**Public Member Role Description**

Think of this form as an agreement between yourself and your public member. Think about what they need to know they are committing to, what you are expecting of them and what the payment terms are (if there are any). Once agreed with your public member, email them a copy and cc in PCIE team (publicinvolvementARCKSS@sussexpartnership.nhs.uk)

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| **Name of project/event/meeting** | |
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| **Summary of project/event/meeting** | |
| Main focus of event/project  Purpose/aims/objectives  Brief background |  |
| **Description of role or activity required** | |
| Examples include:   * Reviewing documents/project proposals/lay summary/language * Being part of a project team/co-applicant * Lived experience of specific condition or health/social care services |  |
| **Anticipated commitment** | |
| This may be:   * A specified activity i.e.   X hours to do X activity. Please be clear this is a fixed time offer and additional time will need to be agreed separately.   * Join a project team that will require attending X meetings, X weekly/monthly for period of X months/years. Please state any particular dates/days which are crucial to the project i.e. start and end dates, or meetings every Thursday etc. * Planned timelines/dates if preparation is required before an event eg. reading proposals or documents before a meeting/interview/event. |  |
| **Support to be offered** | |
| Consider offering:   * Contact details of identified member of project team with whom public member can liaise * Information around subject matter/glossary of terms etc * Any training required | Contact the PCIE team if you have any problems or issues with the project etc that you feel unsure of, which has not been addressed by the i.e. project lead. |
| **Remuneration** | |
| * Will there be payment for this role? Or is it voluntary? * Will payment be vouchers or money? * What rate/how much will you pay? Please be explicit about this i.e. quoting rates per hour or voucher amount. * Consider expenses. It is usual to pay expenses: travel, subsistence etc * Who will they be paid by? i.e. SPFT or University? * What is the payment process? * Are they aware of the sign-up process and any impact for tax or benefits? |  |
| **Matters for consideration by public contributor:** | |
| Please consider if these matters are relevant to this offer of involvement and if it would be helpful to discuss this with the public member in advance. Delete if not relevant.  Conflicts of Interest:  Confidentiality:  Any other specific information you want your Public member to know. | As a public contributor you will be required to disclose any involvement you may have with other organisations, government bodies or corporate/commercial interests which could result in a conflict of interest with the work of ……..you may need to give examples here. (this may not always be appropriate)  As a public member contributing to the [X Research Project at X University] you are asked not to share confidential information you may have received as a result of your position. This should be discussed with the project group and/or contact person. |