Role Profile – Public Panel

Background

Administrative data - information generated through the day-to-day work of public services such as the NHS, government departments and local authorities - can be analysed to reveal trends and insights about society as a whole. These insights can support policy, practice and understanding of key issues such as inequality, health and wellbeing and impacts of Covid-19.

The Administrative Data Research Scotland (ADR Scotland) Public Panel seeks to explore and discuss the views people across Scotland have around public sector data research.

Purpose of panel
- To discuss research proposals from a public perspective, ensuring that we maximise public benefit
- To provide a forum for continuing dialogue with communities in Scotland about administrative data research and data linkage, and act as a sounding board for potential new approaches, methods and research ideas
- To help us communicate our work effectively and accessibly
- To advise on efforts to build public trust and acceptance of administrative data research for the public good, and engage the public meaningfully with this research and surrounding issues
- To review and provide feedback on public engagement plans and materials

Time commitment and location

Meetings will take place 4 times a year (once a quarter) for approximately 2 hours. Since the pandemic, this is now a virtual panel and the majority of future meetings will continue to be held online, with the occasional in-person meeting or training session. There may be small tasks or materials sent between meetings to comment on and panel members can voluntarily attend events such as public seminars.

Expenses and payment

Panel members will be offered a payment/honorarium for their time at a rate of £50 per meeting/half day in the form of Love to Shop Vouchers. For any in-person meetings, ADR Scotland will cover reasonable travel expenses where appropriate and agreed in advance, in accordance with the University of Edinburgh travel policy (as the organisation hosting the sessions).

Responsibilities and expectations for panel members
- Attend meetings c. 4 times a year and actively and constructively participate in group discussions
- Contribute to an open, positive and respectful group environment with other panel members
- Keep information confidential where required
- Represent the interests of members of the public, particularly in relation to any areas of civil society you may represent or relevant lived experience you may bring
- Bring a genuine interest in improving Scotland's society using data, evidence and analysis and a willingness to learn more about our work
- Provide views on research proposals, communication materials and other issues raised in meetings and via email

Qualities and criteria
Members of the general public are encouraged to apply to the panel and do not require any specialist knowledge. We are keen to hear from members of the public who have lived experience of key issues related to our work or those who are part of civil society groups or charitable organisations that may represent these. Please learn more about our research themes here.

This role is not suitable for academic or Government researchers who have current or past involvement in data research or anyone with a direct conflict of interest in this work.

Criteria for selection include that members should:
- o Be based in Scotland (we particularly welcome members from beyond the Central belt)
- o Have the time and enthusiasm to participate effectively
- o Have an interest in data and research and their potential to improve society and policy
- o Have access to a computer/internet and ability to correspond by email and videoconference
- o Have the ability to prepare for meetings in advance

ADR Scotland is committed to building and supporting a panel with a diverse membership which has representation from different parts of society across Scotland. Selection of panel members and ongoing conduct and business of the panel will be led with a strong commitment to equality and diversity.

Support
Panel members have access to support and advice from ADR Scotland, primarily from the Impact and Knowledge Exchange Manager, Harriet Barker. The ADR Scotland team will provide any necessary training and mentoring to help understand data research, including an induction and introduction to: the panel and its role, the goals of ADR Scotland and the wider ADR UK partnership, our research themes, and the safeguards and processes involved in linking data.

Wherever possible, ADR Scotland will provide support to enable panel members who have any specific needs to participate fully.

Further information
If you are interested in applying to the panel but would like to speak informally to the panel manager or an existing panel member, please email scadr@ed.ac.uk and we can arrange this.

ADR Scotland is a partnership between the Scottish Government and the Scottish Centre for Administrative Data Research which is hosted at the University of Edinburgh. We are part of ADR UK and funded by the Economic and Social Research Council (ESRC).

For more details, please watch this introductory video to administrative data or explore our websites - www.scadr.ac.uk and www.adruk.org.