

Study Steering Group Terms of Reference (PPI Membership)

The role of the group

The role of the Group is to advise on the development and co-ordination of the research activities conducted during HOMEWARD and to act as a 'critical friend'.

The Study Steering Group will provide advice, information and guidance to the Study Management Group on the planning, delivery, evaluation and dissemination aspects of the project. The diverse range of personal and professional experience from the Group members will be important to the successful delivery of the research.

Ways of working

- The Group will meet three times during the project to:
 - Share information about current and future research studies that are related to the project
 - Review project progress and participate in discussions relevant to the development, evaluation and dissemination of research.
- Members of the Group will receive papers at least one week before each meeting in a format agreed between the group member and the research team.
- Minutes of the meeting (decisions, actions and summary of discussions) will be kept and agreed by all members who attended the meeting.
- Members agree to be contacted between meetings for advice should the need arise.
- From time to time sub-groups may be formed to work on specific issues as appropriate.
- Members may be asked to comment on documents which may be circulated in between meetings via email or post

Membership of the group

Independent chair

Experienced pre-hospital researcher

Experienced dementia researcher

People living with dementia or carers of people living with dementia

Representatives from the Study Management Group

Expenses

All reasonable travel and accommodation expenses will be reimbursed. In addition, service User/Carer Researchers will be paid for their time at a rate of £25/hour.

Rules of Confidentiality

It is important that members are able to speak freely of their views and experience. When discussing any of the Group's work publicly, there will be no attribution of comments or views of an individual. At any time, a member may wish to state that the material or information offered by them is confidential and should not be shared or seen by anyone outside the group and should not be noted.