

**NHS England's Mental Health
Independent Advisory and
Oversight Group
Information Pack for Patient
and Public Voice Expert
Adviser**

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A guide on how to apply to become a Patient and Public Voice Expert Adviser to the NHS England Mental Health Independent Advisory and Oversight Group

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 Patient and Public Voice Expert Adviser (PPV).

NHS England is looking for applications from people with lived experience of a mental health problem, their relatives, carers and the general public for two PPV adviser roles on our Mental Health Independent Advisory and Oversight Group.

The **closing date** for applications is **12 midnight on 27 April 2017**. Interviews (lasting 20 mins) will be held on 12 May.

NHS England will reimburse travel and other agreed expenses 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 online, by email to natalie.webb8@nhs.net or alternatively by post to:

Natalie Webb
Mental Health – Business Support Officer
NHS England
6th Floor, area 6B, Skipton House
80 London Road
London
SE1 6LH

To receive other formats of the Information Pack, or if you have difficulty accessing the online application form, please contact natalie.webb8@nhs.net or call 0113 8251329. If you would like to discuss the role before applying please contact Hilary Tovey, using the contact details above.

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 role.

3. Importance of Patient and Public Voice Expert Advisers

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 and support people to live healthier lives.

5. Role of the Mental Health Independent Advisory and Oversight Group

The group, chaired by Paul Farmer (Chief Executive of Mind), provides oversight of the delivery of our commitments in the mental health strategy document, the 'Five Year Forward View for Mental Health'. The group will work alongside NHSE's Five Year Forward View programme board and provide input into specific workstreams, to help us to deliver our ambitions for improving mental health services. This group also has a pivotal role in the development of the Clinical Commissioning Group (CCG) Improvement and Assessment Framework for mental health, through which CCGs will be able to benchmark their progress in improving the quality and availability of services for people with mental health needs. Other members of the panel include representatives from the voluntary sector, NHS Trusts, commissioners and professional bodies.

6. Role and responsibilities of the Patient and Public Voice Expert Advisers

- To sit on the panel and provide PPV perspective on the progress being made by the group against its objectives and to provide constructive challenge.
- To understand the commitments set out in the [Five Year Forward View for Mental Health](#) and the [Implementing the Five Year Forward View for Mental Health](#) documents.

7. Person Specification

Skills and experience required for this role

- Experience of sitting on panels/meetings, including public involvement in health and care issues; patient; carer or voluntary sector perspective
- Lived experience of a mental health problem preferable
- Ability to communicate well, both written and verbally; including the ability to read comprehensive reports
- The ability to communicate and relay your experiences about any organisations or networks relevant to health and care services that you have an interest in, or are a part of, including any work on improving mental health services

8. Details of the position

Time commitment

- Meetings will take place every quarter face to face in London (or by dialling in by phone, where necessary)
- Meetings will normally last for 3 hours, with 20-30 minute hour pre-meet and debrief by phone, either side of the meeting. Time will also be required each quarter for preparation and any actions required between meetings
- Additional review or consultation on specific issues relating to the work of the panel may be required between meetings either by phone or email but totalling not more than 2 hours a quarter
- Meetings will always be during working hours

Travel/expenses and payments

- 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 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 (where necessary) in advance, so that PPV members don't have to. The meeting organiser will explain how to request travel booking and will explore any accommodation needs with you. 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 email natalie.webb8@nhs.net to discuss any support requirements that you might have or call 0113 8251329.
- There will be an honorarium of £150 per day (for those people not representing or supported by an organisation) for an estimated time commitment of 6 days per year. This is in line with the NHS England Expenses Policy.
- If you have any queries or concerns about whether reimbursement of expenses and involvement payments for public involvement might affect any state benefits you are receiving, please contact the free and confidential service provided through Bedford Citizens Advice Bureau. Specially trained staff, with knowledge of how payment for involvement/expenses might affect state benefits will be able to give you personal advice e.g. supporting you should you need to make contact with the Department for Work and Pensions, or other benefits agencies about your involvement. You can contact the Benefits Advice Service by emailing involve@bedfordcab.org.uk with a brief summary of your query in the first instance, or, if you prefer, you can call 01234 330604.

Tenure of office

These roles will be for an initial period of 12 months.

Accountability

PPV advisers are appointed by the relevant NHS England Senior Responsible Officer (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 group, including any business interests and positions of authority outside of the role of the group.

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.

9. Support

PPV members will be able to contact NHS England for all questions and advice relating to the group. The policy contact is Hilary Tovey, who can be reached at 0113 8251329. Pre-meet and debrief sessions with NHSE leads will be held to help PPV members to understand the work and purpose of the group.

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 additional 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 an existing member/s of the group and a colleague from the NHS England Mental Health Team.
- 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 an interview or will be able to join a short 20 minute 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 natalie.webb8@nhs.net or call 0113 8251329.

12. Annex A - Terms of Reference

Independent Advisory and Oversight Group to the Mental Health Programme Board

Purpose

To provide independent, expert advice and scrutiny on implementation by the NHS England Programme Board of recommendations for the NHS set out in the Five Year Forward View for Mental Health.

The NHS England Mental Health Programme Board will report to the NHS England Executive Board and additionally to the NHS England Five Year Forward View Board. Cross-system partner arms-length bodies will be represented on the Mental Health Programme Board and their own governance will also report into the Five Year Forward View Board.

Remit and responsibilities of the Independent Advisory and Oversight Group

- Provide oversight and expert advice to the board on delivery of the mental health programme, following the publication of the Five Year Forward View for Mental Health.
- Monitor progress on delivery of mental health commitments and improvement in outcomes in line with the Five Year Forward View for MH.
- Identify risks and issues for implementation and monitoring and contribute to developing solutions to these, including highlighting new opportunities for delivery.
- Advise and support appropriate and consistent engagement of people with personal experience of mental health problems, their families and carers and wider stakeholders in the delivery, monitoring and governance of the strategy.
- Contribute to any specific NHS England led workstreams, as agreed with the NHS England Mental Health Programme Board. For example the development of the mental health element of the CCG IAF and NHS England's dashboard for mental health.
- Contribute to the planned review of the Five Year Forward View for Mental Health in 2018/19, including opportunities for investment informed by improved mental health data and information.

Members (named representatives to be agreed)

- Chair: Paul Farmer, Mind
- Mental Health Policy Group
- Faculty of Public Health
- NHS Confederation
- Royal College of Nursing
- Department of Health

In attendance

- NHS England support
- National Clinical Director MH

<ul style="list-style-type: none"> • British Psychological Society • Royal College of Psychiatrists • National Survivor User Network • Representatives of providers, commissioners and Patient and Public Voice Expert Advisers 	
<i>Principles of engagement</i>	<i>Frequency</i>
<ul style="list-style-type: none"> • Members will demonstrate and report on the wider engagement of their stakeholders / constituencies. • Remuneration at a standard rate will be provided to Patient and Public Voice Expert Advisers or carer members. Remuneration will also be provided for travel expenses, in line with NHS England policy. 	<ul style="list-style-type: none"> • The group will meet quarterly.
<i>Review</i>	
<p>The terms of reference will be reviewed annually.</p>	