

Remit and membership of the NCRI Consumer Involvement Steering Group



Working together to build a community with the common purpose of providing patient and public perspectives throughout the research process, to deliver research with better outcomes and experiences for all

Purpose

To steer and oversee the work of the Consumer Forum and its members in supporting the delivery of NCRI's objectives, and to provide advice and guidance to the NCRI on Consumer Involvement activities and opportunities.

Strategic Objectives

1. To monitor and support the recruitment, training and development of consumers to be involved effectively in NCRI's work
2. 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 identifying the value that consumer involvement adds to NCRI's work
3. To seek opportunities to ensure that consumer involvement in cancer research in NCRI Partners' organisations and more widely is appropriately coordinated, developed and harnessed to improve the quality and impact both of the research itself and of the consumer contribution to it.

Strategic Functions

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 link in with the NIHR PPI activities, PPI activities in the devolved nations and other relevant organisations to provide synergy and opportunities for collaboration opportunities and
4. To support the communication of the general and specific activities of consumers and the benefits of consumer involvement
5. To identify and share best practice in consumer involvement
6. To approve and oversee consumer-led projects
7. To sign off publications reporting on consumer involvement and activities in NCRI

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 nominated by NIHR 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 from 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 an 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

The remit, membership and workings of the Steering Group will be reviewed by the NCRI after eighteen months and thereafter every three years.