**Membership**

Membership is open to all members of ULHT Trust patient and carers, whom are involved in or interested in clinical or medical research.

Associate Membership is open to all researchers, research administrators and other health professionals with an interest in medical research.

**Sponsorship & Reporting**

The Lincolnshire Research Patient and Public Forum is sponsored by the Director of LCRF.

The Chairperson will also be a member of the Trust Research and Innovation Committee.

**Management of the Forum**

The Chairperson is Mrs Rosemary Brown, a retired stroke research nurse and research manager. Rose has extensive research experience and current patient and public involvement with East Midlands. Administrative and support facilities will be provided by the LCRF. Minutes will be produced for every formal meeting.

**Meetings**

Formal meetings will be held every three months at Lincoln site. Additional meetings may be held as and when required.

Quorum for meetings is 5 members including the chair. Meetings must be chaired by the Chairperson or elected member.

Members shall be given at least two weeks’ notice of a meeting; emergency meetings may be called at the Chairperson’s discretion.

Members are expected to attend/contribute to a minimum of 2 of the quarterly meetings per year.

Meetings will last a maximum of 2 hours. Members will respect patient, carer and other members confidentiality outside the meeting room

**Expenses**

Legitimate travel expenses may be claimed to attend meetings on completion of a ULHT Travel Claim Form. A preferential mileage rate for LRPPF business has been agreed at 40p a mile.

Any other expenses (attendance at training events etc.) *MUST* have the prior approval from the chair.

**Terms of Reference**

1. To improve people’s experience, knowledge and acceptance of clinical research.

2. To provide advice on research proposals from a patient/carer perspective thus ensuring Trust clinical research has a patient/carer focus.

3. Embed research into the heart of NHS core delivery as per the pledges set out in the NHS Constitution (2015)

4. To support shared decision making between NHS patients and health professionals.

**Lincolnshire Research Patient and Public Forum**

5. To advise the Lincolnshire Clinical Research Facility and Research and Innovation on the direction of high quality clinical research and research training.

6. To promote the research culture in ULHT Trust, by being involved in research events.

7. To work towards the Lincolnshire Sustainability and Transformation Plan, ensuring innovative research for our evolving healthcare services.

8. Work as patient ambassadors, striving to promote health research. (NIHR, Research Ambassador)

9. To increase public understanding of research, through relevant media outlet, publications, and communications.

