

**The Workforce 2020
Advisory Board
Application Information Pack
for Patient and Public Voice
(PPV) Partners**



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A guide on how to apply to become a PPV partner on the Workforce 2020 Advisory Board

1. Introduction

This information pack will help you decide whether to apply, please read it in full 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.

NHS England is looking for applications from patients and their relatives, service users, carers, and the general public for two PPV partner roles on NHS England's Workforce 2020 Advisory Board

The closing date for applications is **7 July 2016**. Interviews will be held on **28 July 2016**.

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](#).'

Involvement payments require to be declared to HMRC and the Job Centre and may affect receipt of state benefits/insurance policy payments. If this will affect you please seek advice before applying.

Please note that correspondence will be primarily via email, unless otherwise requested. If you do not have access to email and would like to be contacted via phone call or post, please state this on your application form.

2. How to apply

Accompanying documents that you need to complete and return include:

- Application Form
- Equality Opportunity Monitoring Form

Please return these documents through the online application system or by email to laurie-anne.palmer@nhs.net. If you cannot apply via email please post to Laurie-Anne Palmer, PMO Programme Officer (Primary Care Workforce and Infrastructure Team), Medical Directorate, NHS England, 4E46 Quarry House, Quarry Hill, Leeds, LS2 7UE. Please mark as 'Application Urgent'.

To receive other formats of this Application Pack (e.g. easy read version) please contact laurie-anne.palmer@nhs.net

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

3. 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.

This information will be treated confidentially.

4. Once we receive your application

The steps will be as follows:

- i) 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.
- ii) Applications will be shortlisted by a panel, including members drawn from the following groups:
 - Workforce 2020 Programme Board; and/or
 - Workforce 2020 Delivery Group.

The process will be supported by the Public Participation Team.

- iii) 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.
- iv) Applicants will be asked to attend an informal discussion to assess their suitability and interest in the position.
- v) Please note that two references (character references/references associated with previous Board/Committee experience) will be taken up for successful applicants before involvement can commence.
- vi) All applications will receive a notification of whether they are successful or unsuccessful. 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 Saleha Shah, Project Co-ordinator on salehashah@nhs.net or tel:.0113 82 48754.

5. Background, context and aims of the programme

We need a strong general practice workforce to achieve the vision for primary care set out in the NHS Five Year Forward View, which set out a specific commitment to tackle workforce issues.

The General Practice Forward View, published in April 2016, sets out a plan, backed by a multi-billion pound investment, to get general practice back on its feet, improve patient care and access, and invest in new ways of providing primary care.

It has been developed with Health Education England and in discussion with the Royal College of GPs, the British Medical Association and other GP representatives.

It commits to an extra £2.4 billion a year to support general practice services by 2020/21.

This investment will be supplemented by a five-year national sustainability and transformation package to support GP practices, and includes additional funds from local clinical commissioning groups (CCGs).

There are four specific, practical and funded steps to:

- Strengthen the workforce;
- Drive efficiencies in workload;
- Modernise infrastructure and technology; and
- Redesign the way that modern primary care is offered to patients.

NHS England, and a number of its key partners, are working together on the Workforce 2020 Programme which consists of a range of initiatives designed to expand and strengthen the general practice workforce.

The Workforce 2020 Programme aims to deliver:

- an extra 5,000 doctors working in general practice by 2020; and
- a minimum of 5,000 other staff working in general practice by 2020/21.

Role of the group/committee

The Workforce 2020 Advisory Board is part of the governance arrangements for the Workforce 2020 Programme. The Advisory Board will be jointly chaired by the NHS England Director of NHS Commissioning and the Health Education England Regional Director and Dean of Education and Quality (Midlands and East). The Advisory Board will report to the Workforce 2020 Programme Board.

The purpose of the Workforce 2020 Advisory Board is to:

- Provide strategic advice and challenge to NHS England and Health Education England in relation to its goal of 5,000 more doctors and 5,000 more clinical and support staff in general practice.

- Provide advice to identify solutions to the challenges faced by the programme.
- Comment on and test proposals from task and finish groups.
- Assist with external engagement through professional bodies.

6. 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.

7. What is the role of PPV partners on the group?

PPV partners will bring important views, perspective and challenge to the Workforce 2020 Advisory Board. This role is essential in championing a service user, patient and/or carer/family viewpoint, ensuring that the needs of them are met through the outcomes of the programme.

The role of the PPV partner is to:

- Champion the diversity of PPV views, and not just to represent their own experience.
- Provide some critical friend challenge into the group.
- Champion and advocate for increasing patient and public awareness of the programme's outcomes and achievements.
- Review programme plans and other associated documentation.
- 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.

8. Skills and experience required for this role

- Experience and confidence of speaking in large groups.
- Genuine commitment to patients and to developing excellent primary care services.
- An understanding of primary care.
- An understanding of how national strategy is developed.
- Experience of interacting with multiple stakeholders at senior management level.
- Ability to understand and evaluate a range of information and evidence.
- Previous experience of representing PPV in committees/forums.

- Experience of working in partnership with healthcare organisations or programmes.
- Ability to display sound judgement and objectivity.
- Have an awareness of, and commitment to, equality and diversity.
- Understand the need for confidentiality.

9. Time commitment

- Membership of the group/committee is initially for 24 months, at which point membership will be reviewed.
- You will be required to attend meetings approximately four times per year and may be asked for advice in between those meetings.
- Meetings will normally last for two hours.
- Meetings will be convened in London and it is expected that the representative will attend.

Remuneration

- The adviser roles will receive an involvement payment from NHS England. The rates for PPV partners 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 Advisory Board, 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 PPV 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 laurie-anne.palmer@nhs.net to discuss any support requirements that you might have.

10. Support for PPV partners

- An induction session will take place, at which point a named link will be provided to support PPV partners with information they may require.
- Meeting documents, and if necessary, pre-meeting briefings will be provided.

11. Other information relevant to the role:

a. Conflict of Interests

PPV partners should particularly note the requirement to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a member of the Advisory Board, including any business interests and positions of authority outside of the role on the Advisory Board. When appointed, PPV partners will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

b. Standards in public life

PPV partners 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.