

## 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.

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### 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

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### 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
- 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
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