

Health Literacy Group UK

Steering Group Terms of Reference

High quality services are dependent on high quality research, which can inform the future development of evidence based practice. With this in mind, the terms of reference for the Health Literacy Group are:

- To promote and develop research activities and innovative practice in relation to health literacy in the UK
- To be proactive in generating new and relevant research initiatives and innovative practice which are in response to national priorities and the needs of the local population
- To raise the profile of health literacy across the UK
- To explore the relevance of health literacy to a wide range of conditions, contexts and roles

The wider Health Literacy Group aims to achieve this through:

1. Developing research priorities of interest to the group as a whole
2. Acting as a support for obtaining funding for these ideas
3. Encompassing a multi-disciplinary approach
4. Acting as a mechanism for international collaboration
5. Promoting the inclusion of a health literacy component in other research disciplines
6. Developing collaborative projects which impact on the wider research community and practice
7. Liaising with other relevant organisations
8. Developing an educational role to support new researchers;
9. Providing a vehicle to promote both research and research findings
10. Promoting and providing a vehicle for dissemination of innovative practice

The key objectives of the Steering Group:

1. The Steering Group will act as a mechanism for developing a coherent focus and strategy for the Health Literacy group
2. The Steering Group will provide and develop strong methods for communication – both within the Health Literacy Group and with key stakeholders
3. Create interest from new sponsors in supporting collaborative research studies
4. Ensure financial viability of the group
5. The Health Literacy Steering Group will be answerable to the whole membership of the group; annual reports will be available on website

The Steering Group aims to achieve these objectives through:

Appointing a team and defining roles where necessary within that team.

- Chair/leadership role
- Communication/Liaison role – including website development
- Workshop planning and meeting role

- Sponsorship and funding opportunities
 - Policy lead
 - Co-opted, non-voting member with expertise when required for a specific period of time
2. It would be expected that the usual length of service of any Steering Group member would be 3 years with the option to reapply subject to Steering Group agreement.
 3. Two years into the 3-year tenure of the Chair, the steering will undertake to appoint a Chair Elect
 4. At the end of the 3-year tenure of the chair it would be expected that the Chair Elect, subject to Steering Group agreement, will become Chair.

The Steering Group will meet 3 times a year, supplemented as necessary by telephone and email communications.

Notes:

1. These terms of reference will be reviewed annually.
2. These terms of reference reflect the mission statement of the Group.