**Patient Representatives on Direct Commissioning committees**

**Role Description and Application Form for South West Audit and Risk Committee**

**Closing date for applications: 6 December 2019**

We are looking for creative, perceptive people with a passion for health and wellbeing to be our new patient and public voice representatives on four direct commissioning committees;

* **South West Audit and Risk Committee**
* South West Finance and Performance Committee
* South West Primary and Community Care Regional Delivery Group
* South West Quality and Clinical Strategy Committee

We (NHS England and NHS Improvement, South West) are offering opportunities to eight people, two representatives for each committee, who want to make a difference and help ensure our commissioning decisions and plans are informed by those who use and care about our services so they are of the highest quality and safety.

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| **Role** | **Two Patient and Public Voice Partners on South West Audit and Risk committee** |
| **Duration** | 1 year in the first instance, renewable to a maximum of 3 years |
| **Working relationships** | Members of the South West Audit and Risk committee/NHS England and Improvement staff |
| **Regularity of meetings** | Meetings will be held on a quarterly basis in Taunton |
| **Expenses** | Travel expenses and other appropriate out-of-pocket expenses are reimbursed. An honorarium of £150 per day will be paid (for those people not representing or supported by an organisation) for an estimated time commitment of 4 days per year |

**Introduction**

Please read this application information pack before completing the application form. It contains information about the application process to help you determine whether you have the time and skills to become a PPV representative on the South West Audit and Risk Committee.

Please note there are separate application documents for each committee to allow candidates to choose which committee their skills and experience are best suited to. The closing date for applications is midnight on Friday 6 December 2019. Where we receive more applications than available roles there will be a selection process. We will contact candidates to advise on the selection process within two weeks of the closing date for applications.

These roles and recruitment process are in line with NHS England and NHS Improvement’s [PPV Partners Policy](https://www.england.nhs.uk/publication/patient-and-public-voice-partners-policy/). NHS England and NHS Improvement will reimburse travel and other agreed expenses as described in the [PPV Partners Expenses and Involvement Payments Policy](https://www.england.nhs.uk/publication/working-with-our-patient-and-public-voice-partners-reimbursing-expenses-and-paying-involvement-payments/).

Please note that correspondence will be primarily by email, unless requested in other formats.

**Direct Commissioning South West**

The Long Term Plan set describes a future which breaks down traditional boundaries between GPs and hospitals, between health and social care, between physical and mental health and between prevention and treatment and empowers people to manage their health and wellbeing. Patients will benefit through clearer, more integrated pathways which adapt to meet individual needs. They will experience a more responsive service, so they receive the right level of care in the right place at the right time, with the greatest chance of the best outcome.

To support this vision, the South West Audit and Risk Committee, South West Finance and Performance Committee, South West Primary and Community Care Regional Delivery Group and South West Quality and Clinical Strategy committee have been established as part of the Direct Commissioning Directorate of NHS England and Improvement in the South West. The directorate, supported by these committees, aim to work more collaboratively with our seven systems in the regions and support the integration of services.

**Of the four South West Direct Commissioning committees, this application relates to the South West Audit and Risk Committee:**

The role of the Audit and Risk committee is to provide the South West Direct Commissioning regional executive with the assurance that adequate processes of corporate governance, risk management and internal control are in place and working effectively across Direct Commissioning.

The committee will;

* Oversee and advise the Direct Commissioning Leadership Team on current risk exposures, including review of risk registers and the effectiveness of risk management systems.
* Refer to the quality committee and/or clinical delivery group any clinical or quality risks that require further scrutiny by its membership.
* Review the effectiveness and timeliness of actions to mitigate critical risks including receiving exception reports on overdue actions.
* Agree a programme of internal assurance and review the proposed internal audit plan, make recommendations and ensure actions are followed up.
* Review the adequacy and effectiveness of the system of management of performance and finance across the directorate and the assurance framework and underlying integrated assurance processes that indicate the degree of the management of principle risks.

The roles on the South West Audit and Risk Committee will bring an opportunity to contribute to the commissioning process and offer fresh views from the perspective of a member of the public with experience of representing the views of patients, rather than formally representing a group of patients or public. No formal qualifications are required, rather a commitment to support the development of the NHS in the South West, an objective approach, a genuine interest in participation and an ability to constructively engage and share your views with senior level professionals.

**What we can provide to the successful applicants**

* Opportunities to help NHS England and NHS Improvement ensure the services that it commissions on behalf of people in the South West are safe, high quality services
* Opportunities to influence the NHS at a strategic level across the South West
* Opportunities to be part of and influence how the NHS commissions, specialised, primary and public healthcare in both the community and in secure prison settings across the South West region.

**What skills and attributes are required?**

* Experience of engagement and participation within Health, Social Care, voluntary, community sectors or a social enterprise
* Experience of using your views and experience, on behalf of patients and public, to influence change
* Ability to present an independent, lay perspective at a senior level and offer constructive challenge
* Ability to understand and evaluate a range of information and evidence
* Ability to operate effectively in a group environment
* Good time management skills
* Awareness of and commitment to equality and diversity
* Understanding of the need for confidentiality
* A broad understanding of the NHS and its structure, roles and responsibilities of commissioning organisations. Or the ability to quickly get up to speed
* Effective networking skills including online methods. Our usual way of working is to share information between meetings on email with supporting documents, unless requested to consider other ways of sharing information.

**Confidentiality**

You will be asked to sign a confidentiality agreement and must not communicate any confidential information you learn as a result of being a member of this process. If you are unclear about whether or not information that you have access to is confidential, please seek clarification from your NHS England and NHS Improvement dedicated support person.

**Requirements of the successful applicant**

* The time commitment for the role will vary. It is expected that there will be a 2 hour meeting per quarter. Therefore, you can expect to be required for one day per quarter to include preparation, travel and follow up time; or two days if you are attending more than one committee meeting per quarter.
* Travel to the meetings (travel and support worker/carer expenses will be reimbursed in addition to your time)
* There will be some online training to complete prior to starting the role as part of an induction process. There will also be an induction meeting to help identify any further training needs to assist the successful candidate in fulfilling their role. Any additional training sessions will be subject to the expenses and honorarium detailed in this document.
* Attend any pre-meetings prior to the commencement of the committee meeting.
* Confidentiality agreement signed (with consent to be photographed and details included among information on Direct Commissioning committees and their members on the NHS England and NHS Improvement South West webpages.)

**Payment**

Your travel expenses to meetings and training will be reimbursed as explained in the NHS England and NHS Improvement policy. We will endeavour to arrange, book and pay for travel to meetings and training sessions.

NHS England and NHS Improvement has an [expenses policy](https://www.england.nhs.uk/publication/working-with-our-patient-and-public-voice-partners-reimbursing-expenses-and-paying-involvement-payments/) for payment of independent representative’s time and other reimbursements such as carer expenses.

We will seek to reimburse your time based on this policy and in agreement with you as we don’t want to adversely affect payment of benefits.

In general, PPV Partners who are claiming out of pocket expenses only, can do so without an adverse impact on their benefit entitlements. However, people who receive anything that might be deemed to be earnings or income by Her Majesty’s Revenue and Customs service (HMRC) or the Department for Work and Pensions (DWP) – including an involvement payment – may put their benefit entitlement in jeopardy.

NHS England has arranged for a helpline to be made available to PPV Partners who have queries about the potential implications of involvement in NHS England and NHS Improvement’s work. Citizens Advice Bedford provides a confidential telephone helpline service to help answer queries and resolve any benefit concerns that arise from being offered (and accepting) involvement payments and having expenses reimbursed when participating in involvement activities. The service can be contacted by email contractsadmin@bedfordcab.org.uk or by calling 01234 330604.

**Further, more detailed information on the format of the committee meetings and expectations are outlined below:**

* Action notes will be taken during meetings and circulated to attendees on email
* An action log will be maintained and shared on email
* An agenda for meetings will be circulated no later than five working days before the next meeting by email with supporting papers for the meeting.
* A schedule of meetings for the calendar year will be established to enable attendees to make arrangements to attend.

**What you can expect from NHS England and NHS Improvement, South West**

* Training and support for the role.
* An opportunity to undergo patient and public voice training, if you have not already done so. There is an ongoing programme of training run by NHS England and NHS Improvement and a series of online learning courses.
* Access to a ‘virtual’ network of other representatives carrying out the patient leader/Independent Representative roles across NHS England and NHS Improvement South West.
* A mechanism for you to raise any concerns and request assistance/support regarding your role.
* NHS England and NHS Improvement will provide background documents, information; expenses claim forms and relevant policies.
* Opportunities to feedback to NHS England and NHS Improvement on the value, effectiveness and areas for improvement in the role.
* Reasonable notice of meetings times, dates and locations and documentation.
* Your role to be supported valued and respected by all involved.

**Please complete the application form on the next page**

**Application Form: Patient Representative application for South West Audit and Risk Committee**

If you would like to apply for this exciting opportunity, please complete all sections of the following application form by: 6 December 2019 and return to Lou Farbus at lfarbus@nhs.net or england.swdirectcommissioning@nhs.net

**Diversity and equality of opportunity**

NHS England and NHS Improvement 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.

Please let us know if you have support needs so that we can understand how we can support you to participate fully.

**Once we receive your application**

The steps will be as follows:

1. We will acknowledge receipt of your application form via **email.** If you do not receive an acknowledgement within **one week**, please get in touch.
2. If relevant, applications will be shortlisted by a panel, including members of the Direct Commissioning South West Leadership team.
3. Applications will be assessed against the skills and experience required. Selection will be made on the basis of the content of the application form.
4. Depending on the number of applicants, interviews may be held. Any interviews will take place via teleconference initially and face to face subsequently. Details of the interviews will be shared with shortlisted candidates.
5. Please note that two references will be taken up for successful applicants before involvement can commence.
6. 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, please [sign up to NHS England and NHS Improvement’s In Touch newsletter](https://www.england.nhs.uk/email-bulletins/in-touch-bulletin/), which includes details of current opportunities.

If you have any queries about the application process, or would like an informal discussion about the opportunity – please contact Lou Farbus at lfarbus@nhs.net, Annie Tysom on 07710152465 or england.swdirectcommissioning@nhs.net

Please complete and return this application form, along with the **Equal Opportunities Monitoring Form** to: lfarbus@nhs.net or england.swdirectcommissioning@nhs.net

**About you**

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| **Full name:**  |
| **Title (for example Dr, Mr, Mrs, Ms, Miss):** |
| **Preferred name:** |
| **Are you aged 18 or over?** Yes / No (please delete as applicable) |
| **Address:** |
| **Postcode:**  |
| **Daytime contact telephone number:** |
| **Mobile telephone number:**  |
| **Email address:**  |
| **Please select the option that best applies to you. I am a:** [ ]  Patient or health service user (current or previously) [ ]  Carer of a patient currently / previously using health services [ ]  Other (please state) |
| **Do you have any additional needs or need particular support from NHS England and NHS Improvement to enable you to participate?**Yes / No (delete as applicable). If yes please explain.**Are you able to use telephone, email and the internet to communicate and take part in meetings?** We want to make our meetings as inclusive as possible so please let us know if you have any training or support needs.Yes / No (delete as applicable). Comments:  |
| **How did you find out about this role?** [ ]  In Touch newsletter[ ]  NHS England and NHS Improvement website[ ]  Social media[ ]  Word of mouth[ ]  Other NHS England and NHS Improvement newsletter[ ]  Other, please explain:  |
| **Are you able to commit to the time commitment outlined in the application pack?**Yes / No (delete as applicable). Comments:  |
| **Do you hold any other PPV Partner roles?** Please note that NHS England and NHS Improvement PPV Partners can hold a maximum of three roles that attract an involvement payment at any one time, and a maximum of five roles that do not attract a payment. Yes / No (delete as applicable). If yes, please provide details:  |

**Skills and Experience**

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| **Please summarise any partnership working arrangements or recent roles you have filled with your local Clinical Commissioning Group or Hospital Trust?** |  |
| **What do you understand about the role of NHS England and NHS Improvement?**  |  |
| **How do your skills match those outlined in the role description?**  |  |
| **Please describe any other experience you have working within the health and social care sectors that you have not already listed?** |  |
| **Is there anything else that you feel you can bring to this role?**  |  |
| **Please confirm the committee you wish to be considered for?** | **South West Audit and Risk Committee** |

**References**Please provide us with two references. Your referee should be someone who can **comment on your suitability and experience/skills related to the role OR be someone who knows you and can comment on your interest in this area of work>**

Please include the name, job title, address, telephone number and email address of both of your referees.

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| **Reference 1** |  |
| **Reference 2**  |  |

**Glossary**Explanation of some terms that you may find helpful

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| **Term** | **explanation** |
| **Assurance** | Review of plans to assess whether they fulfil a set of criteria and reach a desired standard |
| **South West Audit and Risk Committee** | The purpose of this committee is to provide the South West Direct Commissioning regional executive with the assurance that adequate processes of corporate governance, risk management and internal control are in place and working effectively across Direct Commissioning. |
| **South West Finance and Performance Committee** | The purpose of this committee is;* To undertake a thorough and objective review of the finance and activity performance of the Direct Commissioning directorate
* To oversee the activities of the Business Intelligence (BI) function in the directorate.
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| **South West Primary and Community Care Regional Delivery Group** | The purpose of this committee is;To oversee the effective transformation of primary care and community services including programme oversight, sharing good practice among Sustainability and Transformation Partnerships (STPs) and Integrated Care Systems and agree region-wide approaches where appropriate. |
| **South West Quality and Clinical Strategy committee** | The purpose of this committee is;The role of the Quality and Clinical Strategy Committee focuses on the quality and safety of healthcare for patients and assuring the quality of care of specialised services across the South West region. This includes assuring the quality governance systems and processes of the providers of specialised services and reporting to the Audit and Risk committee anything of concern. This group will also give assurance to the South West Specialised Commissioning Operational Group on quality and performance of providers. It will also oversee the delivery of the service user involvement and patient experience annual plan. |
| **Commissioning** | Commissioners plan and buy health services for local communities.  |
| **Clinical Commissioning Groups (CCGs) commission** | * Planned hospital care
* Urgent and emergency care
* Rehabilitation care
* Community health services
* Mental health and learning disability services
* General practice services (delegated commissioning responsibility from NHS England and NHS Improvement
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| **NHS England and NHS Improvement directly commission some services** | * Primary Care (Dental, Pharmacy and Optometry services). NHS England and NHS Improvement have delegated commissioning of general practice services to all South West clinical commissioning groups
* Specialised Commissioning, 130 services to care for people with relatively rare conditions that need treatment e.g. rare forms of cancer; renal disease; neuro surgery
* Health and Justice - health care for children, young people and adults across secure and detained settings, which include prisons, secure facilities for children and young people, police and court Liaison and Diversion services and immigration removal centres.
* Armed Forces health care - NHS England and NHS Improvement commissions health services or facilities for members of the armed forces or their families. This duty is carried out by NHS England and NHS Improvement’s National team.
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| **Governance** | This is a framework of rules and practices by which the board of directors assure accountability, fairness and transparency for all stakeholders including managers, suppliers, the government and the public.  |

**Thank you for your application.**