

**Terms of Reference**  
**Patient and Public Involvement (PPI) Working Group**  
**Research Design Service South Central - June 2010**

**Who belongs to the group?**

- RDS advisers who have a PPI remit, at least one from each site [Southampton, Portsmouth and Oxford]
- The RDS PPI Officer [whose post is part funded by the Hampshire & IOW Comprehensive Local Research Network]
- A lay representative from each of the RDS sites [Southampton, Portsmouth and Oxford]
- Representatives from external organisations: INVOLVE , Hampshire & IOW Comprehensive Local Research Network, NIHR Biomedical research centre
- Lay members of the NIHR Research for Patient Benefit [RfPB] commissioning panel

<b>Current members</b>	<b>Representing</b>
Cynthia Russell	PPI Lay rep, Southampton (also Co-Chair)
Claire Ballinger	RDS SC (also Co-Chair)
Hayley Haines	RDS SC (PPI Officer)
Judy Robison	RDS rep, Southampton
Ray Fitzpatrick	PPI RDS rep, Oxford, and national lead
Farrah Pradhan	PPI Lay rep, Oxford
Derek Ward	PPI RDS rep, Portsmouth
Keith Manship	PPI Lay rep, Portsmouth
Lucy Simons	National INVOLVE
Sue Beatty	PPI lead Bio-medical research unit, Oxford
Greta Westwood	Comprehensive Local Research Network
Sandra Paget	Lay rep, RfPB commissioning panel
John Needham	Lay rep, RfPB commissioning panel

## **What are we for?**

The Research Design Service South Central Patient and Public Involvement (RDS SC PPI) Working Group was set up *to promote, encourage and support the active involvement and participation of patients and the public in health research in the South Central region.*

We visualise a dynamic partnership between the public & researchers in the research process featuring research 'with' or 'by' the public, rather than 'to', 'about' or 'for' the public.

## **How do we do this?**

- We aim to do this by:
- Setting a good example in valuing the views and contributions of patients and the public in how we work
- Providing a space to share, learn, discuss, reflect and plan together
- Creating plans which help the RDS to increase the participation of patients and the public in health research
- Reaching out to hard to reach groups e.g. teenagers, ethnic minorities, in the South Central region and together working out ways to help ensure they are engaged, included and involved
- Actively making links with other people and groups with an interest in PPI, including INVOLVE
- Providing opportunities to learn about PPI for both lay people and researchers
- Providing opportunities to learn about research for patients and the public
- Providing a resource for PPI (specifically developing a PPI strategy) for the Hampshire and Isle of Wight Comprehensive Local Research Network

## **How do we work?**

- The Working Group will be jointly chaired by a PPI RDS SC staff member and a PPI lay member.
- The Chairs will sort topics for discussion at meetings, draft yearly action plans for consideration by the group, review plans and prepare reports for the Working Group and the RDS SC
- The Chairs will be elected for one year in the first instance.
- The group will adopt an inclusive and consensual decision making process reflecting parity between lay and paid RDS members.

- The PPI Working Group will meet every 6-8 weeks for the first year (and will review)
- The venues for the Working Group meetings will move around the three RDS South Central sites (ie Oxford, Southampton and Portsmouth)
- Notes of the meeting will be taken and emailed by the PPI Officer.
- Dates for meetings will be agreed and shared at least two meetings in advance
- PPI lay members will be paid for coming to the meeting using INVOLVE guidance rates, and their travel expenses will also be covered by the central PPI budget. The cost of attendance for PPI RDS SC staff members will be met by the Southampton Centre.
- Minimum requirement for attendance is:
  - One of the two Chairs
  - At least one of the PPI RDS SC members (ie Hayley Haines, Derek Ward, Claire Ballinger, Judy Robison)
  - Representation of each the three centres of Southampton, Portsmouth and Oxford by at least one person
  - At least two PPI lay members