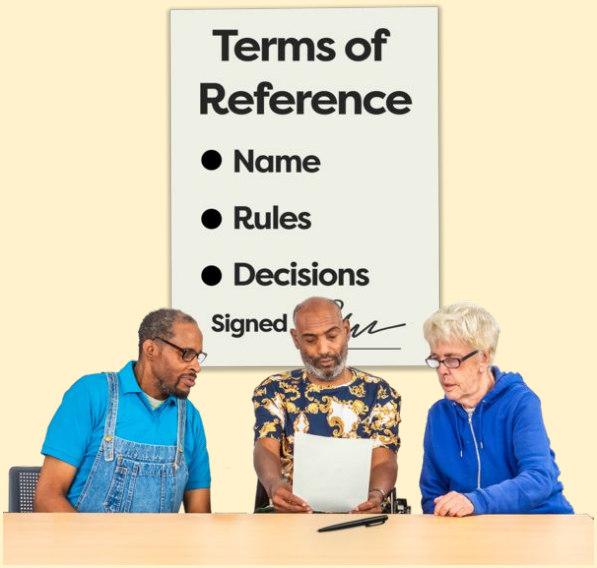
The School for Social Care Research

NIHR | School for Social Care Research

Public Involvement Terms of Reference.

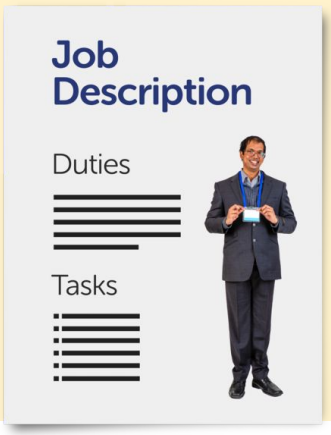


Easy Read Public Involvement Terms of Reference

What this document is

This document explains the ways the SSCR Public and Practice Involvement Group work

You can find out what the group is.



You can find out what the group does.

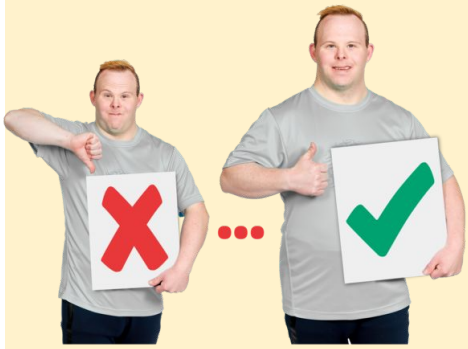
You can find out how the group works.

You can find out how the group have agreed to work well together.

You can also find out what to do if something goes wrong.

This document has been co produced by group members.

What the SSCR National Public and Practice Group is



The group supports the SSCR to make adult social care in England better

The group is made up of public partners.

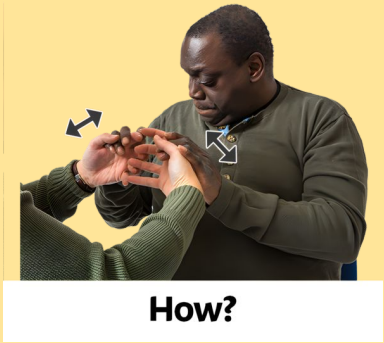
Public partners can be people who use social care.

Public partners can be people who seek social care.

Public partners can be people who support family or friends who use social care.

Practice partners are people who work in adult social care.

The group also has members who are researchers and university staff.



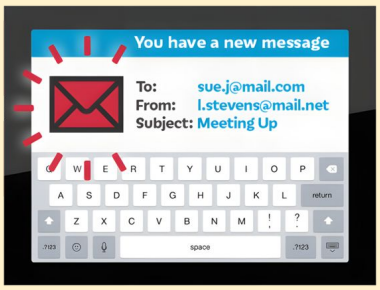
How the Group Works

The group meets every two months on Zoom.

The group decide together what the best time and day is to meet.

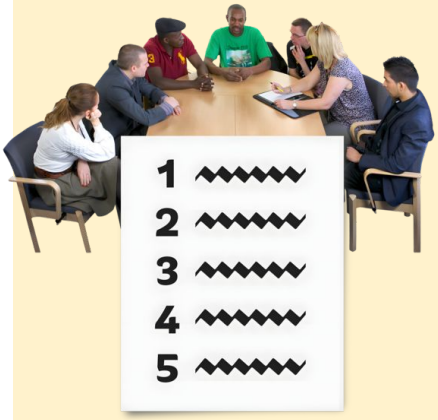
Group members do not have to attend every meeting.

Group members can meet 1-1 if they prefer.



Group members can also work using email if they prefer.

Online meetings last for 1 hour.



The plan for the meeting is shared 2 weeks before the meeting.

What we ask of SSCR National PPEI Group Members

We ask people to get ready for meetings by reading the meeting plan.

We support group members with this in ways that suit them best.

We ask group members to take part in meetings in ways that suit them.

We ask group members to respect the ideas and opinions of other members.

People must not use words that hurt other group members.

We agree to all work together kindly and in ways that support everyone.

We ask group members to keep our conversations private unless we all agree otherwise.

What group members can expect from the SSCR

You will have someone you can contact to ask any questions or talk to about anything else to do with the group.

This person is
Martina Smith.
You can email Martina at
martina.smith@sheffield.ac.uk

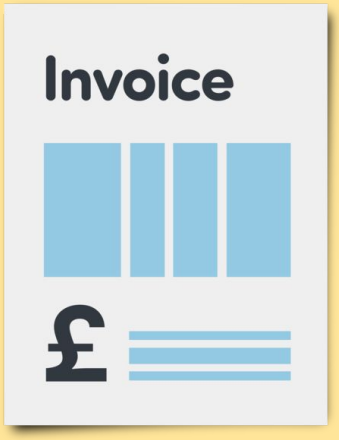
If Martina is away you can email Katherine Runswick-Cole at
k.runswick-cole@sheffield.ac.uk

We will provide any adjustments and support you need.

We are here if you need support with the group work between meetings.

If things are not working well we will listen and work to make things better.

You can find out more about how we do this in our complaints policy linked here.



We will make sure you are paid for your work with us.

We will make sure you have all the support you need with getting paid.

You can find out more about how we pay public partners here

We will check this agreement together again in **January 2027**

We will go through this document together every time a new person joins the group.