



HEALTH TECHNOLOGY WALES (HTW) TERMS OF REFERENCE¹

HTW Patient and Public Involvement (PPI) Standing Group

Effective Date	21 st April 2021
Approved By	HTW PPISG
Review Date	21 st April 2022

¹ This is a living document and therefore subject to change. It will be reviewed and updated annually, or sooner if required.

1. PURPOSE

To provide direction and guidance to ensure that HTW establishes and maintains effective patient and public involvement (PPI) throughout its work.

2. SCOPE AND DUTIES

The PPI Standing Group members will:

- Provide advice to HTW to strengthen relationships with patient, service user and carer organisations and to ensure that the views of patients, service users, carers and members of the public are effectively used to inform HTW decision making processes.
- Assist HTW to continuously improve how it involves patients, service user carers and the public throughout its work.
- Support HTW to involve patient, service user and carer organisations in its evidence review processes and ensure that patient and public perspectives are fairly represented.
- Support HTW to involve patient, service user and carer organisations in events, training and educational outreach to further public knowledge of HTW and PPI into HTA.
- Support HTW to undertake the objectives and aims related to Patient and Public Involvement within the Strategic Plan
- Patient/public representatives on the PPI Standing Group may be asked to represent patient and public involvement on HTW committees as required

3. DELEGATED POWERS AND AUTHORITY

HTW was established by Ministerial recommendation to support a strategic, national approach to the identification, appraisal and adoption of non-medicine health technologies into health and care settings.

Please refer to HTW Terms of Reference and Operating Arrangements.

The PPI Standing Group advises HTW as outlined in section 2.

4. MEMBERSHIP

Group membership will comprise of:

- HTW Public Partners serving on HTW Assessment Group
- HTW Public Partners serving on HTW Appraisal Panel
- Umbrella Patient Organisation representatives (minimum of two)
- PPI and Social Care representatives/advisors
- HTW PPI Officer
- HTW researchers (vary by topic)
- HTW Project Office Team
- HTW staff as required

5. MEMBER APPOINTMENTS AND SUPPORT

The membership of the PPI Standing Group shall be determined by the HTW PPI Lead and HTW Director. Members shall be appointed initially for a minimum of 12 months before formally reviewing their role on the Group. During this time a member may resign or be removed by the HTW Management Team. Once established, new members will be added on a staggered basis. Normal appointment lengths will be two years, with the possibility of a second term. Membership of the group as a whole will be reviewed every two years.

PPI Standing Group meetings will be attended and supported by the HTW Project Office Team. The rules on tenure of membership will not apply to those members or the HTW PPI Lead.

Expenses and other support will be provided in line with the relevant Velindre NHS Trust policies.

6. PPI STANDING GROUP MEETINGS

Meetings will be held 4 times per year. This will be subject to review in accordance to the HTW Strategic Plan. Dial-in facilities will be available for members unable to attend in person.

Group members are expect to contribute to documents/queries/requests electronically in addition to attending meetings

Group members may be asked to attend events outside of scheduled meetings, such as HTW PPI events/webinars, HTA conferences and any other commitments that are agreed at PPISG meetings

Nominated Group members will attend Assessment Group and Appraisal Panel meetings as agreed with HTW Project Office team

7. RELATIONSHIP & ACCOUNTABILITIES

The PPI Standing Group shall embed Velindre NHS Trusts corporate standards, priorities and requirements, e.g. equality and human rights throughout the conduct of its business.

8. CONDUCT OF MEETINGS

The HTW Project Office Team will determine which items appear on the agenda in consultation with the PPI Officer and HTW Director.

Members of the PPI Standing Group may also submit items for consideration. Any member wishing to have an item considered for an agenda should notify the team (healthtechnology@wales.nhs.uk) at as early a date as possible.

The agenda and papers will be circulated to PPI Standing Group members at least 5 working days in advance of meetings. Where documentation is substantial, papers will be circulated at least 8-10 days in advance of meetings to allow members adequate time to review Tabled papers may be accepted with the express agreement of the Chair and only in exceptional circumstances.

All members will have the opportunity to chair meetings on a rotational basis.

Unconcluded items will be carried forward to next meeting or concluded electronically.

An action note from the meeting will be drawn up by the HTW Programme Office. Meetings will be recorded to assist in taking notes at the meeting. If this is the case, members' permission will be sought

at the start of the meeting and the recording will be deleted after the note of the meeting has been approved.

9. REPORTING AND ASSURANCE ARRANGEMENTS

An update on the work of the PPI Standing Group will be presented at forthcoming meetings of the HTW Appraisal Panel.