

Regional Public Involvement Work Plan (2019-23)

Approved: 30th September 2019

For review by: 1st October 2020

Introduction

The Research Design Service West Midlands provides expertise and advice to researchers who are developing funding proposals for research studies. Advice on how to involve patients and the public in research is a key part of this service. RDS WM also offers Advice Clinics and a Public Involvement Fund to support researchers' public involvement activities.

Aims & Objectives

Our aim is to promote and support excellence in public involvement in research design throughout the West Midlands.

This RDS WM strategic work plan sets out the regional activities to deliver this aim and implement the [National RDS Public Involvement Community Strategy](#) and Work Plan. It was developed collaboratively across the Research Design Service, including members of the Keele Research User Group Steering Group, to deliver the recommendations in the [NIHR Going the Extra Mile](#) report.

Objectives

In line with the National RDS Public Involvement Work Plan, we will deliver the following objectives in the West Midlands:

1. Provide high quality advice to researchers about public involvement in research design
2. Improve the quality of public involvement in research design, by promoting and adopting the new [UK Standards for Public Involvement](#)
3. Support public contributors to work with us as valued partners in our governance and client support services, using the [UK Standards](#) to frame our public involvement activities
4. Promote and communicate RDS activity in public involvement
5. Provide regional leadership to address priorities for public involvement
6. Support coproduction of and community engagement in research design
7. Contribute to national RDS Public Involvement Community to support the sharing of best practice and service improvement

Programme of activities

PI=Public Involvement; GtEM – NIHR Going the Extra Mile Report; PILAR - ‘Public Involvement and Lay Accountability in Research’ Regional Public Involvement Network; PI-C - RDS National Public Involvement Community

Objective 1: Provide high quality advice to researchers about public involvement in research design

	Activity	Output	Timeline	Link to GtEM
1.1	Bespoke PI advice & support offered to all clients, including access to specialist PI advice.	<ul style="list-style-type: none"> All advisers equipped to provide PI advice Access to specialist PI adviser in each local RDS hub PI advice recorded in RDS client database 	Ongoing as required Ongoing as required Ongoing as required	4. Continuous improvement 5. Continuous improvement
1.2	Extend Public Involvement Advice Clinics (including public advisers) across the region	<ul style="list-style-type: none"> Evaluation of the pilot clinics at Keele Advice clinics expanded to Birmingham and Warwick Hubs, or link in with existing programmes (e.g. Birmingham Health Partners) PI advice recorded in RDS client database 	Jan 2020 Jan 2021 Ongoing as required	4. Continuous improvement
1.3	Provide access to a Public Involvement Fund (PIF) to support early PI in national research applications	<ul style="list-style-type: none"> New online PIF application Number of PIF applications Evaluation of PIF and its impact 	Jan 2020 Annually Annually	4 . Continuous improvement
1.4	Provide access to high quality resources on PI to RDS clients (e.g. new RDS PI Guide, Top Ten Tips to good PI	<ul style="list-style-type: none"> Access to new RDS Guide on the RDS WM website New clients provided with the Top Ten Tip guide Links to other quality resources on the RDS website 	Dec 2019 Jun 2020 Jun 2020	4 . Continuous improvement
1.5	Raise awareness and knowledge about public involvement in developing areas of research (e.g. social care, co-production, community engagement & global health, UK Standards for PI), plus designing for research impact/implementation	<ul style="list-style-type: none"> Hold regional workshops for researchers and public contributors Contribute to learning events held by NIHR and regional partners Specialist PI advice in social care, global health research and impact/implementation recorded in RDS client database to inform case studies 	Bi-annual/as required As required As required	4 . Continuous improvement 6. Co-production 5. Continuous improvement



Objective 2: Improve the quality of public involvement in research design, by promoting and implementing the UK Standards for Public Involvement

	Activity	Output	Timeline	Link to GtEM
2.1	Embed the UK Standards for Public Involvement in our advice to researchers	<ul style="list-style-type: none"> • Use of a new 'reflective questions' crib sheet based on the UK Standards for all RDS advisers to use in client contacts. • PI advice on the UK Standards recorded in RDS client database • Case examples of how RDS clients have used the National Standards in the planning (grant applications and/or PIF applications) and delivery (PIF evaluation) of Public Involvement in research design • Advice on UK Standards included in regional RDS workshops (see 1.5) 	<p>June 2020</p> <p>Ongoing as required</p> <p>Annually</p> <p>As required</p>	2. Culture
2.2	Contribute to the development of a national RDS Public Involvement Fund (PIF) application and review processes which the UK Standards are embedded	<ul style="list-style-type: none"> • Nationally consistent PIF application and review guidance (national activity) embedding the UK Standards • Regional use of the new PIF application and review guidance with all RDS WM PIF applications 	<p>June 2021</p> <p>Ongoing as required (after June 2021)</p>	2. Culture 4. Continuous improvement
2.3	Contribute to and adopt a national Code of Practice for how the RDS works with public contributors (e.g. advice clinics, regional network (PILAR), RDS advisory group)	<ul style="list-style-type: none"> • Contribute to a new National Code of Practice for working with RDS Public Contributors • Regional use of Code of Practice for RDS WM PI activity (see 3.5) 	<p>Jan 2021</p> <p>Ongoing as required (after Jan 2021)</p>	2. Culture 4. Continuous improvement

Objective 3: Support public contributors to work with us as valued partners in our governance and client support services, using the UK Standards to frame our public involvement activities

	Activity	Output	Timeline	Link to GtEM
3.1	Facilitate the involvement of Public contributors in RDS WM governance activities)	<ul style="list-style-type: none"> • At least one public contributor on RDS Advisory Board meetings (Standard 6 Governance) 	<p>2020</p> <p>2021</p>	5. Continuous improvement



		<ul style="list-style-type: none"> At least one public contributor on RDS WM Management and Operations Group meetings (Standard 6 Governance) Partnership with Keele Research User Group Steering Group to advise on and co-develop regional PI plans and initiatives (Standard 6 Governance) Public contributors with relevant experience (Standard 1 Inclusive Opportunities) 	<p>Annually</p> <p>Reviewed annually (Oct)</p>	<p>9. Coordination</p>
3.2	Facilitate the involvement of Public contributors in client support activities (including regional workshops and PI Advice Clinics for clients to support planning and development of PI activities)	<ul style="list-style-type: none"> Public contributor(s) co-presenting at client and RDS staff workshops (Standard 2 Working Together) Public Advisers involved in the pilot PI Advice Clinics at the Keele Hub (Standard 2 Working Together) Evaluation of the pilot Advice Clinics at the Keele Hub (Standard 5 Impact) Involvement of public contributors in the expansion of the PI Advice Clinics at the Warwick and Birmingham Hubs (Standard 2 Working Together) Public contributors with diverse and relevant experience (Standard 1 Inclusive Opportunities) 	<p>As required</p> <p>Ongoing, as required</p> <p>June 2020</p> <p>Jan 2021</p> <p>Reviewed annually (Oct)</p>	<p>4. Continuous improvement</p> <p>2. Culture</p>
3.4	Facilitate the involvement of a RDS WM public contributor in the PILAR regional PI network)	<ul style="list-style-type: none"> At least one public contributor representing the RDS WM at PILAR meetings (UK Standard 2: Working Together) Public contributors with relevant experience (Standard 1 Inclusive Opportunities) 	<p>On going</p> <p>Reviewed annually (Oct)</p>	<p>7. Connectivity</p>
3.5	Support the involvement of RDSWM public contributors (All Standards), including: <ul style="list-style-type: none"> Practical & logistical Accessible meeting venues and conduct Reimbursement & expenses 	<ul style="list-style-type: none"> Use of a PI code of conduct co-produced with public partners and PI-C (Standard 6: Governance) A relevant role description & induction for all new RDS WM public contributors (Standards 2 Working Together; Standard 3 Support and Learning) 	<p>Mar 2020</p> <p>Dec 2019</p> <p>As required</p>	<p>2. Culture</p>



	<ul style="list-style-type: none"> Preparation & feedback before/after involvement Access to relevant induction/training A named RDS point of contact 	<ul style="list-style-type: none"> All RDS WM public contributors involved in regional activities offered payment for the contribution and expenses reimbursed (Standard 3 Support & Learning) All PI partners have named RDS point of contact for enquiries and feedback (Standard 3 Support & Learning; Standard 4 Communications) Contribution of public contributors recorded in meeting minutes and feedback provided (Standard 5 Impact) 	Oct 2019	
3.6	Facilitate, encourage and support RDS clients to work with a diverse public contributor community in research design (UK Standard 1: Inclusive opportunities)	<ul style="list-style-type: none"> Client advice on encouraging inclusive opportunities for PI recorded in the RDS database Client interactions with patient and public groups recorded in PIF evaluation (including those linked with RDSWM*) 	Ongoing, as required	10. Community
			Ongoing, as required	

* Keele University Research User Group (RUG); University Hospital Coventry and Warwickshire Patient Advisory Group (PRAG); NIHR Surgical Reconstruction and Microbiology Research Centre (Birmingham) Trauma PPI Research Advisory Panel

Objective 4: Promote and communicate RDS activity in public involvement				
	Activity	Output	Timeline	Link to GtEM
4.1	Share RDS support for innovative public involvement in research design and share regionally and nationally	<ul style="list-style-type: none"> At least one case study of RDS support for innovative public involvement in research design and share regionally and nationally PI case studies shared on the RDS WM website PI case studies included in the RDS WM Annual report 	Annually On going, as required Annually	1. Communication
4.2	Make better use of the RDS website and social media to share our activities with regional partners and public groups	<ul style="list-style-type: none"> RDS WM website updated with new resources produced by the RDS and our partners RDS WM social media channels used to promote national and regional RDS and NIHR PI events and activity, and to engage with regional partners, in line with RDS communications strategy 	On going review and updated, as required On going, as required	1. Communication 10. Community



4.3	Identify patient and community groups through our regional public involvement network (PILAR) who we already link to and create new relationships with others (links with 3.6)	<ul style="list-style-type: none"> • Mapping of regional links with patient and community groups in partnership with PILAR members • Sustain existing relationship with patient and public groups* and engage with new groups 	July 2021 Ongoing	1. Communication 10. Community
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Objective 5: Provide regional leadership to address priorities for public involvement

	Activity	Output	Timeline	Link to GtEM
5.1	Continued support for and coordination of the West Midlands' public involvement network, PILAR, including involvement of regional and national NIHR partners	<ul style="list-style-type: none"> • Quarterly meetings 	On going	7. Connectivity
5.2	Using regional expertise and knowledge through the PILAR network, facilitate shared learning that address regional and national priorities for public involvement	<ul style="list-style-type: none"> • Regular updates on national initiatives provided to regional partners through PILAR • Updates to national partners (PI-C, NIHR) to share regional initiatives and activities that address priorities for public involvement 	Quarterly Quarterly	7. Connectivity 4. Continuous improvement
5.3	Contribute to at least one new PILAR initiative which address regional priorities for public involvement	<ul style="list-style-type: none"> • RDSWM support for PILAR regional initiative (event or resource) 	As planned by PILAR	4. Continuous improvement 2. Culture

Objective 6: Support coproduction of research and community engagement

	Activity	Output	Timeline	Link to GtEM
6.1	Identify and partner with local expertise in co-production and community engagement as sources of additional advice for researchers	<ul style="list-style-type: none"> • Directory of regional expertise in co-production and community engagement, in partnership with PILAR 	Dec 2020	7. Connectivity
6.2	Provide guidance to RDSWM advisers on co-production and community engagement (including Global Health) to improve their understanding and general advice to researchers	<ul style="list-style-type: none"> • Links to NIHR resources to co-production and community engagement on RDS WM website • Workshops at RDS National and/or WM Staff training events 	Dec 2019 As required - To be agreed with National and Regional directors	4. Continuous improvement



6.3	Collaborate with PI-C colleagues to share learning from the RDS Reaching Out projects to develop community engagement with research in the West Midlands	<ul style="list-style-type: none"> • Top tips guide for community engagement on RDS WM and PILAR websites 	Sep 2021	4. Continuous improvement
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Objective 7: Contribute to the national RDS Public Involvement Community to support the sharing of best practice and service improvement

	Activity	Output	Timeline	Link to GtEM
7.1	Membership and leadership of the national RDS PI-C group and delivery of the national RDS work plan	<ul style="list-style-type: none"> • Attendance of RDS WM to PI-C • PI-C Chair • Support of 2 PI-C Public Contributors (see 3.5) 	On going End of term 2020 Ongoing, as required	7. Connectivity 5. Continuous improvement
7.2	Contribute to national or cross-regional initiatives to deliver the national RDS PI work plan	<ul style="list-style-type: none"> • Recorded RDS WM contribution to deliver the national RDS PI work plan 	Ongoing, as required	5. Continuous improvement
7.3	Address training needs of RDS staff regarding public involvement	<ul style="list-style-type: none"> • Contribute to a training session on public involvement at regional and/or RDS National Event, or equivalent. 	As required	4. Continuous improvement



Resources

Regional Public Involvement Lead: Dr Steven Blackburn

Responsible for the development, implementation, evaluation and reporting of our public involvement strategy and co-ordinating support and best practice across the region. Steven is currently Chair of the national RDS Public Involvement Community and Public Involvement Lead for the RDS National Office

Email: s.blackburn@keele.ac.uk Telephone: 01772 734846

Specialist Public Involvement Advisers in local hubs:

Keele	Dr Steven Blackburn
Birmingham	RDS Advisers trained to provide PI advice, with specialist by support provided by Dr Steven Blackburn, as required
Warwick	Dr Jenny Harlock

All RDS Advisers WM receive regular training and updates regarding the role of public involvement in research design

Senior Academic Lead for Public Involvement: Prof Krysia Dziedzic

Partners and collaborators

Public contributors

Public partners bring a wealth of knowledge, lived experience, skills and insights to the research design process. We are very grateful to those who support our work.

We have a small team of public contributors with a variety of lived and working experience who will provide valuable insight in a number of different ways, such as:

- Membership of our Advisory Group to provide a public perspective and ensure that we meet the requirements of our contract with the Department of Health. We hope to invite a public contributor to *our* regional management meetings to support RDS operations.
- Public contributors provide public insight as part of advisory groups, supported and facilitated by RDS WM, to help the development of new research proposals and RDS WM Public Involvement work plans. Along with supporting researchers to engage with relevant public contributors and groups, we work closely with the Keele University Research User Group (RUG); University Hospital Coventry and Warwickshire Patient Advisory Group (PRAG); NIHR Surgical Reconstruction and Microbiology Research Centre (Birmingham) Trauma PPI Research Advisory Panel.
- Co-facilitators involved in developing and delivering induction and training for RDS staff and clients
- Representing the RDS WM as members of the PILAR regional network meetings and other appropriate events.

Public contributors who work directly with RDS WM have honorary contracts with the relevant institutions which enables them access to relevant learning and support and also reimbursement of out of pocket expenses. We also offer payment in lieu of time according to the nature of the involvement.



Partner organisations

Through the West Midlands regional network, [PILAR](#), we have created new partnerships with NIHR, NHS and other research organisations in the region. This has allowed sharing of best practice for public involvement and regional collaboration to facilitate public involvement to develop local research. RDS WM will continue to support and coordinate PILAR.

Leadership and lines of reporting

The RDS WM Public Involvement team report to:

- Local hub team meetings via the local Specialist Public Involvement Adviser
- RDS WM Management and Operations group via the Regional Public Involvement Lead
- The National RDS Public Involvement Community via both Specialist Public Involvement Adviser

Monitoring and review

Work plan progress will be monitored at monthly meetings of the RDS WM Specialist Public Involvement Advisers.

The work plan will be reviewed annually at the RDS WM Management and Operations group and revised accordingly.

