

Role outline

Public partner in Advisory Group for “Project title”



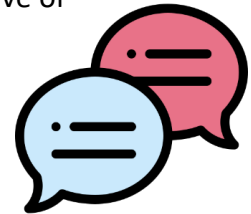
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What does the group do?

The advisory group helps to shape the project called 'xxx'. As a member, your role is to work with project staff, focusing on public involvement and including the perspective of someone living with Dementia, or their families. Your advice will ensure that the interests of people living with Dementia are represented.

Joining the group is voluntary and you can be a part of it until the project ends in xxx. If you want to leave the group, you can contact the people the 'Contact' section of this document.



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Your contributions to the project

- Attend meetings and workshops to help develop the project.
- Identify areas for improvement.
- Share your perspectives on 'good' practice and together develop solutions.
- Help create resources xxx.



Commitment

- Attend about 6-8 online meetings until the project ends xxx.
- The group will meet mostly online through video calls because members are joining from across England.
- Sometimes you might be asked to read and comment on documents in between meetings.
- Ask for help if anything is not clear.
- Tell the project staff when something is not working well.



What you can expect

- To be welcomed and listened to.
- For staff to recognise public involvement as an essential part of their work.
- To be able to contact a member of staff by phone or email. xxx is your main contact (Contact details are in the 'Contact' section of this document)
- For staff to consider any accessibility or additional needs you may have.
- To be kept up to date with project progress and get feedback on meetings you attend.
- To be paid for your time and any additional costs you have fulfilling your role; like travel or postage. (See details below under 'Payment and Compensation').

Group responsibilities

In our first meeting as a group, we talked what we need to work well together. The points below have been discussed and agreed by group members. They are meant to help everyone in the group appreciate each other's contributions and develop respectful and productive relationships.



Getting to know each other: By being friendly we build trust, understanding and respect which helps us work well together.



Listen: Members will listen carefully to each other and respect each other's experiences.



Be considerate: We are part of a group and must allow each other to speak.



It's ok to disagree: People have different opinions, and that is ok. We can disagree respectfully and remember that we are not disagreeing with the person, just the opinion.



Show kindness: We all have different challenges in our lives. Something that we say might trigger emotions in other people. Be mindful of other peoples' feelings.



Confidentiality: We want to feel safe in the group and all members should respect each other's confidentiality. What we say shouldn't be shared outside of the group.

And to allow everyone to actively participate in meetings, we agreed to:



Meet in the mornings so that all group members can actively participate in meetings.



Raise your hand, wave or hold up a card, if you want to say something.



Keep our **cameras on** whenever we can.



NOT use the chat function on Zoom for discussion as this can be distracting.

Payment and compensation

The rates below are a guide to reimburse the public partners of the advisory group of their time spent on being a group member.

All income is subject to tax and the rate will vary depending on individual circumstances.

Project staff will assist with queries regarding payment but cannot provide tax advice as this is outside of their area of expertise.

Advisory group members are not employees at the University of Exeter and do not have a contractual agreement with the University. Membership of the advisory group and attendance at meetings are voluntary activities.

Meeting up to one hour <i>(This type of meeting will not require any preparatory work)</i>	£xx
Meeting up to two hours <i>(This type of meeting may require a small amount of preparation work)</i>	£xx
Meeting full day <i>(This type of meeting may require a small amount of preparation work)</i>	£xx
Meeting with significant preparatory work <i>(This type of meeting will require a significant amount of preparation work either before or after the meeting)</i>	£xx
Additional payment for online meetings <i>(To cover data usage for online meetings)</i>	£xx
Mileage	£x p/m

If public partners have care responsibilities and require support from care services to fulfil this role this will be reimbursed upon receipt from a registered care provider.

Enablers for someone who has an official 'personal budget' and who use enablers to participate in meeting will be reimbursed upon receipt from a registered provider.

Contact



If you have any questions, comments or need help, email or call xxx,

Contact details



If you have questions about getting paid for meetings, email or call xxx

Contact details