

LAY ADVISORY PANEL FOR DIABETES & ENDOCRINE RESEARCH

TERMS OF REFERENCE

Name of the Panel:

The Panel will be known as the '**Lay Advisory Panel for Diabetes & Endocrine Research**'.

Mission Statement:

The role of the Panel is to give a lay perspective on and influence the research that is being carried out within the Academic Directorate of Diabetes & Endocrinology.

The specific responsibilities of the Panel will be:

1. To review research protocols, patient information sheets and lay summaries in grant applications and ethics applications from a patient and public perspective, and to suggest any changes that might be made.
2. To help review summaries of research findings for a lay audience.
3. To maintain communication with INVOLVE and other panels or conferences relating to lay involvement in research.
4. To write/review articles for the INVOLVE newsletter and other relevant newsletters, journals or websites.

Panel:

The panel will have between 6 and 12 members

Meetings:

Meetings will be held once every three months (quarterly), with communication by email in between meetings if necessary.

To have authority to make decisions at least 5 panel members should be present at each meeting. If there are not 5 members present the meeting will be arranged.

Members should attend all meetings that they can. Members who are unable to attend a meeting can put forward opinions by post or email.

Duration of Service:

There will be an initial fixed term appointment of 1 year, with members eligible for reappointment by the other Panel members at the end of their term for a further 3-year term. Members will only be able to sit on the Panel for 3 consecutive terms (total of 7 years).

Members may step down from the Panel at any time without giving reasons. Resignation must be notified in writing to the Chair.

Recruitment:

There will be on-going recruitment for new Panel members. An information sheet will be provided to potential new members. A mentor will be assigned to hold an informal chat with potential members to better inform them of the work of the Panel. The candidate will then be invited for an interview, to be conducted by the Chair, Vice-Chair, a panel member (rotation system) and the Patient and Public Involvement clinical lead. Successful candidates will be sent an induction pack and invited for a 3-month introductory period. At any point during this period the new member is entitled to step down. At the end of the introductory period, the candidate will be officially welcomed as a Panel member, but will have the right at this time to decline to participate further.

Duties of the Chair:

1. To chair the Panel meetings.
2. To liaise with the Patient and Public Involvement lead within the directorate to prepare agendas for future meetings and to monitor the circulation of information.
3. To sign off minutes as a true, unanimous record of the Panel's findings.
4. To provide a point of contact for Panel members, and to support members in undertaking tasks.

Duties of the Secretary:

1. Record minutes of the Panel meetings.
2. To record attendance and apologies.
3. To arrange the completion of review forms.

Duties of the Clinical Lead:

1. To liaise with clinical investigators to arrange grants, ethics applications and other research documents for review at each meeting.

Confidentiality:

Essentially all documents for review will be treated as confidential. They can be discussed between Panel members and Directorate staff members, but not with anyone outside this circle. Panel members' personal experiences, which may be brought to the discussion, will also be regarded as confidential.

Conflict of Interest:

There may be instances when Panel members find that they have a conflict of interest, such as personal or family involvement with a pharmaceutical company collaborating with a particular study. Members should declare any conflict of interest to the Panel when prompted during the quarterly meetings, and could be asked not to participate in that particular piece of work if it is thought that their opinion might not be impartial.

Mentorship:

Panel members will be assigned a mentor for a minimum of the 3 month introductory period. Two experienced members from within the panel will be elected as mentors

Expenses:

The Academic Directorate of Diabetes and Endocrinology will pay travel expenses to and from meetings. Costs for a support worker and additional care costs may also be met but these should be discussed and agreed in advance. Participation in the Panel is on a voluntary basis, in accordance with Trust policy.

Conduct at Meetings:

Panel members should expect that meetings will be conducted as set out in the 'INVOLVE Ways of Working' document.

These 'Terms of Reference' may be altered, amended or extended as the work of the Panel develops.