

ESHCRU Advisory Group

NIHR Policy Research Unit in the Economics of Health and Social Care Systems

Terms of Reference (last updated 2 February 2024)

Purpose / role of the Group

ESHCRU3 has two advisory groups – one for the projects conducted at or led from the University of York and the other for those conducted at or led from the London School of Economics. Advisory Groups (the Groups) are set up to advise on the Unit's research across its projects.

Specific responsibilities of the Group's members are:

1. To attend Advisory Group meetings.
2. To read materials in advance of the meeting such as research reports.
3. To raise emerging policy issues that require evidence.
4. To comment on research topics and/or suggest refinements to projects.
5. To identify and frame research questions.
6. To identify implications of results.
7. To advise on dissemination and impact of research findings.

In addition, individual members will be invited to engage with and provide advice on specific projects within their area of interest.

Membership

1. Membership of the Group is by invitation.
2. Membership of the Group is not restricted by age, colour, race, ethnicity or nationality, disability, gender or sexuality.
3. Patient / public members are involved as equal members.
4. The research team seeks to include on the Group representatives from the Department of Health and Social Care, health and social care professionals, and academics.
5. The term of office is three years, and may be extended a further two years
6. Members are free to withdraw at any time.
7. Travel and subsistence costs for attendance will be reimbursed.¹

Confidentiality

1. Group meetings should be a comfortable environment to hold honest conversations.

¹ Reimbursement will be in accordance with NIHR requirements, e.g. 2nd class train travel.

2. Minutes of the meeting will be cleared by the Group.
3. Members agree to respect the confidentiality of any unpublished results or papers that are shared.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 anyone from being a member of the Group. However, it does mean that they cannot take part in any discussions or decisions made on an issue where they have a conflict of interest.

Review

1. Informal feedback from members will be invited after each meeting.
2. The working of the Group will be reviewed periodically and feedback from the Group will be sought.

Working methods / ways of working

1. The Group will meet up to twice a year, and meetings will last 2-3 hours.
2. Meetings will be semi-formal and an open, respectful atmosphere is encouraged.
3. Meetings will usually be hybrid with the option to join online or in person. If meetings are face-to-face, we will ensure meeting rooms are accessible.
4. Minutes of the meeting will be taken and shared after the meeting.
5. Members should be willing to engage as 'critical friends' with academic research.
6. At all stages of the research, members will be invited to engage with questions of value for money, quality of care, integration / coordination of health and social care.
7. Members are encouraged to listen to others and to express their own views.

Sharing of information and resources (including confidential materials)

1. Agendas will be drafted by the research team and circulated ahead of the meeting.
2. Research proposals and unpublished findings should be treated in confidence at all times.
3. It is each member's responsibility to make it clear where a matter shall remain confidential and not for discussion outside the Group.