discuss mental health issues in a group situation
- Openness to understand and consider a range of different views around mental health issues/research
- Openness to listen to others and express views in a constructive and respectful manner
- Commitment to regularly attending LEAP meetings and reading relevant papers in preparation for meetings

Other experiences welcomed for the role

- Access to email
- Some understanding of research or a willingness to learn
- Experience of involvement in mental health research studies as a participant or an advisory consultant in a LEAP
- Experience of receiving psychological therapy
- Understanding of NHS mental health services offered or a willingness to learn
- Understanding of the role of Clinical Psychologist/Psychological Therapist or a willingness to learn
- Involvement with local lived experience groups

Practicalities, Ground Rules and Expectations of SURG members

1. Logistics and practicalities (the easy stuff):

1.1. Organising meeting dates

The Chair (Kate Allsopp) will determine meeting dates, considering abilities of members to get to meetings, meeting times of research Steering Committees and work needing to be done.

1.2. Organising meeting locations

Chairs will determine meeting locations, considering needs of members.

1.3. Payment for travel expenses and time

GMMH will cover travel costs for those who attend meetings on the day. Payment for time/attendance will be paid later via GMMH financial systems.

1.4. Agendas and meeting documents

Information on meetings is to be sent out 2 weeks prior to meetings.

1.5. Attendance

There is an expectation for each member to attend at least 3 meetings per year in order to stay up-to-date and engaged (subject to prior negotiation and with the exception of special circumstances). If people fail to attend 2 consecutive meetings without contact or have not attended 50% of the meetings over the year the chair will write to that person. Kate Allsopp will monitor individual attendance. Individuals are expected to have read the documents prior to attending the meetings. It is also important to show communication if members cannot attend.

1.6. Punctuality and timekeeping

There is a structured agenda to ensure everything is discussed and on time. Members are expected to be punctual and if they are going to be late they should inform someone in the group if possible.

2. **Meeting Behaviour** (the tough stuff):

2.1. Confidentiality

Personal information that people disclose should not be revealed/shared outside the meeting. CTRU will not identify any names or other identifying information of group members unless a group member explicitly requests that their name is shared (e.g. when co-authoring a paper, or in a conference presentation)

2.2. Respect Diversity

By not doing or saying anything prejudicial or discriminatory towards others in the group

2.3. Respect each other views

All input is valued and every view deserves to be heard. We may not agree all of the time but we need to respect the differences between us.

2.4. One person speaks at a time with no side conversations

Only one person to speak at a time. Respect the person who is speaking and don't carry on separate conversations.

2.5. No interrupting

Everyone should get a chance to put forward their views so it is important that we don't interrupt each other. If you need to speak or "politely interrupt" just ask the chair.

2.6. Stay on the subject & keep focussed

Time is limited in the meeting so make sure that you stay on the subject. Focus on areas of high priority (agreed by the group), as time is limited.

2.7. Respect time and allow others to participate

We want everyone to be able to participate so we need to ensure that we allow time and space for others to contribute. There is an expectation that the group should reach closure and the meeting will not continue beyond the end goal.

2.8. Everyone to participate

The aim of the meeting is to ensure that we all get a chance to participate. Those who have not had a chance to participate will be encouraged to by other members of the meeting.

2.9. Respect for the Chairs decisions

We are all responsible for ensuring that the ground rules are adhered to but extra responsibility falls on the chair. Please respect the chairs decisions.

2.10. Be clear about whether you are expressing personal views or LEAP views when speaking externally

When speaking at external meetings, members should ensure they are clear about whether they are representing LEAP views or their own personal views. If members are representing LEAP views, this should be agreed in advance with the LEAP where possible or fed back to the group ASAP.

3. **Decisions** (toughest in times of disagreement) :

3.1. Decisions are by consensus,

Decisions are made by consensus of the group unless agreement cannot be made, then a majority of those at the meeting decides.