

## **Gambling-related harms review external reference group: terms of reference**

### **1. Expert reference group role**

The expert reference group's primary role will be to inform and guide the Public Health England (PHE) project team undertaking the review.

### **2. Outline of the group's functions**

Members of the reference group will contribute to the success of the project by:

- informing the approach and methodology for the project as a whole
- ensuring advice is available on emerging issues
- advising on the quality, limitations and appropriate use of evidence
- ensuring a focus on how the findings will be used and presented
- advising on the interpretation of the evidence and findings

Members can expect the project team to give reasonable time to provide feedback.

### **3. Meetings**

Three meetings will be held over the course of the project, either virtually or in London. Members of the group may also be engaged via email when necessary.

The secretariat will be provided by PHE. The agenda and meeting papers will normally be circulated a week before the meeting.

### **4. Confidentiality**

Until the end of the project, all information shared in the meetings by the project team should be considered confidential unless otherwise specified. Reference group members should not disclose any information shared in the meeting outside of the group. This is to ensure frank discussion and sharing of views to enhance the work.

After the project is officially complete, reference group members are asked not to disclose information if they think it could have an impact on another member of the group.

### **5. Declarations of interest**

Each member of the external expert reference group and the project team will be asked to complete a declaration of interest form which will be registered with PHE. Declarations will be summarised in the final report and published.

### **6. Membership and representation**

The reference group's membership will consist of the following members, observers, secretariat and project team representatives.

## **7. Members**

The expert reference group members are:

- Dimitrinka Atanasova, Lancaster University
- Andrew Booth, Sheffield University
- Luke Clark, University of British Columbia, Canada
- Linda Davies, Manchester University
- Charles Livingstone, Monash University, Australia
- Jim Orford, Birmingham University
- Kathryn Oliver, London School of Hygiene & Tropical Medicine
- Anna van der Gaag, University of Surrey and Chair of the Advisory board for safer gambling

## **8. Observers**

The observers are:

- Julie Carney and Beth Hiles, Department of Digital, Culture, Media and Sport
- Tim Baxter and Andrea Duncan, Department of Health and Social Care

## **9. Secretariat and project team representatives**

The project team are:

- Rachel Clark, Public Health England
- Mark Cook, Public Health England
- Caryl Beynon, Public Health England
- Felix Greaves, Public Health England
- Clare Griffiths, Public Health England
- Clive Henn, Public Health England
- John Marsden, Public Health England
- Marguerite Regan, Public Health England
- Alanna Wolff, Public Health England
- Virginia Wright, Public Health England

## **10. Term**

The group will disband once the peer-reviewed report has been published in spring 2020.