

**Complex Trauma & Resilience Research Unit**

**Lived Experience Advisory Panel (LEAP) Group**

**Role Summary/Purpose**

Our central aim & activities: to ensure active collaboration between lived experience consultants and academics/clinicians in the conduct of CTRU research. The activities of the group will be focused on discussing CTRU’s research plans and ensuring that a lived experience perspective is represented in our research. For example, we might ask for group members’ perspectives on research topics and questions, or for specific feedback on our studies, such as reviewing participant information sheets and recruitment strategies.

*Diversity & Inclusivity: We ask all our group members to be mindful of and respect differences within the group. The purpose of this group is to share different ideas and opinions, so we may not agree all of the time. Every view deserves to be heard and respected.*

Our meetings: The role of the lived experience consultants involves attending Complex Trauma and Resilience Research Unit (CTRU) Lived Experience Advisory Panel (LEAP)meetings held every two months (6 times per year) at the University of Manchester or online to take part in consultations about CTRU research.

**Main duties & Responsibilities**

The role requires an individual to:

* Give feedback on CTRU research materials and plans
* Respond to requests for consultation and involvement from individual researchers within CTRU
* Receive and comment on reports on the progress of research within CTRU
* Feed into the process of prioritising research & have input into the ideas and design of new research in CTRU
* Agree the Lived Experience Consultant Involvement plans for research conducted within CTRU, and take a pro-active role in raising issues of concern to lived experience consultants in relation to its research
* Attend CTRU LEAP meetings every two months (6 meetings in total per year)
* Read research papers / documents for CTRU LEAP meetings in advance of the meeting
* Listen to the views and ideas of other members and attendees
* Contribute ideas and opinions to discussions in a constructive manner; participate in group decisions
* Help to formulate group recommendations
* Be respectful of different views
* Reflect on personal experiences where relevant to the discussion
* Use skills and personal experience to ensure a lived experience perspective is presented
* Be involved in disseminating the importance, value and experience of Lived Experience Involvement in research
* Be involved in the recruitment of staff for CTRU

**Requirement for the Role**

* Lived experience of adverse life experience(s) and one or more mental health difficulties / enduring emotional distress
* Experience of accessing or attempting to access services for support with mental health
* Interest in mental health issues and mental health research and its outcome and impact
* Openness to reflect on your experiences and contribute to discussions on mental health issues in a group situation when it feels safe and comfortable to share
* Openness to understand and consider a range of different views around mental health issues/research
* Openness to listen to others and express views in a constructive and respectful manner
* Commitment to regularly attending LEAP meetings and reading relevant papers in preparation for meetings
* Access to Zoom

**Other experiences welcomed for the role**

* Access to email (either your own or a family member’s/friends) and/or willingness to gain access to email
* Some understanding of research or a willingness to learn
* Experience of involvement in mental health research studies as a participant or an advisory consultant in a LEAP
* Experience of receiving psychological therapy
* Understanding of NHS mental health services offered or a willingness to learn
* Understanding of the role of Clinical Psychologist/Psychological Therapist or a willingness to learn
* Awareness, involvement or engagement with local lived experience groups

**Practicalities, Ground Rules and Expectations of SURG members**

1. **Logistics and practicalities**
   1. **Organising meeting dates**

The Chair(s) will determine meeting dates, considering abilities of members to get to meetings, and priorities of CTRU research projects.

* 1. **Organising meeting locations**

Chairs will determine meeting locations, considering needs of members.

* 1. **Payment for travel expenses and time**

GMMH will cover travel costs for those who attend meetings on the day. Payment for time/attendance will be paid later via GMMH financial systems. Please check that you have been paid after approximately 4 weeks and let the chair(s) know if you haven’t.

Payment is £20 per hour, for each meeting you will be paid for 1 hour of preparation time for reading materials. If your preparation exceeds this time please let one of the chairs know.

* 1. **Agendas and meeting documents**

Information on meetings is to be sent out 2 weeks prior to meetings.

* 1. **Attendance**

There is an expectation for each member to attend at least 3 meetings per year in order to stay up-to-date and engaged (subject to prior negotiation and with the exception of special circumstances).. We recognize that life is messy and sometimes it is not possible to attend meetings. Attendance will be dealt with on a case-by-case basis, however in general, the following protocol will be adhered to: If a person fails to attend 2 meeting without contacting the chair(s), the chair(s) will write to them to check-in and advise them that they can either re-engage and attend the next group, or will discuss the option of taking a step back. If people fail to attend 3 consecutive meetings without contact with the chair(s), they will be advised by the chair(s) that they will be removed from the group until they are able to re-engage. This is to ensure that the group can function and make decisions in a timely fashion. The LEAP group will then be advised that the member will be taking a step back from the group. The Chair(s) will monitor individual attendance. Individuals are expected to have read the documents prior to attending the meetings. It is also important to show communication if members cannot attend.

**1.5 Taking a Break from the Group**

It is fine to take a break from the group. However, this needs to be done in consultation with the chair(s) to ensure that the group will maintain enough members to function optimally and make decisions. If the break is longer than 6 months, than your space will be given to somebody else and if you wish to re-join, you will be placed on the waiting list until a place opens up.

**1.6 Punctuality and timekeeping**

There is a structured agenda to ensure everything is discussed and on time. Members are expected to be punctual and if they are going to be late they should inform someone in the group if possible.

1. **Meeting Behaviour**
   1. **Confidentiality**

Personal information that people disclose should not be revealed/shared outside the meeting. CTRU will not identify any names or other identifying information of group members

unless a group member explicitly requests that their name is shared (e.g. when co-authoring a paper, or in a conference presentation)

* 1. **Respect Diversity**

By not doing or saying anything prejudicial or discriminatory towards others in the group

* 1. **Respect each other views**

All input is valued and every view deserves to be heard. We may not agree all of the time but we need to respect the differences between us.

* 1. **One person speaks at a time with no side conversations**

Only one person to speak at a time. Respect the person who is speaking and don’t carry on separate conversations.

* 1. **No interrupting**

Everyone should get a chance to put forward their views so it is important that we don’t interrupt each other. If you need to speak or “politely interrupt” just ask the chair.

* 1. **Stay on the subject & keep focussed**

Time is limited in the meeting so make sure that you stay on the subject. Focus on areas of high priority (agreed by the group), as time is limited.

* 1. **Respect time and allow others to participate**

We want everyone to be able to participate so we need to ensure that we allow time and space for others to contribute. There is an expectation that the group should reach closure and the meeting will not continue beyond the end goal.

* 1. **Everyone to participate**

The aim of the meeting is to ensure that we all get a chance to participate. Those who have not had a chance to participate will be encouraged to by other members of the meeting.

* 1. **Respect for the Chairs decisions**

We are all responsible for ensuring that the ground rules are adhered to but extra responsibility falls on the chair. Please respect the chairs decisions**.**

* 1. **Be clear about whether you are expressing personal views or LEAP views when speaking externally**

When speaking at external meetings, members should ensure they are clear about whether they are representing LEAP views or their own personal views. If members are representing LEAP views, this should be agreed in advance with the LEAP where possible or fed back to the group ASAP.

1. **Role of Lived Experience**

**3.1 Expectations Around Sharing**

As part of this group, it is expected that you reflect on your lived experiences and how it is relevant to the research being discussed. However, you will never be asked to share your lived experience in the group, or discuss anything you are not comfortable with. We are really interested in your opinion on the research given your lived experience background. Should a situation arise where you would like to contribute something relevant to the research but it does not feel safe or appropriate to do so in the group, please reach out to the chair(s) and it can be discussed one-on-one.

* 1. **Asking About Others’ Experiences**

In the group we ask that you do not ask other group members about their lived experiences. If someone shares anything about their experiences, allow them to set their own limits about what they share; do not ask more questions unless absolutely necessary for clarification.

1. **Decisions**
   1. **Decisions are by consensus**,

Decisions are made by consensus of the group unless agreement cannot be made, then a majority of those at the meeting decides.