

BASHH Community Engagement Panel

Terms of Reference: Update 2025

The aim of the Community Engagement Panel is to promote a positive and proactive approach to patient, public and community involvement across BASHH and to ensure that Community involvement is a key feature within all BASHH's activities and incorporated into all BASHH strategies.

The Chair / Co-Chair will be appointed by the Board.

Professional members: Chair / Co-Chair / Secretary / Nurse / Health Advisor / PIL Editor

The initial appointed term will be for a period of three years, but individuals can be re-appointed by the Board for a further maximum consecutive 2 years (by mutual agreement).

Role of professional members:

1. Help recruit, retain and ensure 4 nations representation on the panel. Support community engagement by facilitating 4 meetings per year (3 virtual & 1 face-to-face), feeding both into and back from the BASHH Board.
2. Advocate for, support & signpost issues raised by the Community, ensuring a voice within BASHH.
3. Collaborate with each Specialist Interest Group and network within BASHH to build relationships and share resources.
4. Seek review of public resources and create a network of community representatives/organisations for BASHH & the communities it serves.

No more than 50% of members should be professional members, so that community members are not outnumbered.

Further members may be co-opted from BASHH, different specialties or disciplines as applicable to the work of the panel.

Community Organisation & Lay members:

The Community Engagement Panel will include lay members of the public sitting alongside sexual health professionals, this includes people with lived and volunteers.

The Panel will also include representatives from Community & Voluntary Sector Organisations, who's membership within the panel is not time restricted (*due to the nature of their role within their host organisation*).

Lay members who join this panel should be as representative as possible of the people using our services, and membership is on a **voluntary** basis.

Some people will have already used sexual health services; others will come from communities where there is often a greater need of sexual health services.

Lay members are asked to serve for a minimum period of two years but are able to be re-appointed for further years.

BASHH should be aware that lay members may not wish to commit to 2 years. It may be appropriate that the public members are renewed / co-opted according to the current work of BASHH.

The Public Panel will meet four times a year; it is hoped members can attend 2 out of 4 sessions. 3 meetings will be virtual, 1 aims to be face-to-face whereby travel reimbursement can be provided as per BASHH policies.

Patient Information Leaflet (PIL) and guideline review is considered a voluntary part of this role. The CEP may also be consulted on reviews of relevant processes across BASHH, including methodology for guideline development, as this relates to community engagement and involvement.

Community organisation & Lay members should complete the required '*Conflict of Interest*' form.

A Community Vice-Chair position will be created in 2026, with the tenure aimed to be at least 3 years, to enable seamless transition of the Chair & Co-Chair.

The membership of the Community Engagement Panel will be published in the annual report.

The Chair will produce an annual summary of the panel's activities for the annual report of BASHH.

How to join the Community Engagement Panel:

Professional, Community & Lay Members can join the Community Engagement Panel by completing the '*Community Engagement Panel Expression of Interest Form*' and submitting it via email to Publicpanel@BASHH.org

Interested individuals will be asked to join a virtual meeting with the Professional members of the panel to ensure membership appropriate, the ToR are shared & Col form are completed.

Community Engagement Panel Requests for Guideline Writing & Additional Work

The Community Engagement Panel should aim to follow **NHS England's Policy on working in partnership with people and communities** (*August 2025 – Accessed: <https://www.england.nhs.uk/long-read/policy-on-working-in-partnership-with-people-and-communities/>*)

Guideline Writing Group / Additional Work Requests:

1. BASHH supports public involvement within guideline writing groups.
2. Community members should be reimbursed for their involvement in guideline writing, outside the remit of short advice or PIL review.
3. If a writing group wishes to seek community involvement in their guideline writing, requests should be made via the 'Community Engagement Panel Request Form', emailed to publicpanel@BASHH.org after appropriate reimbursement approved by BASHH.

Reimbursing expenses and offering involvement payments to PPV Partners can help remove barriers to involvement. Payment rates for Community Engagement Panel members are:

- £150 per day (more than 4 hours) or
- £75 per half day (4 hours or less)

Under this policy, the rates are reviewed annually & should be agreed by BASHH before submission to the Community Panel.

Kate.griffin@BASHH.net – main contact of BASHH admin-

Appendix I: Community Engagement Expression of Interest Form

Please email the completed form to publicpanel@BASHH.org

Full name:

Email address:

Contact number:

Do you want to join as a Lay member? Yes No

A lay member is an informed public representative on the BASHH panel, helping bring the patient voice into professional conversations around sexual health.

Do you want to join the panel representing a Community or Voluntary Organisation?
If so, which organisation? Yes No

I have read and understood the Terms of Reference for the Community Engagement Panel Yes No

I understand I will have to complete a conflict of interest form if I become a member of the Community Engagement Panel: Yes No

Date of submission:

Appendix II: Conflict of Interest Form

Appendix III: Community Engagement Panel Request Form

| | |
|---|-----|
| Name | |
| Email | |
| Contact number | |
| BASHH SIG Affiliation | |
| Please outline the requested work from the Community Engagement Panel | |
| Is this work to be reimbursed? | Yes |
| | No |
| If yes, please state how many days reimbursement will occur as per guidance: <ul style="list-style-type: none"> • £150 per day (more than 4 hours) or • £75 per half day (4 hours or less) | |
| Reimbursement been approved by BASHH CEO & finance line clearly stated. | |

BASHH CEG conflict of interest declaration must be completed by the Volunteer from the Community Engagement Panel.