

Programme Advisory Group

NIHR Policy Research Unit in the Economics of Health Systems and the Interface with Social Care: ESHCRU II

Role description for public members (last updated November 2021)

Post	Member of ESHCRU II Programme Advisory Group
Duration	Jan 2022 – Dec 2023
Meetings	Once a year in London, or remotely by Zoom
Payment	Payment will be made for attendance and for expenses to attend advisory group meetings

Background: about ESHCRU II

The Economics of Health Systems and the Interface with Social Care – [‘ESHCRU II’](#) for short – is funded by the National Institute for Health Research (NIHR).

ESHCRU II is run by health and social care economists from the University of York and the London School of Economics and Political Science (LSE).

What we want to do and how we will do it?

Policy-making in the health and social care sectors aims to improve people’s health and wellbeing. Policy makers must to treat people fairly, regardless of their background or where they live, and ensure they secure value-for-money for the tax payer.

Working with the NIHR and the Department of Health and Social Care, we will design research to help us address some of the most pressing challenges facing health and social care systems today and in the future.

Economics is about how to use scarce resources – like staff, buildings and equipment – to achieve particular objectives. ESHCRU II uses economics to help to tackle problems in health and social care. We mainly work with data and numbers (quantitative): we link and carefully analyse large datasets, review existing studies, and use other techniques such as surveys. Our research will provide policy makers with the information they need to make decisions about health and social care.

ESHCRU II Programme Advisory Group

Membership

Our Advisory Group has members from a variety of backgrounds and may include health and social care professionals, academics and representatives from the Department of Health and Social Care, NHS and Social Care regulators as well as patients, carers and service users.

Membership of the Groups is not restricted by age, colour, race, ethnicity or nationality, disability, gender or sexuality.

There are currently three public members in the advisory group who have experience of health and /or social care services in England. One public contributor position is vacant.

Role of the Group

The Group will oversee and advise on our programme of work. The current programme of work has been agreed with the Department of Health and Social Care. Public members will offer a patient/public perspective and work with other members of the Group to:

1. Identify and frame our research questions.
2. Direct the focus of investigations to key issues of importance to service users and the public.
3. Identify implications of results for patients, service users, carers and the public.
4. Advise on how to disseminate the findings of our research.

Responsibilities

1. To attend and join in discussions of face-to-face meetings once a year. Meetings will last for approx. 2-3 hours, including lunch. They may be held face-to face at the LSE in London or remotely via Zoom.
2. To read materials in advance of the meeting, such as minutes from the last meeting and / or short research reports.
3. Sign up to and work to a set of agreed ground rules and Terms of Reference.
4. To review up to two draft reports during your term of office.

In addition to preparing for and attending meetings, we may offer you an opportunity to be involved in other activities such as:

- Developing and updating our public involvement strategy
- Assessing the impact of public involvement
- Providing advice on involvement in individual research projects
- Reviewing our website for clarity and accessibility.

Confidentiality

1. Group meetings should be a comfortable environment to hold honest conversations.
2. Minutes of the meeting will be approved by the Group.
3. Members agree to respect the confidentiality of any unpublished papers that are shared.
4. Discussions of evolving policy thinking and direction should not be shared outside the Group.
5. Agreed research questions will be kept confidential until they are in the public domain.

Declaration of interests

1. All group members are required to declare if they have any interests that might be in conflict with the work of the Group.
2. A conflict of interest does not stop you from being a member of the Group. However, it does mean that you cannot take part in any discussions or decisions made on an issue where you have a conflict of interest.

If you are unclear about whether or not information is confidential or whether you have a conflict of interest, please ask.

Duration of role

- The term is for 2 years.
- Members are free to withdraw at any time, but we ask you to let us know if you decide to do this.

Our responsibilities

We hope that involvement with ESHCRU II will help you to learn more about health and social care research and develop new skills.

- Louise Campbell, the Programme coordinator, will be your first point of contact for questions, queries or feedback.
- Anne Mason, the Programme director will be available when Louise is away.
- We will contact you before your first meeting to answer any questions you have and to find out what practical support you need for the meeting.
- We will also ask what support or training you need to carry out your role.
- We will offer to email, phone or meet you after each meeting to answer any questions.
- The Chair of the Advisory Group will ensure public members are included on an equal basis, and that any jargon is explained.
- We will send you any reading materials at least 10 days ahead of the meeting, either by email or post and in a format that is best for you.
- We will ensure meeting rooms are accessible for you.

Payment and expenses

- The project co-ordinator will arrange payments for attending meetings and offer to book your travel if desired.
- Payment of £150 is offered to members of the public for preparation and participation in advisory group meetings (paid after the meeting). This is applicable to people not working in the public sector and whose time would not otherwise be paid for.
- We will reimburse travel expenses (2nd class rail or equivalent) and reasonable expenses that arise from your involvement in the Group meeting such as food and drink, childcare, carer or personal assistant costs.

Details of payment and expenses are in our [payment policy](#). You will be offered payment for additional activities outside of the advisory group meetings.

Please be aware that people in receipt of state benefits and allowances are required to declare changes in their circumstances. Further information is in our [payment policy](#).

Person specification

The following criteria will be assessed through application and interview.

Criteria	Essential attributes	Desirable attributes
Experience	<ul style="list-style-type: none"> • understanding and/or experience of using health and social care services 	<ul style="list-style-type: none"> • experience of public involvement in research • experience of meetings or being on a committee
Knowledge	<ul style="list-style-type: none"> • interested in questions of value for money, quality of care, integration / coordination of health and social care 	<ul style="list-style-type: none"> • an understanding of research
Skills	<ul style="list-style-type: none"> • ability to listen to others and express own views in a constructive way • basic IT literacy 	<ul style="list-style-type: none"> • experience of reading and reviewing written documents
Personal qualities	<ul style="list-style-type: none"> • open and respectful of other people's views • willing to engage as a 'critical friend' with academic research 	<ul style="list-style-type: none"> • self confidence in mixed groups of professionals

Application process

You can apply [online](#) via our website. Please contact che-eshcru@york.ac.uk if you require any of these documents in a different format.

The closing date for applications is **20 December 2021**. We will tell you if you are invited to an informal interview and confirm a suitable date with you. Interviews will be held virtually by Zoom and we will send candidates joining instructions.

If you have any informal queries in relation to this role, please contact

- Louise Campbell (che-eshcru@york.ac.uk) 01904 325873

Any offer of involvement in ESHCRU II may be subject to a satisfactory reference.

Closing date for applications: 20 December 2021.