

ESHCRU PPI Governance Group: Terms of Reference

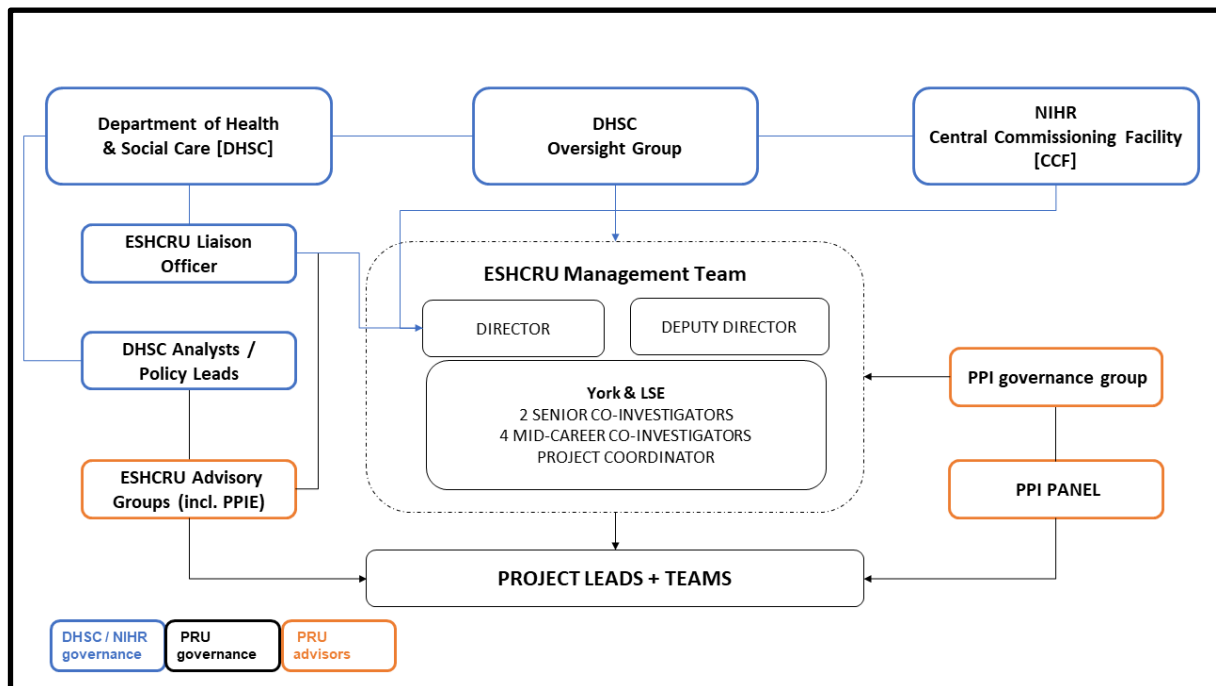
NIHR Policy Research Unit in the Economics of Health and Social Care Systems: ESHCRU

Last updated 22 May 2024

Purpose / role of the PPI Governance Group

The Patient and Public Involvement Governance Group (the PPI GG) exists to provide a patient and public perspective on the management of the Unit and especially on the PPI arrangements. The figure below shows how the PPI GG fits within the overall management structure of ESHCRU.

Overview of ESHCRU's management structure



Roles of the PPI GG may include but are not limited to the following:

1. To highlight and advise on matters of strategic importance to health and care service users that are relevant to the Unit.
2. To receive updates on progress against the four objectives of the Unit's PPIE strategy and provide feedback on its implementation.
3. To co-produce the Unit's PPIE strategy, and contribute to periodic updates.
4. To review and advise on documentation produced by the Unit, such as the risk register, research proposals and anonymised feedback from Advisory Group or PPI Panel members.

Membership

1. Membership of the Panel is by invitation only.
2. Membership of the Panel is not restricted by any of the characteristics protected under the [Equality Act](#).
3. The term of office is three years, and may be extended a further two years by mutual agreement.
4. Members are free to withdraw at any time.

Confidentiality

Members agree to:

1. Keep research questions, findings and information confidential until they are in the public domain.
2. Respect the confidentiality of any unpublished papers or proposals that are shared.

Ways of working

Meetings will be informal and members of the PPI GG can contact the director / deputy director at any time if they wish to discuss any PPIE-related matters relating to the PRU governance.

1. The PPI GG will meet the Unit director and deputy director three times a year.
2. Meetings will be held online and last one hour.
3. Other calls, emails or ad hoc meetings may be held as needed.
4. Payments will be made in accordance with the [ESHCRU PPI payment policy](#).
5. Personal data will be stored securely (see [Privacy notice](#)).
6. An action log will be kept, and shared with the ESHCRU management team. The Management team's action log will also be shared with the PPI GG.