**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** | 0.10 |
| **Date for review\*** | September 2023 |

\* to be reviewed on an annual basis.

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

**Patient and Public Involvement and Engagement (PPIE) Forum[[1]](#footnote-1)**

**TERMS OF REFERENCE**

**Introduction:**

The Patient and Public Involvement and Engagement (PPIE) Forum (formerly the 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.

During the Forum meetings members:

* Evaluate the Forum’s outputs,
* Discuss upcoming initiatives and future actions,
* Hear updates from members in attendance.
* Hear updates from guest speakers invited to present on a topic of their choice relating to Social Responsibility or PPIE.

**1. Constitution**

The aim of the Forum 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 The Forum requires the attendance of the following members, or their nominated 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 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 for Museum of Medicine and Health | Carsten Timmerman |
| Social Responsibility Manager (Public Engagement, Central University Team) | 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 and Paolo Arru |
| Research Development and Innovation Team | Daniel Jameson |
| NIHR Greater Manchester Patient Safety Translational Research Centre | Isabel Adeyemi |
| 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 | Nicholas Weise |
| Manchester Cancer Research Centre Communications | Sally Best |
| Policy@manchester | tbc |
| **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 | tbc |
| Musculoskeletal & Dermatological Sciences | Suzan Verstappen |
| Neuroscience | Emma Patchwood and Ellen Poliakoff |
| **Divisional Leads: School of Medical Sciences** | |
| Cancer Sciences | Suz Johnson and Grace Lipowska-bhalla |
| Cardiovascular Sciences | Alicia Dsouza |
| Dentistry | Jo Cunliffe |
| Developmental Biology & Medicine | Michelle Desforges |
| Diabetes, Endocrinology & Gastroenterology | Natalie Gardiner |
| Medical Education (including CHSTM) | Silke Conen |
| **Divisional Leads: School of Health Sciences** | |
| Human Communication, Development & Hearing | Anisa Visram |
| Informatics, Imaging & Data Sciences |  |
| Nursing, Midwifery & Social Work | Judy Ormrod |
| Pharmacy & Optometry |  |
| Population Health, Health Services Research & Primary Care | Nic Small, Becci Morris & Maria Panagioti |
| Psychology & Mental Health |  |

* 1. The Co-Chairs will be responsible for ensuring that all members act in accordance with their respective role descriptions. Failure to comply with the Terms of Reference (including the ground rules) may result in exclusion from the group.
  2. As well as Co-Chairing, the lay Chair will lead on the standing agenda item: ‘*Public Contributor Support and Feedback’* in order to fairly and effectively represent Public Contributor needs and to help ensure that 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 1 Public Contributor.
   2. The quorum for a vote will be 51% of members or greater, and all members have an equal right to vote. If a vote occurs the Co-Chairs have the casting vote in case of a tie.
2. **Frequency of meetings**

Meetings shall occur quarterly in the first instance, and at other times as may be 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 prior to the meeting. A monthly email update will also be circulated to members in-between meetings.

There will also be an additional 5-10 minutes at the end of the meeting to allow for member discussions if 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
* To represent the voice of the Forum at senior strategic and policy making mechanisms across the Faculty/University
* To campaign/secure and support applications for internal and external funding associated with the Forum’s activities
* Work with the 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](http://documents.manchester.ac.uk/display.aspx?DocID=35221)
* 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/public-and-patient-engagement/)
* Build and promote activity and best practice
* Build and maintain external partnerships
* Provide a central point for information and advice for Faculty staff, students and Public Contributors
* To 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 for staff, students and Public Contributors.

1. **Scope and Duties**

Duties of the Forum will include:

* To work with Academic and Faculty PPIE leads to develop an [action plan](http://documents.manchester.ac.uk/display.aspx?DocID=46194) for the Faculty’s Social Responsibility Public Engagement team
* Monitor the effectiveness and impact of the [action plan](http://documents.manchester.ac.uk/display.aspx?DocID=46194).
* To consider cost implications regarding the implementation of projects discussed at Forum meetings when required.
* To record and communicate PPIE activities across the Faculty e.g. FBMH news, Public Engagement Digest, Twitter etc.
* To provide feedback on PPIE activities discussed in meetings.
* To 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 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
* Listen to others and not interrupt
* Share time so that all can participate
* Be free to speak minds without fear of reprisal
* Tackle the problem, not the person - "no blame game"
* Accept the fact that there will be differences of opinion
* Operate on consensus – where possible seek general agreements all members can “live with.” If a vote occurs the Co-Chairs have the casting vote in case of a tie. The Vice-Dean for Social Responsibility to have the final say if an agreement cannot be made by the Co-Chairs.
* 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 the PPIE Forum members.

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