

**Patient and Public
Participation Oversight
Group (PPP-OG)**

**Information Pack for Patient
& Public Participation Expert
Advisers**

Contents

Contents 2

A guide on how to apply to become a Patient & Public Participation Expert Adviser on the Patients and Public Participation Oversight Group (PPP-OG)..... 3

- 1. Introduction..... 3
- 2. How to apply..... 3
- 3. Importance of Patient & Public Participation Partners 3
- 4. Background: NHS England and Public Participation 4
- 5. Role of the Patient and Public Participation - Oversight Group 4
- 6. Role and responsibilities of the PPP Expert Advisers on the PPP-OG?..... 4
- 7. Person Specification..... 5
- 8. Details of the position 6
- 9. Training & Support..... 8
- 10. Diversity and equality of opportunity..... 8
- 11. Once we receive your application..... 8
- 12. Annex A - Terms of Reference - The PPP-OG 9

A guide on how to apply to become a Patient & Public Participation Expert Adviser on the Patients and Public Participation Oversight Group (PPP-OG)

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 PPP Expert Adviser.

NHS England are looking for applications from patients and their relatives, service users, carers, and the general public for two Lay Expert Adviser roles on our Patient and Public Participation Oversight Group.

The **closing date** for applications is **12 noon on 21 December 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

Accompanying documents that you need to complete and return include:

- Application Form
- Equality Opportunity Monitoring Form

You can either return these documents by email to england.nhs.participation@nhs.net or alternatively by post to PPP-OG Recruitment, Public Participation Team, NHS England, Room 7E46, Quarry House, Quarry Hill, Leeds, LS2 7UE.

To receive other formats of the Information Pack, or if you have difficulty accessing the on line application form, please contact england.nhs.participation@nhs.net or call 0113 825 0861.

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 Patient & Public Participation 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 organisation and 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: NHS England and Public Participation

Our ambition, in line with the NHS Constitution, is for patients and the public to be at the heart of everything we do. We believe that by listening to people who use and care about our services, we can understand their diverse health needs better and focus on what matters to them. By working in partnership with patients and the public, we will improve patient safety, patient experience and health outcomes, supporting people to live healthier lives.

The Patients & Public Participation team sits within NHS England's Patients & Information Directorate, and the Patients & Public Participation Oversight Group has been set up to oversee and support patient and public participation within the work and structures of NHS England.

5. Role of the Patient and Public Participation - Oversight Group

The NHS England Business Plan 2015-2016 ('Building the NHS of the Five Year Forward View') created ten priorities to drive through NHS England's strategic vision for the next year. Priority 10, 'Foundations for improvement,' is made up of four priorities, one of which (10d) is 'Supporting patient and public participation'. Oversight for delivery of all priorities is provided through individual Oversight Groups (OGs). The 'Supporting patient and public participation' business plan priority (10d) is the responsibility of the Patient and Public Participation Oversight Group (PPP-OG).

The PPP-OG strengthens and champions patient and public participation across the organisation, providing assurance, support and advice on the delivery of relevant programmes of work.

6. Role and responsibilities of the PPP Expert Advisers on the PPP-OG?

Expert Advisers on the Patient and Public Participation Oversight Group will be expected to bring important views, perspective and challenge into the development of Patient and Public Participation in the work of NHS England. This role is essential in championing a service user, patient and/or carer/family viewpoint, ensuring that their needs are met through the outcomes of the programme.

PPP members use their skills and personal experience as patients, carers or members the public to:

- Commit to working to, and encouraging within the group, the highest standards of integrity and governance

- To constructively challenge, influence and help the Group to develop strategies in respect of Patient and Public Participation
- to be assured that the performance and conduct of the group is following agreed processes
- Bring independent judgement and experience from a patient and citizen perspective and apply this to the benefit of the PPP-OG and its stakeholders
- Engage positively and collaboratively in discussion of agenda items and act as an ambassador for patient and public voice
- Comply with the Standards of Conduct, respecting the confidential nature of discussions when it is made clear by the Chair that this is a requirement.
- Prospective applicants should also be aware that many of the documents and programmes being reviewed may be complex and or confidential.

Responsibilities of the PPP Partners

- Prepare thoroughly for each oversight group meeting, reading and digesting papers in advance of the meeting.
- Participate in phone conferences and face-to-face meetings of the oversight group and debate issues using email, as well as joining internet conferences
- Raise areas of unresolved concern with the Chair of the panel
- Identify own support, training and development requirements, and seeking appropriate support from the oversight group members and secretariat.
- Undertake training as required to support delivery of the role

7. Person Specification

Skills and experience required for this role

- experience of working in a committee setting, and be prepared to contribute actively to the discussions and work of the panel.
- able to work within a defined process, applying agreed criteria consistently and equitably.
- able to commit the time required for the role as outlined below.
- able to travel to meetings.

Public Interest, accountability and knowledge

- strong commitment to maintaining a patient focus in the commissioning of health services
- high level of understanding and interest in patient & public participation, 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's patient & public participation programmes and activities
- 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
- able to display sound judgement and objectivity and understand the need for confidentiality.
- 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
- 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

8. Details of the position

Time commitment

- Meetings will take place approximately every six to eight weeks either face to face or via video conference (between Leeds and London).
- Meetings will normally last for 2 hours. Time will also be required for preparation and any actions required between meetings. This role is eligible for an involvement payment as outlined below.
- Meetings and training will generally be during working hours.

Remuneration

- the adviser roles will receive an involvement payment from NHS England. The rates for PPP Expert Advisers will be £150 per day/meeting inclusive of any preparation work, or £75 per half day. PPV partners can choose to decline payments or request a smaller payment if they so wish.
- 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 a member of the oversight group, in line with NHS England's PPV Expenses Policy. (NHS England has a central travel booking facility for rail travel and accommodation, and will pay for train travel and accommodation in advance so that PPP partners don't have to. The meeting organiser will explain how to request travel booking and will explore any accommodation needs). A copy of the policy and rates can be obtained from NHS England and is 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 Jonathan Leahy on 07860 180387 (or email england.nhs.participation@nhs.net) to discuss any support requirements that you might have.

Tenure of office

These roles will be for an initial period of one year.

Accountability

PPP-OG Expert Advisers are appointed by NHS England's SRO, and will be accountable to the SRO for carrying out their duties and for their performance.

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 a member of the PPP-OG, 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. Training & Support

All lay members of the PPP-OG must undergo mandatory induction training approved by NHS England in order to undertake the role. This will require 2-3 non-consecutive days per annum. This will cover NHS England's commissioning processes and structures. This training will be refreshed annually to ensure that all panel members maintain the appropriate skills and expertise to function effectively.

10. 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 an Equal Opportunity Monitoring form 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.

11. 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 member/s of the public participation team at NHS England and existing members of the Patient and Public Participation Oversight Group.
- Applications will be assessed against the skills and experience required, outlined in section 7 above. 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 indicate this.

- If you have any queries about the application process, or would like an informal discussion about the opportunity – please email Jonathan.leahy@nhs.net or call 0113 82 50663.

12. Annex A - Terms of Reference - The PPP-OG

The purpose of the PPP-OG is:

- To provide assurance to enable the sponsoring National Director for Patients and Information to oversee and report delivery confidence to the Corporate Executive.
- To support cross-directorate delivery of this corporate priority by providing support and advice.

The Responsibilities of the PPP-OG are to provide assurance in relation to NHS England's legal duties under section 13Q of the NHS Act 2006 (amended by the Health and Social Care Act 2012) - to make arrangements to involve the public in commissioning and to promote the involvement of patients in their own care

- To champion patient and public participation throughout the organisation
- To strengthen patient and public participation across the organisation,

Membership of the PPP Oversight Group is as follows:

The PPP-OG is chaired by the Director of Patients & Information, Tim Kelsey, and the membership of the group is made up lead NHS England Directors of: Finance; Commissioning; Operational Delivery; Transformation and Corporate Operations; Communications; along with several area specific Directors, such as Patient Safety; & Reducing Premature Mortality. The group also includes a number of regional medical directors, regional chief nurses, and regional directors of Commissioning Operations. (Other stakeholders will be engaged as necessary either as additional members of the Group or by other means).

The PPP - OG is supported by the Patients & Public Participation & Insight teams within NHS England.