



**Member of the Patient and Public
Voice Assurance Group (PPVAG)**

Information pack for applicants

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1 MEMBERS OF THE PATIENT AND PUBLIC VOICE ASSURANCE GROUP

1.1 Making an application

Thank you for your interest in the appointment to become a member of the Patient and Public Voice Assurance Group (PPVAG) to specialised commissioning. The appointment is for one group member with a generic interest. This appointment is to replace a member who has recently resigned.

The attached Annexes provide details on the role of members and the person specification, the role and responsibilities of Assurance group and the selection process.

The Patient and Public Voice team, NHS England is managing this recruitment process. To make an application please visit our website and apply on line <https://www.engage.england.nhs.uk/application/get-involved/>

In making an application please note the following:

1.2 Your skills and experience

This section of the on line application is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. You should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

1.3 Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of PPVAG and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details.

Should you be successful in your application, if there is anything in your professional history, that if brought into the public domain, may cause embarrassment or disrepute to the organisation, please provide further details.

Failure to disclose such information could result in an appointment being terminated – refer to the “Eligibility Criteria from appointment” section in Annex A.

1.4 Indicative timetable

Email out to networks and place on NHS England website: w/c 19 October 2015

Closing date: **12 noon 16 November 2015**

Confirmation of appointments: December 2015

1.5 Contacts:

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

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

2 Annex A: Appointment of Members of the Patient and Public Voice Assurance Group

2.1 Role and responsibilities of Members

- Act as champions in developing a culture in NHS England specialised commissioning where embedding PPV becomes “business as usual”
- Represent a patient and public voice from their constituent areas, shaping and guiding the PPV agenda
- Act as advisors on PPV matters for specialised services
- Cascade back to and seek feedback from their wider networks on information from the Assurance Group
- Read papers and proposals which are circulated in advance
- Attend meetings as regularly as possible, if representing an organisation, endeavouring to send a representative where they cannot attend
- Provide specialist advice and make recommendations when necessary, relevant to their areas of expertise; either during face-to-face meetings of the group, or between meetings via email
- Take part in other meetings or events (face to face or teleconference/webinar) where participation is helpful for the work of the PPV Assurance Group as agreed. This may relate to specialised commissioning or to the wider commissioning and policy agenda for NHS England

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.

2.2 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 patient and public involvement in health
- High level of understanding and interest in specialised health services issues, NHS England and the wider environment in which it operates
- Willing to network with other members of the public involved in NHS England specialised services commissioning
- A commitment to the principles of public life
- Sound judgement, motivation and flexibility
- Able to understand and evaluate a range of information and evidence

- 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

Effective influencing and communication

- Capacity to give and take advice
- Good interpersonal skills
- Open to change
- Effective written and verbal communication skills

Effective team working

- Builds constructive relationships and can operate effectively in a small group environment

Experience

- Has previous experience of giving a public, patient or carer perspective on health services

2.3 Remuneration

- Members who are not representing an organisation will receive a fee of £150 per meeting, covering a half day meeting and a half day preparation
- Remuneration is taxable, and subject to National Insurance contributions, both of which are the individual's responsibility. Remuneration is not pensionable
- You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as member of the PPVAG, in line with travel and subsistence policy and rates for the PPVAG. A copy of the policy and rates for NHS England is available on our website <http://www.england.nhs.uk/ourwork/patients/public-voice/>
- NHS England occasionally reviews its policy on expenses and involvement payments for patient and public voice representatives and the payments set out above are subject to change in accordance with and revisions or the development of a new policy

2.4 Time commitment

10-12 meetings per year, with potential to attend additional meetings periodically which relate to the work of the Assurance Group.

2.5 Tenure of office

Length of appointment will be to December 2017

2.6 Accountability

Members are appointed by the NHS England's Senior Responsible Officer and will be accountable to them/Chair for carrying out their duties and for their performance.

2.7 Eligibility criteria

There are circumstances in which an individual may not be considered for 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
 - 1) That it was not conducive to the interests or good management of the body that the person should continue to hold office
 - 2) That the person failed to attend a meeting of the body on three consecutive occasions
 - 3) 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
 - 4) 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;
- e) Or anyone who has been removed from trusteeship of a charity.

2.8 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 Member of PPVAG including any business interests and positions of authority outside of the role in PPVAG.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which will be physically available.

OFFICIAL

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>

2.9 Diversity and equality of opportunity

NHS England values and promotes diversity and is committed to equality of opportunity for all.

3 Annex B: Patient and Public Voice Assurance Group role and responsibilities

The Patient and Public Voice Assurance Group (PPVAG) is part of the overall model of participation NHS England's specialised services, which have been developed in partnership with the Transition Steering Group for Public and Patient Engagement. The Group takes responsibility for ensuring that patient and public voice is embedded within specialised commissioning ensuring that specialised health services are commissioned in a way that is transparent and responsive to stakeholders. The group focuses on a strategic oversight of patient and public input as well as looking across the services commissioned within the six programmes of care:

- Mental Health
- Cancer
- Trauma
- Internal Medicine
- Women and Children
- Blood

PPVAG will help NHS England put the patient and carer perspective at the heart of commissioning, including working together on plans, advising, and offering constructive challenge.

PPVAG is an NHS England committee.

4 Annex C: The Selection Process

NHS England's Patient and Public Voice Team will deal with your application as quickly as possible. After the closing date for applications:

- The panel will assess candidate's application to determine who they believe best meet the criteria for the role. Please ensure that you provide evidence to support how you meet all of the essential criteria
- Those candidates best meeting all the necessary criteria will be called for interview
- The selection panel will be chaired by the Chair of PPV AG, and other member/s of the Specialised Commissioning Engagement Team, NHS England.
- The panel will select the strongest applicant who they feel have demonstrated that they best meet the criteria set out in the person specification.
- The candidate, who the panel believe are 'appointable', will be recommended to the NHS England Senior Responsible Officer who will make the final decision.
- The time taken between short listing and a final appointment decision being made can sometimes take a number of weeks. Candidates will be kept informed of progress.
- If you are successful, you will receive a letter from the NHS England Senior Responsible Officer appointing you as Member of PPVAG, which will confirm the terms on which the appointment is offered
- If you are unsuccessful at, you will be notified by the Specialised Commissioning Engagement Team.
- We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process.
- For further information on how we will manage the personal information that you have provided to us through your application, see Annex D

Queries

For queries about your application, or if you have difficulties in accessing the on line application form, please contact england.voice-crg@nhs.net or contact Jane Burbidge on 07887 653 728.

NHS England will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact england.voice-crg@nhs.net

5 Annex D: How we will manage your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending NHS England any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- Only ask for what we need, and not collect too much or irrelevant information ensure you know why we need it
- Protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- Ensure you know what choice you have about giving us information
- Make sure we don't keep it longer than necessary
- Only use your information for the purposes you have authorised

We ask that you:

- Provide us with accurate information
- Inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your application can be assessed.

The diversity monitoring information you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application at any stage.