

Centre for Academic Primary Care Public Involvement and Engagement Advisory Group Terms of Reference

September 2025 – September 2028

Contents

Background	2
Purpose	2
Ways of Working.....	2
Membership.....	2
Meetings	3
Decision-making.....	3
Expectations of Advisory Group Members	3
Payment.....	4
Next Terms of Reference Review	4
Contact	4

Background

Through inclusive and collaborative approaches, we can embed meaningful [Public Involvement and Engagement](#) (PPIE) into all areas of our research to ensure it is people centered and reflects the values and priorities of the communities it is intended to benefit.

An Advisory Group was established in August 2015 to enhance PPIE at the Centre for Academic Primary Care (CAPC). These Terms of Reference were updated with the agreement of group members on 30th September 2025.

Purpose

The role of the CAPC PPIE Advisory Group is to offer advice and guidance on how we approach public involvement and engagement and to help to develop and implement our longer terms plans by:

1. Offering advice for high-quality, realistic and attainable PPIE activities.
2. Defining and reviewing PPIE processes to support meaningful PPIE in CAPC.
3. Guiding the overall direction of PPIE in CAPC and reviewing the progress of the PPIE Strategy delivery.
4. Championing PPIE and advocating for diverse public perspectives to be heard, valued and respected in research decision-making.
5. Staying informed about, and respond to, developments in expectations, knowledge, and understanding of PPIE.

Ways of Working

Membership

The Group was established in August 2015 and will be ongoing until otherwise agreed.

The membership will include relevant interest holders who are likely to comprise the following:

- 4 Public members who are experienced in public involvement in research.
- 4 Research team members who represent a range of research themes within CAPC to include:
 - Representative from CAPC Senior Management Team.
 - Academic Lead for PPIE.
 - Post Graduate Research Student.
- The CAPC Senior Research Associate PPIE Coordinator.

Members will be asked to commit to a minimum 12-month term. A full membership term is 3 years, with the option of an additional 2-year term to be discussed and agreed subject to contextual circumstances during the renewal period.

Membership renewal will be phased and where possible, transitions will include a crossover period of existing and new members. Recognising and valuing the knowledge and contributions of public members who are stepping down, we will explore other PPIE opportunities to continue our collaboration.

Membership expiry dates do not apply to the CAPC Senior Research Associate PPIE Coordinator who holds a PPIE specialist role and is also responsible for facilitating group membership and convening meetings. A PPIE Administrator will support meeting planning and minute discussions.

Meetings

- The Advisory Group meetings are meetings of equals. Each person brings their own expertise.
- The group will meet three times a year. Additional meetings may be held on an as-needed basis.
- Meetings will be held in person or online and will be no longer than 2-hours. The format will be chosen that suits the needs and availability of the majority of members.
- Dates and times for each meeting will be decided via a Doodle Poll and be based on the date and time that works for the majority of members.
- A meeting agenda and relevant documents will be sent approximately 5 working days ahead of meetings.
- Responsibility for chairing meetings will rotate among group members. If needed, a pre-meeting will be held between the Senior Research Associate PPIE Coordinator and the designated chairing member.
- Meeting minutes will be kept by the PPIE Administrator and agreed by all attending Group members.
- From time to time sub-groups may be formed to work on specific tasks, as appropriate.

Decision-making

Discussions from the PPIE Advisory Group will inform the PPIE strategy and its delivery, and will feed directly to CAPC Senior Management Team (SMT). This will be facilitated by written updates provided to SMT in advance of meetings, a standing PPIE agenda item at SMT meetings, and the PPIE Academic Lead speaking to the agenda items. The outcome of discussion will be fed back to the PPIE Advisory group during meetings or outside of meetings via email as appropriate.

Expectations of Advisory Group Members

Advisory Group Members are expected to:

- Prepare for meetings by reading any relevant documents sent in advance.
- Actively contribute during meetings, whether in person or online.
- Be respectful of the feelings, wishes, viewpoints, dignity, and rights of others.
- Be considerate of the needs and constraints under which researchers work.
- Stay informed about, and respond to, developments in expectations, knowledge, and understanding of PPIE.
- Provide support and advice to the Senior Research Associate PPIE Coordinator.
- Be available between meetings to offer advice and expertise as needed, including reviewing and commenting on documents.
- Maintain confidentiality.
- Declare any conflicts of interest.

Payment

Only public group members will be offered payment for their time in this role. Academic members take part voluntarily, with their involvement agreed as part of their paid role or studentship in discussion with their line manager or supervisor.

All payments will be in line with the [NIHR Payment guidance](#) for members of the public. This includes payment for time attending meetings, agreed preparation time, and for pre-agreed involvement activities in-between meetings.

Reasonable expenses will also be covered when required, including travel to and from meetings. Other expenses such as childcare and carer costs can be reimbursed subject to prior agreement with the CAPC Senior Research Associate PPIE Coordinator or PPIE Administrator.

Payment will be provided either via bank transfer or voucher, depending on individual member preference.

Next Terms of Reference Review

The PPIE Advisory Group will review this document every three years, with the next review scheduled to take place in October 2028.

Contact

For enquiries about the PPIE Advisory Group or its Terms of Reference, please contact:

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