

HSCWRU health and social care workforce panel Workforce Panel Terms of Reference

This document lays out the Terms of Reference (ToR) and administrative information for the NIHR Policy Research Unit in Health & Social Care Workforce (HSCWRU) workforce panel.

It is expected that members of the workforce panel will have:

- An interest in the health and social care and research.
- Experience as a member of the health and social care workforce. We would like to draw on experience from staff in registered and non-registered roles in both health and social care.
- Time to commit to the panel. There is no requirement to attend regular meetings, but members will be asked to comment on documents, participate in one-to-one calls with members of the research team and occasionally attending project meetings and project and unit events – online or in-person. We estimate that this would involve a commitment of up to 10 days a year.
- A willingness to engage constructively to take forward the aims of the Unit.
- A wish to engage by communicating the work of other interest groups to the Unit and vice versa.

The role of workforce panel members is to:

- Support the Unit to undertake good quality, relevant research that produces useful evidence by drawing on experiences of health and social care service delivery and management.
- Members of the group are likely to be engaged as individuals or small groups relating to particular Unit projects.
- Examples of activities members will undertake include: commenting on project proposals and research questions during initial scoping, helping to provide context for preliminary results and reviewing outputs. There may be opportunities to get more involved in particular pieces of work relevant to expertise, but this would not be a requirement.
- Act as a 'critical friend' providing challenge to the work the Unit undertakes.
- It is anticipated that the panel will also support the Unit in disseminating research findings.
- Highlight potential gaps in research.
- Make recommendations on ways to improve the impact of research.
- Champion the active involvement of the workforce in all the Unit's work.
- Help share and disseminate good ideas and practice.
- Be profiled on the Unit's website, as this is a public facing role.

Unit staff will:

- Offer opportunities for involvement in research projects and other Unit activities.
- Provide support for workforce panel members to assist them to fulfil their role as panel members.
- Ensure the panel connects and complements the other Unit advisory structures.
- Provide administrative support to the workforce panel.

- Ensure that engagement with the panel members e.g. papers, meetings is offered in accessible forms to panel members.
- Host an annual event to bring the panel members together and thank them for their contribution.

The Constitution:

- The Group will have at least 10 members and a Chair.
- The inaugural Chair will be Lyn Romeo. Lyn was the Chief Social Worker for Adults in the UK Government from 2013-2024.
- A diverse membership (in terms of protected characteristics, occupation and perspectives) will be sought – note HSCWRU's work covers England policy making only.
- Initial appointment will be for a year, then confirmed for the rest of the Unit contract (up to December 2028).
- Members are free to withdraw at any time; those who wish to resign should inform the Unit Director.
- The Terms of Reference will be reviewed annually with the members.

Expenses and Payment:

- Travel (at economical rates) and other expenses that enable members to attend any in person meetings will be paid in accordance with KCL expenses policy, following completion of the KCL Expenses Form and provision of receipts.

Declaration of Interests:

- Group members are required to declare if they have any interests that might be in conflict with the work of HSCWRU. A conflict of interest does not stop you from being a member of the working group, but we need to know.

Equality, Diversity and Inclusion

- Group members are required to uphold the King's College London commitment to recognising, celebrating and improving diversity and inclusion.*

Confidentiality:

- Members must not communicate externally any confidential information that they learn as a result of being a member of the Group. All papers should be regarded as confidential unless marked otherwise. There may be occasions on which members are asked to share information or to seek the opinions and views of others. If this is unclear, members are encouraged to discuss with the Chair or Unit Director.

Contact details:

- Panel Chair: Lyn Romeo: lynromeo@btinternet.com
- Administrative & Finance Contact: Janet Robinson: janet.j.robinson@kcl.ac.uk
- HSCWRU Director: Annette Boaz: Annette.Boaz@kcl.ac.uk

*The King's College London Equality, Diversity and Inclusion Strategy can be found at www.kcl.ac.uk/hr/diversity/di-at-kings/edi-strategy-final-1.pdf

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