

### ROLE DESCRIPTION FOR MEMBERS

#### What is ASCRU?

The Policy Research Unit in Adult Social Care (ASCRU) is funded by the National Institute for Health Research (NIHR) ([www.nihr.ac.uk](http://www.nihr.ac.uk)). It is led by the Personal Social Services Research Unit (PSSRU) at the London School of Economics and Political Science (LSE) and includes partners from PSSRU at the University of Kent and the Health and Social Care Workforce Research Unit at Kings College London. ASCRU has received funding for five years from January 2019 until December 2023.

The term 'adult social care' refers to provision of personal and practical care and support that people may need because of their age, illness, cognition, disability or other circumstances. It also includes support for family members or other unpaid carers. Important aims are to help people remain independent, retain their dignity and achieve a better quality of life. Another important aim is to safeguard vulnerable individuals from abuse and neglect.

ASCRU will carry out research in England to provide national and local policymakers with the evidence and information they need to make decisions about adult social care. Our research will be relevant, high quality and address important issues for policymakers, people who use services and carers. The programme of work will be decided with the Department of Health and Social Care.

#### Service user and carer involvement in ASCRU

Experts by experience, service users and carers are important partners throughout our work as members of our main advisory board and as public involvement research advisors in each research theme within ASCRU.

#### Examples of ASCRU research questions

Over the next five years, ASCRU researchers will try to understand:

- how the social care system is organised
- what services and support people need
- the different types of care and support that are available
- how well new approaches to providing care work, and what they cost
- how policy changes affect care services
- how many people will need care in the future
- how many people will provide unpaid care.

We will find out if services make a difference, offer value for money and are of good quality. We will look to see if people have fair access to support and availability of services. ASCRU research will explore what is happening now and help us identify challenges for the future as demand for care increases.

# PUBLIC INVOLVEMENT AND ENGAGEMENT GROUP (PIEG)

## Membership and activities

Up to 12 people will be recruited as members of our Public Involvement and Engagement Group (PIEG). Members of this group will help to plan and shape public involvement in ASCRU, develop and review ASCRU's public involvement strategy and act as research advisors on individual projects.

We are looking for members from a wide range of backgrounds with a variety of experiences of adult social care services in England. The group will meet as a whole twice a year together with our Public Involvement Coordinator, Helen Hayes, our Director, Assistant Director and other ASCRU researchers.

PIEG members can take up opportunities to be involved in ASCRU activities such as:

- Membership of the Advisory Board
- Attending Management Committee meetings
- Providing advice on involvement in individual research projects
- Contributing as a research advisor on a research theme or specific projects
- Reviewing research information and materials
- Contributing to writing and developing information for the general public
- Supporting the development of the website.

Some of these will involve attending meetings and other activities can be carried out from home.

## Responsibilities

- Regularly attend and participate in group meetings and discussions
- Read papers in advance and raise issues for clarification prior to meetings
- Agree a set of ground rules and terms of reference for the PIEG, and sign up to and work to these
- Consider ways that public involvement in ASCRU can be developed
- Provide feedback on the impact of public involvement in ASCRU
- Maintain confidentiality where appropriate
- Identify and participate in appropriate training or support
- Help disseminate ASCRU's findings and research programme.

## Length of membership

Membership of the group will be for two years in the first instance. There may be an opportunity for extension beyond this. Members may withdraw from the role at any time; ASCRU's Public Involvement

Coordinator will be available to discuss any issues and look at ways of supporting continued involvement where possible if a member needs to withdraw.

## Location

Meetings will take place at the LSE in central London ([www.lse.ac.uk](http://www.lse.ac.uk)).

## Accessibility

LSE can be reached by a range of public transport including tube, rail and bus or by driving ([www.lse.ac.uk/lse-information/travelling-to-lse](http://www.lse.ac.uk/lse-information/travelling-to-lse)). We will make the necessary arrangements for PEIG members to participate fully in meetings. Where travelling to meetings is difficult for members, we will discuss alternative arrangements for input with us (such as Skype, teleconference or video calling).

Meeting rooms used at LSE are fully wheelchair accessible with accessible toilets throughout public areas.

Accessibility information can be found on the LSE website ([www.disabledgo.com/organisations/london-school-of-economics/main](http://www.disabledgo.com/organisations/london-school-of-economics/main)).

# PUBLIC INVOLVEMENT AND ENGAGEMENT GROUP (PIEG)



## Time commitment

Meetings with researchers will take place three or four times a year and last for approximately three hours (usually including lunch). In addition, there will be two annual meetings of the whole PIEG group.

Members will be expected to read meeting papers and provide feedback on draft documents. Papers and documents will be sent for comment by email. Paper copies will be made available if this is preferable.

## Payment

As compensation for time, a payment is offered to members of the public for preparation and participation in group meetings based on NIHR INVOLVE rates. This is applicable to people not working in the public sector and whose time would not otherwise be paid for. Payment will also be offered for additional activities beyond PIEG meetings.

Payment is made in line with HMRC's Guidance on research volunteers, lay participants and participants in clinical trials ([www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim71105](http://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim71105)).

Please be aware that people in receipt of state benefits and allowances are required to declare changes in their circumstances. The Freephone Benefits Advice Service for involvement ([www.invo.org.uk/benefits-advice-service-for-involvement-for-members-of-the-public](http://www.invo.org.uk/benefits-advice-service-for-involvement-for-members-of-the-public)) is available to discuss any concerns about the possible impact of accepting payment on your benefits and allowances.

Payment will be made directly into individual bank account. More details about the process of claiming the fee will be provided for members.

## Expenses

Reasonable expenses that arise from involvement in ASCRU will be covered. This could include: travel, food and drink, accommodation (where appropriate), carer costs, and personal assistant costs. Funding will

be provided for training needs. Detailed information about the process of claiming expenses will be provided to PIEG members.

## Training and support

There will be opportunities to discuss and identify any needs for training and ongoing support. Members will also be offered support with all the practical issues of group membership such as:

- help with claiming expenses

- explanations or a glossary of technical terms when necessary
- papers and documents circulated in advance of group meetings to allow sufficient time to read them.

## Declaration of interests

All group members are required to declare if they have any interests that might be in conflict with the work of the group. A conflict of interest does not stop you from being a member of a group. However, it does

mean that you cannot take part in any discussions or decisions made on an issue where you have a conflict of interest.

## Confidentiality

Group members must not communicate any confidential information that they learn as a result of being a member. However, there may be occasions

when members are specifically asked to share information within their own communities or seek the opinions and views of others.

# PUBLIC INVOLVEMENT AND ENGAGEMENT GROUP (PIEG)



## Person specification

ASCRU's work covers England therefore applications are only sought from people resident in England. The

following criteria will be assessed through application and interview.

	ESSENTIAL	DESIRABLE
Experience	Understanding and lived experience of using adult social care services Experience of working in a team, meetings or being on a committee	Experience of public involvement in a research or policy advisory group Connections with health/social care community networks, associations or societies
Skills	Ability to use email, internet and Microsoft Word. Good interpersonal skills	
Knowledge	An interest in social care research An interest in public involvement in social care research Willingness to learn about adult social care policy and research	An understanding of research An understanding of social care policy
Personal qualities	Enthusiasm An approachable manner Ability to listen to others and express own views in a constructive way Ability to work respectfully and effectively with people from diverse backgrounds, perspectives and experiences.	

## Application requirements

If you would like to apply to be a member of PIEG please complete the online application form and diversity monitoring questionnaire at the following address: [https://lse.eu.qualtrics.com/jfe/form/SV\\_cYCGy8hk5yUaK7H](https://lse.eu.qualtrics.com/jfe/form/SV_cYCGy8hk5yUaK7H)

Please let us know if you require any of these documents in a different format.

The deadline for applications is 5pm on **22 April 2019**.

## Selection process

Shortlisted candidates will be invited to attend an informal meeting in London on 1 May 2019. Reasonable travel and expenses will be reimbursed, subject to submission of relevant receipts.

If you do not make the final selection process for the PIEG but you would like us to contact you about other involvement opportunities please let us know as part of your application form.

## Questions

If you have any queries about the role or would like more information, please contact Dr Jose-Luis Fernandez by email, [j.fernandez@lse.ac.uk](mailto:j.fernandez@lse.ac.uk), or telephone, 020-7955-6160.