TUOM_4COL

**MS4MH-R Panel Meeting**

**Terms of reference**

**Revising the terms of reference**

* Terms of reference will be subject to an annual review (or as required).

**Aims of lived experience panel**

The aims of the group are to:

* provide views, opinions and insights informed by lived or carers experience of self-harm and/or suicidal thoughts and mental health services to inform research in this area.
* help to interpret research findings.
* provide ideas on how we can share research findings with the wider public.
* promote and publicise research conducted by the Centre for Mental Health & Safety and role of lived experience involvement in research.
* Members to have an active role in questioning research and research processes

**Membership:**

* Membership is open to any member of the public who meets the experience requirements specified, is aged 18 and above, and is not currently practising as a healthcare professional.

**Working together agreement**

All members are expected to observe and abide by the points below.

**Confidentiality**

* As members of the research team, panel members have a duty to treat anything said in meetings as confidential (unless written permission has been granted). As well, members have a duty of confidentiality concerning knowledge about the research being undertaken in line with University of Manchester Intellectual Property guidance (available on request).
* Confidentiality extends to information shared by other members of the group, including people’s personal experiences of accessing health services.
* Safeguarding concerns: confidentiality should be broken if someone discloses information about risk to self or others

**Meetings**

* It is anticipated that meetings will be held approximately three times per year. A meeting agenda will be sent to all members prior to the meeting which will include details of the meeting, including specific venue (for in-person meetings) and information regarding any guest speakers who will be attending the meeting.
* Action points from the meetings will be taken by a representative from the Centre for Mental Health & Safety.
* The fee for attendance at meetings, or in relation to remote reviewing activities will be outlined prior to the activity taking place.
* Expenses to cover travel to and from meetings will be reimbursed in line with relevant centre policy, this will be clarified by the researcher organising the meeting.
* Start / end our meetings on time and follow an agenda.
* Keep to the task; no side conversations
* Mobiles on silent
* Everyone will read materials ahead of the meeting and be prepared to provide input at meetings.
* All work together as a team and seek to reach general agreements all can “live with.”

**Communication**

* Listen to others, speak one at a time and don’t interrupt or talk over people.
* Be able to speak freely and openly, without any judgement (no right/wrong answers)
* Speak clearly as some people may find it difficult to hear or understand.
* Ask questions and seek clarification where matters are not clearly explained
* Language- use non-technical language or jargon, and provide clarification of terms as requested.
* Everyone’s opinion and experiences are of equal value and all must be equally respected.
* Members will be given the option to provide input in writing as well as verbally in meetings.
* People will have the opportunity to state their preferred communication method for commenting on documents (e.g., via email, post, telephone call).
* Researchers will provide regular updates in relation to progress of the project.

**General ways of working**

* Following meetings, members will be given time to reflect on topics and discussions raised and have the option to provide additional input within a specified time period post-meeting
* Researchers will aim to provide activities and tasks which are manageable and not overwhelming. Members will commit to providing feedback to researchers if they fail to do this.
* Only work on projects when you feel well enough to do so.
* Members can opt-in and opt out of work. Please let the researchers know which projects/ documents you have time to review.
* Researchers will provide an overview of specific reviewing/involvement activities to the group. Should there be more members willing to do the activity than funding permits, then this will be resolved based on drawing members names from a hat to allocate the activity.
* Researchers will feedback to group following involvement tasks, to include overview of impact resulting from group’s involvement (e.g., changes made to documents).

**Online/remote meeting (Zoom etc…)**

* Maintain privacy and confidentiality throughout the meeting. Be mindful about your location and who else could hear what is being discussed.