

Remit and membership of the NCRI Consumer Forum Steering Group



Purpose

To steer and oversee the work of the Consumer Forum and to provide advice and guidance to the NCRI on NCRI activities.

Specifically:

1. To advise on all areas of NCRI consumer activity and highlight the benefits of patients being involved in cancer research
2. To propose the strategic direction on NCRI consumer activity including the roles and remits of consumers
3. To plan and organise the Consumer Forum meetings
4. To approve and oversee the consumer-led projects
5. To develop a system for performance, development, review and evaluation for consumer involvement in NCRI which includes obtaining feedback on consumer activities, evaluating performance and the impact of these activities as a contributor to NCRI objectives
6. To sign off an annual report of consumer activities and impact in NCRI
7. To identify and share best practice in consumer involvement
8. To link in with the NIHR PPI activities, PPI activities in the devolved nations and other relevant organisations to provide synergy and opportunities for collaboration
9. To act as a point of contact/ filter for consumer activity/ advice
10. To communicate the general and specific activities of consumers and the benefits of consumer involvement

Steering Group members will act as ambassadors for NCRI activities and objectives.

Membership

The membership will consist of:

- The NCRI Consumer Lead who will chair the Steering Group
- Three NCRI consumers appointed through open competition
- Representatives from the devolved nations nominated through their NCRI links who are able to provide updates on consumer activities and share best practice
- An appropriate representative from the NIHR CRN nominated by NIHR CRN who is able to provide updates on consumer activities and share best practice
- NCRI's Head of Clinical Research Groups
- The Consumer Administrator who will also provide a secretariat function for the Steering Group
- Member of an NCRI Partner

Membership will be staggered to ensure some continuity of membership.

Reporting lines

The Steering Group will report to the Head of Clinical Research Groups via the Chair of the Steering Group.

Meetings

Face to face meetings will be held not less than three times a year with webinar, email, and telephone meetings as required in between.

Travel and other costs

The Chair will not receive an additional honorarium for chairing this group but will receive travel and subsistence costs. Consumer members will have travel and other costs, including honorarium in line with the NCRI's Consumer Expenses Guidelines. All other members of the Steering Group will be reimbursed in line with NCRI Expenses Policy.

Review

Remit membership and workings of the Steering Group will be reviewed by the NCRI after eighteen months and there after every three years.