

Advisory Group

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

Terms of Reference (last updated 02 Sep. 19)

Purpose / role of the Group

The ESHCRU II Advisory Group (the Group) exists to oversee and advise on the Unit's whole programme of work.

Specific responsibilities of the Group are:

1. To attend face-to-face Advisory Group meetings.
2. To read materials in advance of the meeting, such as minutes from the last meeting and / or research reports.
3. To raise emerging policy issues that require evidence.
4. To propose potential research topics.
5. To identify and frame research questions.
6. To identify implications of results.
7. To advise on dissemination and impact of research findings.
8. To highlight ESHCRU II's work of programme if and when opportunities arise.

Membership

1. Membership of the Group is by invitation only.
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, NHS and Social Care regulators, health and social care professionals, policy commentators 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.
2. Minutes of the meeting will be cleared by the Group.
3. Members agree to respect the confidentiality of any unpublished papers that are shared.

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

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.

Review

1. Informal feedback from members will be invited after each meeting.
2. The working of the Group will be formally reviewed by the ESHCRU II Management Team at the third meeting (summer 2021) and feedback from the Group will be sought.

Working methods / ways of working

1. The Group will meet once a year, normally in London.
2. Meetings will be semi-formal and an open, respectful atmosphere is encouraged.
3. Meetings will include a light lunch and last 2-3 hours.
4. We will ensure meeting rooms are accessible.
5. The Chair, Professor Martin Knapp, will ensure all members have an equal opportunity to participate.
6. The Project Co-ordinator, Louise Campbell, will take minutes.
7. Members should be willing to engage as a 'critical friend' with academic research.
8. Members will engage with questions of value for money of health and social care, quality of care, and integration / coordination.
9. Members are expected 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. Reading materials, such as minutes from the previous meeting and short reports, will be circulated at least 10 days ahead of the meeting, in a format of each member's choosing.
3. Research proposals and unpublished findings should be treated in confidence at all times.
4. It is each member's responsibility to make it clear where a matter shall remain confidential and not for discussion outside the Group.