

Hello, we are excited you are interested in joining our Learning Disability and Autism Advisory Group.

This information pack tells you about our group and about how you tell us you would like to join.

The group advises NHS England to make sure the work we do improves the health of autistic people and people with a learning disability. It aims to inspire better involvement of people with a learning disability, autistic people and family carers in the work of the NHS.

You can see [examples of the work the group has been involved in and the difference it has made.](https://www.england.nhs.uk/learning-disabilities/about/get-involved/you-said-we-did/)

Please read this information pack before completing the form. Contact us if you have any questions or would like any help to fill in the form and tell us of your interest in joining the group.

If you want any help with reading this information or filling in the form you can contact us on [engage@nhs.net](mailto:engage@nhs.net) or phone 0113 824 9686.

There are 4 documents in this introduction pack

1. This letter
2. A document about the group and how it works – the terms of reference
3. A form to tell us about yourself and why you want to join the group – an expression of interest form
4. A form to help us make sure everyone is treated fairly – diversity monitoring

There are easy read versions of all of these documents.

# Who we are looking for

We would like 11 new members to join the group. We are looking for autistic people, people with a learning disability, family carers and people who are a combination of these. We are looking for people

* who can share their experiences with others to improve the health system.
* who want to make a difference to healthcare
* with experience of different health and social care services
* with links to groups and networks of people including to people who the NHS doesn’t often listen to, like people who have more severe learning disabilities

We want lots of different people on the group, with different life experiences. For example -

* people of different ages – including young people
* people from different ethnic backgrounds (by this we mean people who are black, Asian or from other groups who are not white British)
* people who have experienced inpatient mental health care (as patients or as people whose loved ones have been in mental health hospitals)
* people of different genders
* family carers of children or young people
* family carers of people who would find it hard to take part in a group like this, whose voices are often not heard, for example people with severe learning disabilities
* people with a learning disability who are parents
* people from different parts of England

# We need members to be available

The group usually meets about 4 times per year. Some of these meetings are half day meetings online, some are full days meetings in person. In person meetings are usually in Leeds or London.

Because of coronavirus, for people who can’t travel we offer online meetings instead of meeting in person.

We need people who can come to the next meetings

* 1. A try out online advisory group workshop on Tuesday 13 December

(2) Advisory group meeting in person in London on Tuesday 7 February

Or

A video call Tuesday 14 February afternoon and Thursday 16 February morning

Members can stay with the group for up to 6 years, but you can leave at any time.

# What will you get out of joining the group

* It’s a chance to make a difference to the NHS
* You will meet really interesting and supportive people who also want to make the NHS better
* You will develop your skills
* We will pay the costs of your involvement in the group, this can include travel, support worker costs and an involvement payment. You find out more about this in the How the Group Works document.

How we will choose people to join the group

**Tell us about yourself and why you want to join the group**

There are five ways you can tell us that you are interested in this role. ​You only have to do one of these things. You can –​

1. Fill in the [online expression of interest form​](https://www.engage.england.nhs.uk/application/learning-disability-autism-group)
2. Contact us to arrange a videocall or phonecall for a member of the team to help you fill in the form [engage@nhs.net](mailto:engage@nhs.net) or phone 0113 824 9686
3. [Download the electronic form and diversity monitoring form](https://www.engage.england.nhs.uk/application/learning-disability-autism-group)- fill them in and email to [engage@nhs.net](mailto:engage@nhs.net)
4. Print out the [form](https://www.engage.england.nhs.uk/application/learning-disability-autism-group), fill it in and post it to - ​

Learning Disability and Autism Engagement Team​

The Post Room

NHS England

Quarry House​

Leeds​

LS2 7UE​

If you would us to send you a paper copy of this information and the form we will post them to you. Please contact Jess on [engage@nhs.net](mailto:engage@nhs.net) or 0113 8249 686​

​(5) Answer the questions in the form by making a video of yourself. Phone or email us and we will help you send the video to us.

Please also fill in the diversity monitoring form.

If you would like more information or have any questions we really encourage you to get in contact with us [engage@nhs.net](mailto:engage@nhs.net) or phone 0113 8249 686​.

You need to do this before 9am on Monday 14 November 2022.​

You will get an email telling you we have received your forms.

We will use the information you give us to decide who should join the group. We will choose a group of people with lots of very different experience, skills and knowledge.

We will let you know if you have been chosen or not on 25 November. This will usually be by email unless you have told us to contact you a different way.

If you are not chosen to join the group at this time, we will keep your form for two years, in case another space comes up in the advisory group and we can invite you to fill that space.

You can tell us if you don’t want us to keep your information for this purpose.

# Next steps to joining the group

The people we choose to join the group will be invited to come to a practice online advisory group workshop. This is to meet the team and some current advisory group members and get a feel for what the meetings will be like.

After the practice advisory group workshop we will have a call with each new member to discuss how the meeting went and if there is anything we can do to support them in future group meetings.

We will contact the two people new members have given us to give references for you before you can start work with the group.

Thank you for your interest in joining the group!