Application Information Pack
Lay Chair of the National Specialised Commissioning Individual Funding Request Panel

Closing date:
A guide on how to apply to become a PPV partner on the Individual Funding Request (IFR) Prioritisation Panel.
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1. Introduction

Please read this application information pack before completing the application form, to ensure you fully understand the application process, and to determine whether you have the skills and time to become a PPV partner.

Please note the closing date for applications is 12 noon on 16 November 2015

NHS England will reimburse travel and other agreed expenses and offer an involvement payment in line with NHS England’s ‘Covering out of pocket expenses for PPV Partners’ policy

Please note that correspondence will be primarily via email, unless otherwise requested.

2. How to apply

Please visit our website at https://www.engage.england.nhs.uk/application/get-involved/ to apply online. The online form includes application questions and Equality Opportunity Monitoring questions. (Shortlisters will not receive your Equal Opportunities Monitoring information.)

If you have difficulty accessing the online application form please contact england.voice-crg@nhs.net or call Jane Burbidge on 07887 653 728.

We will rely on the information you provide in the online Application Form to assess whether you have the skills and experience required for this position.

3. Importance of PPV partners

NHS England is committed to ensuring that public and patient voices are at the centre of shaping our healthcare services. Every level of our commissioning system needs to be informed by insightful methods of listening to those who use and care about our services. Their views should inform service development.

4. Background, context and aims of the programme

An Individual Funding Request (IFR) can be made by a clinician for a treatment that is not routinely offered by the NHS when a clinician believes that their patient is clearly different to other patients with the same condition or where their patient might benefit from the treatment in a different way to other patients. This is known as “clinical exceptionality”
There is a published NHS England Standard Operating Procedure for the operational management of all IFRs.

5. **Role of the Individual Funding Request panel**

The Individual Funding Request (IFR) Panel will consider individual requests for NHS England commissioned and funded treatment. The IFR Panel will work to the published NHS England IFR Policy and each request will be processed by following the NHS England IFR Standard Operating Procedure. This will ensure that all requests are considered in a fair and transparent way, with decisions based on the available evidence presented by the treating clinicians and the NHS England commissioning principles.

6. **Role and responsibilities of Chair**

**Role Summary**

- to ensure that the panel works within the process set out in the IFR Standard Operating Procedures (SOP)
- to ensure the panel apply the process consistently and equitably
- to provide leadership to the panel in working to gain a consensus decision, or if a consensus is not met, to have the casting vote for any decision
- to prepare thoroughly for each panel meeting, reading and digesting papers in advance of the meeting.

**Responsibilities**

- To Chair the IFR panel ensuring
  i)  a balance is struck between time keeping and space for discussion
  ii) business is dealt with and actions agreed
  iii) actions are clearly assigned and monitored
- facilitates contributions from members, ensuring equity among stakeholders
- provide a leadership role to support the group to reach a consensus
- keeps up to date on developments in the IFR process
- co-ordinates a regular review of the effectiveness and impact of the panel, including input into the preparation of reports where required

**Qualities required for the role of Chair**

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment. The work of the IFR panel is sensitive in nature and the Chair should be analytical, articulate and able to carry authority, as well as being well equipped to deal with the challenges of working with emotive issues. The IFR panel can be involved in making difficult decisions regarding the availability of services to patients and as such, the Chair should be experienced at managing debate.
Training

All members of the IFR Panel must undergo mandatory induction training approved by NHS England. This will cover legal considerations and case law, the principles for IFR decision making, NHS England commissioning processes and structures, and the interpretation of clinical evidence. This training will be refreshed annually to ensure that all panel members maintain the appropriate skills and expertise to function effectively.

7. Person Specification and competencies

Public Interest, accountability and knowledge

- strong commitment to maintaining a patient focus in the commissioning of health services
- good understanding of the legal framework and relevant guidance relating to specialised health commissioning
- high level of understanding and interest in specialised health services issues, NHS England and the wider environment in which it operates
- part of the patient or carer constituency of NHS England
- willing to network with other members of the public involved in NHS England specialised services commissioning
- willing to maintain and uphold accountability
- a commitment to the principles of public life

Sound judgement, motivation and flexibility

- able to analyse complex information and situations before reaching a decision
- open minded and willing to modify thinking in view of new information/discussion
- tests and probes constructively to achieve the best outcome for patients
- sees the bigger picture and can think and act strategically
- thinks clearly and creatively
- able to think clearly and objectively when dealing with emotive issues

Effective influencing and communication

- articulate and able to influence and persuade others at all levels
- capacity to give and take advice
- good interpersonal skills and open to change

Effective team working

- builds constructive relationships at all levels and works effectively in a team
Experience

- has previous experience of chairing groups

8. Details of the position

Remuneration

- £150 per day
- remuneration is taxable, and subject to National Insurance contributions. Remuneration is not pensionable. These payments must be declared to HMRC (and the Job Centre if applicable). This may affect receipt of state benefits or any insurance policies you may hold. Advice on how this payment may affect you can be provided by Bedford Citizen Advice Bureau involve@bedfordcab.org.uk / 01234 330604.
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as the Chair of the IFR Panel, in line with NHS England’s PPV Expenses Policy. A copy of the policy and rates can be obtained from NHS England and are available on our website.
- Any barriers to participation, for example, the costs of a carer that may need to accompany you, should be highlighted in advance. Please get in touch with your named contact (or email england.voice-crg@nhs.net) to discuss any support requirements that you might have.

Time commitment

- Around 25 days per year
- You will be required to attend meetings approximately every 4 weeks and will require a day prior to each panel to review papers.
- Meetings will normally last for 4 hours.
- Meetings will generally be during working hours. Any face-to-face meetings, including briefing and induction sessions, will be arranged on a national rather than a local basis and are most likely to be in London.
- You will be required to attend training in order to undertake the role. This will require 2-3 non-consecutive days per annum.

Tenure of office

The NHS England Senior Responsible Officer determines the length of tenure at the time of the appointment, which will be for up to a maximum of 3 years.

Accountability

The Chair is appointed by NHS England’s Senior Responsible Officer and will be accountable to her for carrying out their duties and for their performance.
Eligibility criteria

There are circumstances in which an individual may not be considered from appointment. They include:

a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years

b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986

c) persons who have had an earlier term of appointment with a health service body terminated on the grounds

i. that it was not conducive to the interests or good management of the body that the person should continue to hold office

ii. that the person failed to attend a meeting of the body on three consecutive occasions

iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest

iv. of misconduct or failure to carry out the person’s duties

d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or

e) anyone who has been removed from trusteeship of a charity.

Conflict of Interests

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as the Chair of the IFR panel, including any business interests and positions of authority outside of the role of the panel.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.
Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document at: http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf

9. Diversity and equality of opportunity

NHS England values and promotes diversity and is committed to equality of opportunity for all. To help us understand if we are achieving this, we ask you to fill out Equal Opportunity Monitoring information as part of the application process.

We also ask you to let us know if you have special needs that we need to support to enable you to participate fully.

10. Once we receive your application

The steps will be as follows:

- We will acknowledge receipt of your Application Form via email (unless otherwise specified). If you do not receive an acknowledgement within 5 working days, please get in touch.

- Applications will be shortlisted by a panel which will include members a regional Clinical Director, IFR lead commissioner and a member of the specialised commissioning communications and engagement team.

- Applications will be assessed against the skills and experience required, outlined in section 9 below. Selection will be made on the basis of the content of the application form. Shortlisted applicants will be invited to a short interview. This may be a face to face or telephone interview.

- Please note that two references will be taken up for successful applicants before involvement can commence.

- All applications will receive a successful or unsuccessful notification. The successful notifications will include information about next steps.

If you wish to be informed about future involvement opportunities with NHS England, there is an option on the Application Form to select.

If you have any queries about the application process, or would like an informal discussion about the opportunity – please contact england.voice-crg@nhs.net