BCPS PPI Terms of Reference

The Patient and Public Involvement (PPI) Panel at The Bath Centre for Pain Services (BCPS) has been developed as a collaboration between clinicians, patients and their families who have received our pain rehabilitation services. It was established in Jan 2024. BCPS are passionate about involving patients in their work, to shape, influence and guide.

**Aims of the PPI Panel**

* Make a difference in moving the care of people living with pain forwards
* Aid BCPS clinical and service development
* Identifying and guiding research priorities
* Feedback on service
* Feedback on research proposals, plans, protocols and materials
* Support researchers to assess the impact of PPI on their work
* Ensuring a patient voice

**PPG Structure**

*Committee*

* The PPI Committee will have the opportunity to meet every 3 months to chat with other committee members and clinicians.
* This will be a select group of patients or parents/carers who have completed treatment with our service and have expressed an interest in group involvement.

*Mailing list*

* Patients and parents/carers who would like to be involved but are not on the committee can join a mailing list.
* This will include updates about BCPS, ongoing research and occasional email requests for thoughts on particular topics, PPI members will be free to respond or not.

*Membership*

Membership will be widely representative and inclusive of different ages, ethnicities, sexualities, genders and neurodiversity. Mixture of patients, carers, parents and clinicians (Maximum 15 committee members).

Membership of the panel is voluntary but requires members to be committed to attending meetings and respond to emails/correspondence. Members will be expected to offer constructive feedback and take an active role within group discussions. It will also be expected to try to read through information sent in advance of meetings and inform the BCPS team/PPI officer prior to meetings if they are unable to attend. When members are unable to attend meetings, contributions to the areas to be discussed would be appreciated and can be sent via email or post.

BCPS reserve the right to refuse or withdraw membership for the PPI panel.

**Management of Committee Meetings**

* Meetings will be held four times per year. The date of each meeting will be circulated to the committee one month in advance. Adequate information about the meeting will be provided one week prior.
* Agenda to be discussed and created as a group.
* Roles to be discussed – meetings will be led by an elected chair.
* Meetings will last 1 hour.
* The Secretary shall provide minutes and actions of meetings, which are then to be sent to members of the committee. A bulletin with the meeting headlines and actions will be emailed out to the mailing list following each meeting.
* Quorum – 5 (minimum 3 patients)
* Encourage committee members and mailing list members to follow socials – X, LinkedIn.
* **Annual General Meeting – once a year.**

**Confidentiality**

The broad principles of the panel are openness and transparency. However, the panel is aware that members may wish to discuss issues that will remain confidential. All information of a confidential nature must be treated with strict confidence both during the time that a member is involved with the panel, as well as after their involvement ends. In line with the Data Protection Act 2018, members must not remove, destroy, share or discuss any confidential information inappropriately unless specifically requested to do so by BCPS*.*

**Code of Conduct**

The group will:

* Respect anonymity of discussion.
* Consider all representative views.
* Always respect patient confidentiality.
* Treat each other with mutual respect and act and contribute in a manner that is in the best interests of all patients.
* Be open and flexible and to listen and support each other.
* Abide by the seven Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
* Not use the Committee meetings as a forum for personal agendas or complaints. These should be taken forward through other appropriate channels.
* Accept that the ruling of the Chair or other presiding officer is final on matters relating to orderly conduct.
* Otherwise abide by principles of good meeting practice, for example:

1. Reading materials in advance
2. Arriving on time
3. Allowing others to speak and be heard and respected

**Activities of the Committee**

* 1. Ensure representation from the different groups of people who attend BCPS.
  2. Obtain the views of patients who have attended the BCPS about the services delivered by the BCPS and obtain feedback from its registered patients about those services.
  3. Review any feedback received about the services delivered by the BCPS and relevant members of the panel with a view to agreeing the improvements (if any) to be made to those services.
  4. Contribute to decision-making at the BCPS and consult on service development and provision where appropriate, expressing opinions on these matters on behalf of patients. However, the final decisions on service delivery rest with the BCPS.
  5. Act as a sounding board to provide feedback on patients' needs, concerns and interests and challenge the BCPS constructively whenever necessary, also helping patients to understand the centre’s viewpoint.
  6. Communicate information which may promote or assist with health or social care.
  7. Explore overarching ideas and issues identified in patient surveys.
  8. Act as a forum for staff to raise issues affecting patients, or for input into any operational issues affecting staff, so that patients can have their views on service matters considered.
  9. Act as a forum for ideas on health promotion and self-care and support activities within the BCPS to promote healthy lifestyle choices.