

HTA Advisory Panels

Public members: role description, terms and conditions, and person specification

Role description

1. To regularly attend panel meetings. There are usually four one-day meetings each year, held in central London.
2. To prepare for panel meetings by reading the agenda papers in advance and raising any issues for clarification with the panel manager. The agenda and associated papers are lengthy documents. Preparation will normally require you to review 100 to 200 pages of written A4 text per meeting.
3. To contribute to discussions that take place during meetings, based on your experience and your reflections on the papers provided.
4. To participate in voting during the meetings.
5. To participate in appropriate training, development and support activities (likely to be the equivalent of one day per year).
6. To declare any conflict of interest in accordance with the protocols of the panel and as instructed by the panel chair.
7. To maintain the confidentiality of agenda papers, discussion and decisions made.
8. Liaise promptly with NETSCC secretariat staff regarding all administrative matters relating to the panel, e.g. expenses, meeting dates and confirming attendance.

Terms and conditions of public panel membership

Duration of role:	The usual term of office is two years.
Payment:	<p>Public panel members are entitled to receive a committee fee if they are not in receipt of a full time salary from public funds during the period of their panel membership. If a panel member wishes, their committee fee can be paid to their employing organisation.</p> <p>A daily rate of £150 is paid which covers meeting attendance and preparation work required.</p> <p>The fee will be paid in full by the University of Southampton. Public members are responsible for paying appropriate income tax and National Insurance contributions and must make their own arrangements for this.</p>
Expenses	Public members can claim all reasonable expenses for standard class travel, accommodation and subsistence in connection with their attendance at panel meetings. On request, NETSCC secretariat staff will book train tickets and accommodation direct so that panel members do not need to meet these costs in advance. Panel meetings always include refreshments throughout the day and lunch.
Support for Panel members	All necessary support will be put in place to support panel members with disabilities, e.g. hearing loop in meeting rooms, papers in alternative formats. All hotels and conference centres used for panel meetings are fully accessible for people with limited mobility. Panel members who need the support and attendance of a carer will have the carer's travel and subsistence costs met by the programme.
Preparatory work & meeting attendance	NETSCC secretariat staff will ensure that panel members are aware of meeting dates and the schedule of pre-meeting work in good time. Attendance at all four meetings per year is a condition of continuing membership of a panel. Panel members unable to attend a meeting due to illness or personal emergency must inform the NETSCC secretariat at the earliest opportunity. Panel members who live too far from London to travel down on the morning of the meeting may stay overnight beforehand and this accommodation will be booked direct by secretariat staff.

Person specification

Criteria	Essential attributes	Desirable attributes
Experience	<p>Experience of health services as a service user or carer</p> <p>Experience of reading and reviewing written documents</p> <p>Experience of assimilating a large volume of written information</p> <p>Experience of participating in formal meetings, e.g. school governor, ethics committee, charity trustee</p>	<p>Experience of health service research, e.g. as a member of a study or as a member of a research project team</p> <p>Experience as an advocate or representative of patients or carers</p> <p>Experience of working as part of a team</p>
Knowledge	An understanding of the importance of and need for clinical research within the NHS	An active interest in current affairs relating to health, e.g. via TV, radio and newspapers
Skills	<p>Confidence to contribute to group discussion</p> <p>Ability to contribute relevant and succinct information to panel discussion</p> <p>Ability to refer to personal experience appropriately in discussion</p>	Confident user of e-mail, internet and word processing packages
Personal Characteristics	<p>Passionate interest in improving health care services and provision</p> <p>Willing to learn the skills of the role and develop as a panel member</p> <p>Ability to travel to venue of panel meetings</p>	