



Department  
of Health



## **Patient and Public Voice Representatives of the Quality and Clinical Risk Committee**

### **Information pack for applicants**

**Closing date: Midday on 13 February 2014**

**Reference no: EC13-47**

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# **PATIENT AND PUBLIC VOICE REPRESENTATIVES OF THE QUALITY AND CLINICAL RISK COMMITTEE (EC13-47)**

## **Making an application**

Thank you for your interest in the appointment of Patient and Public Voice Representatives (PPVR) to the Quality and Clinical Risk (QCR Committee). This is a formal Committee of NHS England's Board, and the Department of Health Appointments team is managing the application process on behalf of NHS England.

The attached Annexes provide details on the role of the PPVR and the person specification, the role and responsibilities of QCR Committee and the selection process.

To make an application please send a CV, supporting letter and completed Monitoring form (attached) to the address below:

[appointments.team@dh.gsi.gov.uk](mailto:appointments.team@dh.gsi.gov.uk) quoting the reference in the subject field, or post to: Clare Wilkinson, Department of Health, Room 1N14, Quarry House, Quarry Hill, Leeds, LS2 7UE before midday on 13 February 2014.

In making an application please note the following:

## **Supporting letter**

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your letter.

Please limit your letter to two pages, and type or write clearly in black ink.

## **Declaration of interests and ensuring public confidence**

If you have any business or personal interests that might be relevant to the work of QCR Committee and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. Should you be successful in your application, if there is anything in your professional history, that if brought into the public domain, may cause embarrassment or disrepute to the organisation, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment being terminated – refer to the "Eligibility Criteria" section in Annex A.

## **CV**

Please ensure your CV includes:

- your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address
- similar contact details for two referees who will support your application. One referee should be the person to whom you are/were accountable in your current/most recent appointment or position of employment. Please indicate the nature of the relationship you have with each of your referees
- brief details of your current or most recent post and the dates you occupied these roles. Please identify any past or present Ministerial appointments

### **Monitoring form**

Please complete the monitoring form. Diversity monitoring information will not be seen by the panel assessing your application.

All applications will be acknowledged by email after the closing date.

### **Indicative timetable**

Advert:	w/c 6 January 2014
Closing date:	Midday on 13 February
Shortlisting complete:	by end of February
Interviews held:	by Mid-March

**Location:** London

### **Contacts:**

For further information regarding the selection process, please contact:

Clare Wilkinson  
 Appointments Team  
 Tel: 0113 254 6267  
 Email: [Clare.Wilkinson@dh.gsi.gov.uk](mailto:Clare.Wilkinson@dh.gsi.gov.uk)

For further information regarding the role of the QCR Committee and the role of PPV Representative please contact: Elizabeth Modgill

Tel: 07876 851828  
 Email: [Elizabeth.Modgill@nhs.net](mailto:Elizabeth.Modgill@nhs.net)

Please quote reference EC13-47 on all correspondence.

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

## **Appointment of Patient and Public Voice Representatives of the Quality and Clinical Risk Committee**

The Quality and Clinical Risk Committee is seeking up to three Patient and Public Voice (PPV) Representatives to work alongside other Committee members, sharing responsibility for assuring NHS England's Board that there are systems and processes in place to drive continuous quality improvement, and to effectively identify and mitigate any quality or clinical risks.

### **Role and responsibilities of Patient and Public Voice Representatives**

PPV members are expected to demonstrate the highest standards of integrity and commitment, and to use their skills and personal experience as patients, carers or members of the public to:

- represent patients and the public, ensuring that the patient and public voice is heard and informs QCR Committee's work
- to bring important views, perspective and challenge into the group, championing a service user, patient and carer/family viewpoint
- provide independent judgement and experience from a patient and citizen perspective and apply this to the benefit of the QCR Committee
- constructively challenge, influence and help QCR Committee to scrutinise topics from a quality and clinical risk perspective, and provide advice on issues related to driving continuous quality improvement in services and on identifying and effectively managing quality and clinical risks
- engage positively and collaboratively in discussion of agenda items and act as an ambassador for patient and public voice, working alongside other Committee members as equals
- be assured that the performance and conduct of the group is meeting agreed goals and objectives, including the preparation of public reports as required
- link with other PPV colleagues within NHS England, including the Patient and Public Engagement (PPE) steering/assurance group.

### **Qualities required for the role of Patient and Public Voice Representatives**

#### **Experience Required**

Patient and public members of the QCR Committee may be:

- current or past patients/service users of the NHS, or carers of users of those services
- members of the public with an interest and/or relevant experience or

- staff/volunteers of patient groups and charities supporting patients, service users and carers of the relevant directly commissioned services

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

### Person Specification

Attributes	Essential criteria	Desirable criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Part of the patient or carer constituency of NHS England.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A record of achieving positive strategic change.</li> <li>• Corporate experience at a senior level.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in contributing to executive / Board level meetings.</li> <li>• Experience of working at a high level in a health or care organisation.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of public service values and accountability.</li> <li>• An understanding of the structures of the NHS and the wider environment in which it operates.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of either specialised services, military health care, or offender health and the justice system.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as an effective member of a formal committee.</li> <li>• Good communication skills.</li> <li>• The ability to understand and absorb complex data and information and reach informed judgement.</li> <li>• A good understanding of risk management.</li> <li>• A good understanding of finance, budgeting and control.</li> <li>• The ability to maintain confidentiality.</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Commitment to the values and principles set out in the NHS Constitution.</li> <li>• Commitment to bringing a patient and citizen perspective.</li> <li>• Commitment to linking with NHS England's wider networks for patient and public voice members</li> <li>• Knowledge of public service values and their relevance to NHS England.</li> <li>• Commitment to ensuring that the equality and diversity agenda has a high priority.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Commitment to uphold the standards of conduct set out in the Committee on Standards in Public Life's Seven Principles of Public Life (appended).</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• High level of organisation, self motivation and drive for performance.</li> <li>• Ability to challenge constructively.</li> <li>• Ability to inspire colleagues.</li> <li>• Ability to work effectively, constructively and collaboratively with senior multi-stakeholder colleagues.</li> <li>• Personal integrity and commitment to openness, inclusiveness and high standards.</li> <li>• Self-awareness – understands own emotions, strengths and limitations.</li> <li>• Independence of mind.</li> </ul>	

### **Remuneration**

- honorarium of £150 per day will be paid
- remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid. Remuneration is not pensionable
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a PPV Representative of the QCR Committee, in line with travel and subsistence policy and rates set by set centrally within NHS England. A copy of the policy and rates can be obtained from QCR Committee

### **Time commitment**

It is estimated that as a minimum the role requires 9 days per year; one day allocated to QCR Committee meetings (held every 2 months), and half a day allocated to preparation and reading ahead of Committee meetings.

### **Tenure of office**

The successful candidate will be appointed for 18 months initially. Extension beyond this the initial period may be considered if circumstances require additional continuity. Appointments would not normally be extended automatically but incumbents would be eligible to apply if PPV positions were re-advertised.

## **Accountability**

PPV Representatives are appointed by the NHS England's Senior Responsible Officer and will be accountable to the Chair for carrying out their duties and for their performance.

## **Eligibility criteria**

If you have a query about your eligibility in relation to other positions held, please contact us via the email provided at the front of this pack.

Current NHS employees/contractors are not eligible for consideration. This includes honorary or unpaid medical or dental posts, practising healthcare professionals within the wider NHS including practising GPs, general dental practitioners and their employees.

You may not serve on this Group if, at the same time, you are:

- a chair or Non-Executive of an NHS Trust – including NHS foundation trusts, the Independent Regulator of NHS Trusts, and some Special Health Authorities (exceptions include the NHS Litigation Authority, the National Institute for Health and Clinical Excellence (NICE), and NHS Blood and Transplant)
- employed by the NHS - including honorary or unpaid medical or dental posts. There are one or two exceptions in prescribed circumstances
- a practising healthcare professional - including practising GPs, general dental practitioners and their employees and people who have been removed from or suspended from a list of Part II practitioners, in some circumstances
- a serving Member of Parliament (MP) - including Members of the European Parliament (MEPs) and candidates for election as MP or MEP

Other circumstances:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years
- people who are the subject of a bankruptcy restriction order or interim order;
- anyone who has been dismissed (except by redundancy) by any NHS body;
- in certain circumstances, those who have had an earlier term of appointment terminated
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986
- anyone who has been removed from trusteeship of a charity
- in most circumstances, Civil Servants within the Department of Health, or members/employees of the Care Quality Commission.



## **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 the PPV Representative of QCR Committee, including any business interests and positions of authority outside of the role in QCR Committee.

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 a commitment to and an understanding of the value and importance of the seven principles of public life. All successful candidates will be asked to subscribe to the Code of Practice for Scientific Advisory Committees (CoPSAC); you can access this document at:

<http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

## **Diversity and equality of opportunity**

The Department of Health and NHS England values and promotes diversity and is committed to equality of opportunity for all.

## Quality and Clinical Risk Committee Patient and Public Voice Representatives role and responsibilities

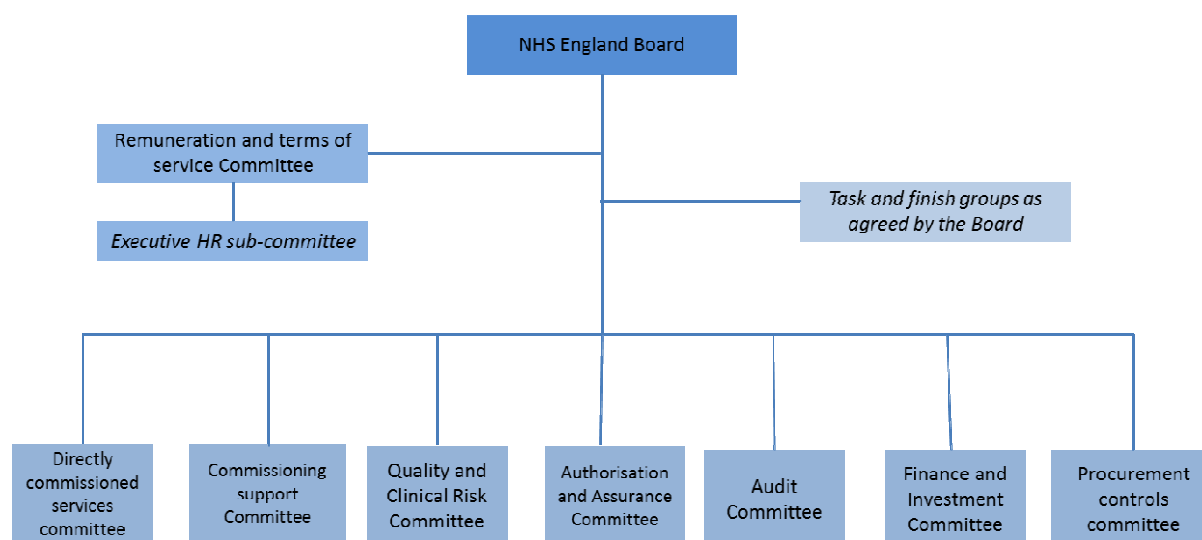
The role of the QCR Committee is to provide assurance to the NHS England Board that, in the context of NHS England’s objectives and responsibilities, there are systems and processes in place to enable it to:

- Fulfil its statutory duty to act with a view to securing continuous improvement in the quality of services provided to individuals; and to
- Identify and effectively manage any quality or clinical risks associated with performing statutory and non-statutory duties.

The Committee has an important audit function, and through performing this it is anticipated that it will be able to add value to the development of policies and strategies through the expertise of members and their discussions, taking on a more developmental role.

### The QCR Committee within NHS England’s Governance Structures

The QCR committee is one of seven committees reporting to NHS England’s Board. The role of the Committee within NHS England is depicted below:



*For clarity, this slide does not show sub-Committees*

The Committee reports directly to NHS England’s Board. The Committee meets every two months (six times per year), and the Chair provides an update to the Board in the form of a written report, which can be presented by the Chair at a public Board

meeting. The draft minutes of each Committee meeting will be included in the papers for the private Board meeting that follows the relevant Committee meeting.

The QCR Committee will be open to public scrutiny and will be publicly accountable. This will be achieved by publishing meeting minutes on the NHS England website, and by having an independent patient and public voice included in the membership.

## Membership

The QCR Committee is chaired by Professor Sir Cyril Chantler. The membership is comprised of officials from NHS England, Non-Executive Directors and a number of experts from the health sector:

Bruce Keogh	National Medical Director, NHS England
Jane Cummings	Chief Nursing Officer, NHS England
Sam Higginson	Director of Strategic Finance, NHS England
Mike Bewick	Deputy Medical Director, NHS England
Liz Redfern	Deputy Chief Nursing Officer, NHS England
Paul Watson	Regional Director, Midlands and East, NHS England
Juliet Beal	Director of Nursing: Quality Improvement and Care, NHS England
Brigid Stacey	Director of Nursing and Quality at Shropshire and Staffordshire Local Area Team, NHS England
Ciaran Devane	NHS England Non-Executive Director
Victor Adebawale	NHS England Non-Executive Director
Peter Melton	CCG Lead /Commissioning Assembly President
Paul Hesselbee	CCG Lead /Commissioning Assembly Quality Working Group Co-chair
David Haslam	Chair, NICE
Terence Stephenson	Chair, Academy of Medical Royal Colleges
James Mountford	Director of Clinical Quality, UCL Partners
Nick Black	Professor of Health Services Research, London School of Hygiene & Tropical Medicine
Neeta Mehta	Patient and Public Voice representative (interim)
Linn Phipps	Patient and Public Voice representative (interim)

### **The selection process**

The Department of Health Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- the panel will assess candidate's CVs and supporting letters to determine who they believe best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria
- the selection panel will include an NHS England representative, the Chair of the Committee and an Independent Panel Member.
- your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel
- the panel will select for interview only the strongest applicants who they feel have demonstrated that they best meet the criteria set out in the person specification. If there is a strong field of candidates the panel may also look at who in addition meets any desirable criteria for the role in order to differentiate between those who would otherwise be of similar merit.
- if you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel
- the Appointments Team will write to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location
- if invited to interview, the panel will question you about your skills and experience and ask specific questions to assess whether you meet the criteria set out for the post
- candidates who the panel believe are 'appointable' will be recommended to the NHS England Senior Responsible Officer who will make the final decision. The NHS England Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates and in the presence of the panel chair or their nominated representative. The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.
- if you are successful, you will receive a letter from the NHS England Senior Responsible Officer appointing you as a PPV Representative of the QCR Committee, which will confirm the terms on which the appointment is offered

- if you are unsuccessful at interview, you will be notified by the DH Appointments Team. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish.
- for further information on how we will manage the personal information that you have provided to us through your application, see Annex D

### **Queries**

For queries about your application, please contact Clare Wilkinson on 0113 254 6267.

### **If you are not completely satisfied**

DH will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Permjeet Butler in the Department of Health by emailing [permjeet.butler@dh.gsi.gov.uk](mailto:permjeet.butler@dh.gsi.gov.uk)

**How we will manage your personal information**

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DH or NHS England any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised

We ask that you:

- provide us with accurate information
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity monitoring information you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application at any stage.