

**Public / patient members of
Clinical Priorities Advisory
Group (CPAG)
Specialised Commissioning
Application Information Pack**



Role	Public/patient members of the Clinical Priorities Advisory Group (CPAG) (four members)
Duration	1 year in the first instance, renewable to a maximum of 3 years
Working relationships	Members of CPAG; staff from NHS England Specialised Commissioning Directorate, the Patient and Public Voice Assurance group
Expenses	Travel expenses and other appropriate out-of-pocket expenses are reimbursed. An honorarium of £75 per half day or £150 per full day will be paid (for those people not representing or supported by an organisation) for an estimated time commitment of 30 days per year. ‘Covering out of pocket expenses for PPV Partners’ policy

Recruitment information

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 undertake the role.

How to apply

The **closing date** for applications is **Midday on 3rd August 2016**

Applications are via an online application form if you are invited to interview a CV will be requested. All parts of the online application form can be viewed before submission. For further information or if you require a hard copy application please contact england.voice-crg@nhs.net

Please note that correspondence will be primarily via email, unless otherwise requested.

Interview date – Thursday 11 August 2016

Application scoring process

Applications will be assessed by a panel of at least three reviewers and candidates will be shortlisted based on the application form scoring against the skills and experience outlined. It is crucial therefore that you provide as much evidence as possible that is relevant to each question.

Shortlisted candidates will be invited to an interview which will be held in London.

Please note that two references will be taken up for successful applicants before involvement can commence.

For any further information about these roles please contact
England.voice-crg@nhs.net

Role of the Clinical Priorities Advisory Group (CPAG)

The Clinical Priorities Advisory Group (CPAG) is a non-executive advisory committee established by the Board to make recommendations to NHS England about which new treatments, services and technologies should be prioritised for inclusion in prescribed specialised services routine commissioning and could be funded by potential discretionary spend within the annual Specialised Commissioning budget allocation.

Delegated responsibilities

To provide clear and consistent recommendations to SCOG on the prioritisation for routine commissioning of clinical services, treatments and technologies that:

- Are within the scope of 'prescribed specialised services' for which NHS England has responsibility for commissioning; and
- Are not being (or expected to be) evaluated by the National Institute for Health and Care Excellence (NICE)

To make these recommendations by applying the principles and criteria of the decision-making framework that strengthens the focus on effectiveness and value-for-money for relative prioritisation decisions – as approved by the Specialised Services Commissioning Committee (SSCC).

To provide assurance that the draft proposed clinical commissioning policy or service specification has been developed through the correct process, evidence review, impact assessments, stakeholder engagement and public consultation received from the National Programmes of Care (NPoCs).

To observe the highest standards of impartiality, integrity and objectivity in relation to the advice provided. To abide by the principle of collective responsibility, standing by the recommendations of the Group and not speak against them in public.

About the Role

Role purpose

CPAG will deliver its responsibilities by:

- Observing the highest standards of impartiality, integrity and objectivity in relation to the advice they provide.
- Abiding by the principle of collective responsibility, standing by the recommendations of the Group and not speak against them in public
- Being accountable for their activities and for the standard of advice they provide to NHS England
- Undertaking an assurance role that the draft proposed clinical commissioning policy or service specification has been developed through the correct process for completing and delivering an evidence review, impact assessments, stakeholder engagement summary and public consultation outcome report received from the National Programmes of Care.
- Following the decision-making framework that is adopted by NHS England to ensure an objective and systematic approach has been followed to decision making and CPAG final recommendations.
- Considering which treatments, services, technologies should be prioritised for investment; this includes treatments, services, technologies already commissioned by NHS England and those that have not previously been commissioned by NHS England.
- Producing a written report (including a summary of each considered item and conclusion) to SCOG and the Specialised Commissioning Committee demonstrating that the process to reach the recommendation has:
 - been transparent, with outcomes documented at all stages of the process
 - involved the diversity of stakeholders including the public and patients in the development of proposals and has taken appropriate account of their view
 - taken account of all relevant guidance
 - has included public sector equality duty considerations.

Role of patient and public members

Patient and public members use their skills and experience as patients, carers, members of the public or organisational representatives to:

- Bring independent judgement and experience from a patient and citizen perspective and apply this to the benefit of the CPAG and its stakeholders
- Engage positively and collaboratively in discussion of agenda items and act as an ambassador for patient and public participation.
- Provide a public viewpoint in all group activities (not to only represent their own experience).
- Provide strategic advice and assurance that the views of patients and the public have been sought and considered in the delivery of the commissioning products presented for consideration by CPAG
- Champion and advocate for increasing patient and public awareness within NHS England agreed communication strategy
- Commit to working to, and encouraging within the group, the highest standards of integrity and governance

Key responsibilities

- Participate in meetings of the CPAG, in person
- Prepare thoroughly for each meeting, reading and digesting papers in advance of the meeting
- To uphold organisational policies and principles in the promotion of equality
- To influence and shape the commissioning of services to eliminate social and cultural inequalities for disadvantaged groups
- To support the organisation's ways of working, model its values and champion the NHS Constitution
- To ensure compliance with all confidentiality and governance requirements within the directorate and to adhere to the Standards of Conduct
<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>
- Identify own support and development needs and undertake training as required to support delivery of the role

Skills and experience required for this role

Public Interest, accountability and knowledge

- Strong commitment to maintaining a patient focus in the commissioning of health services
- Understanding of the legal framework and relevant guidance relating to specialised health commissioning
- Good understanding of public service values and accountability
- Understanding and interest in specialised health services issues, NHS England and the wider environment in which it operates
- A commitment to the principles of public life

Sound judgement, motivation and flexibility

- Able to absorb complex information and situations before reaching a recommendation
- 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 communication

- Able to communicate and debate with others at all levels
- Ability to give and receive advice
- Good interpersonal skills and open to change

Personal qualities

- High level of organisation, self-motivation and drive for performance
- Emotional intelligence and resilience
- Ability to challenge constructively
- Personal integrity and commitment to openness, inclusiveness and high standards
- Independence of mind
- Ability to work effectively, constructively with senior multi stakeholder colleagues
- Experience of working in a Committee setting, and prepared to contribute actively to the discussions and work of CPAG
- Able to maintain confidentiality at all times

Details of the role

Time commitment

- Initially there will be trial period of three months
- Membership of the group/committee is for 12 months initially, at which point membership will be reviewed for a maximum of three years
- You will be required to attend at least one meeting o each month and will require one day prior to each meeting to prepare and review papers.
- Meetings will normally last for a whole working day
- Meetings will generally be during working hours. All meetings are face-to-face and held in central London

Support for Patient and public members

- 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.
- Reimbursement of out of pocket expenses incurred in line with NHS England's PPV Expenses Policy. Expenses usually cover travel, accommodation and/or any subsistence requirements that arise. PPV partners should highlight any barriers to participation, for example, the costs of a carer that may need to accompany a PPV representative. Please email england.SCtravelexpenses@nhs.net to discuss any support requirements that you might have.
- There will be an honorarium of £75 per half day or £150 per day (for those people not representing or supported by an organisation) for an estimated time commitment of up to 30 days per year. This is in line with the NHS England policy.
- If you've 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 eg 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.

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 Equal Opportunity Monitoring information 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. Please email england.voice-crg@nhs.net

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 Clinical Priorities Advisory Group, 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.