**Advert**

NHS England and NHS Improvement

**PPV partners needed to input into Complex Emotional Needs/Provider Collaboratives project**

The NHS-led Provider Collaboratives team is looking for six Experts by Experience to share their views on the development of a new approach to commissioning care for people with complex emotional needs and/or a history of trauma. Successful applicants will form a discreet reference group that will review and inform the outputs from the Complex Emotional Needs/Provider Collaboratives steering group to ensure they meet the needs of people who use these services.

We are looking to work with people who have lived experience of Complex Emotional Needs and/or a history of trauma. We will be discussing services referred to as ‘Tier Four Personality Disorder Services’ and would be keen to hear from people who have experience of these services. We are particularly keen to hear from people from marginalised communities and applications from people from black and ethnic minority backgrounds are particularly welcomed. Applicants will bring personal lived experience, a willingness to challenge and ability to contribute to solutions.

To apply please submit a completed application form to FAO Charlotte Wallis england.providercollabs@nhs.net by midnight on 11th February 2021. **Please note,** if we receive a large number of applications, we may need to close the advert sooner so we would encourage interested parties to apply as early as possible.



**Application information pack for PPV Partners: Membership on expert reference group to support the Complex Emotional Needs/Provider Collaboratives steering group**

**Introduction**

Thank you for your interest in becoming a Patient and Public Voice (PPV) Partner with NHS England and NHS Improvement.

NHS England and NHS Improvement are 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 and improvement. Our commitment to supporting PPV Partners is set out in the [PPV Partners Policy](https://www.england.nhs.uk/publication/patient-and-public-voice-partners-policy/).

Please read this application information pack before completing the application form for this role, to ensure you fully understand the application process, and to determine whether you have the skills and time to become a PPV Partner.

Please note the closing date for applications is **midnight** **11th February 2021.** If we receive a large number of applications we may need to close the advert sooner so we would encourage interested parties to apply as early as possible.

NHS England and NHS Improvement will reimburse reasonable out of pocket expenses in line with the PPV Partners Expenses and Involvement Payments Policy. This post does attract a half day involvement payment.

Any involvement payments may be classed as earnings or income by Her Majesty’s Revenue and Customs service (HMRC) or the Department for Work and Pensions (DWP). PPV Partners are responsible for declaring this income to HMRC, DWP, Job Centre plus or other agencies as appropriate. If you are in receipt of state benefits, you should seek advice from the relevant agency, for example JobCentre Plus, ideally in advance of applying and certainly before accepting an offer of a role which attracts an involvement payment, even if you intend to decline the payment.]

For further information see 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/) and the [PPV Partners Policy](https://www.england.nhs.uk/publication/patient-and-public-voice-partners-policy/).

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 telephone or post, please state this on your application form.

**How to apply**

Please complete and return the following accompanying documents:

* Application form
* Equal opportunity monitoring form

Due to the COVID-19 pandemic we are unable to accept applications via post. Please return these documents by email to england.providercollabs@nhs.net, quoting FAO Charlotte Wallis.

If you would like support to enable you to apply for this role, and/or information in another format please contact england.providercollabs@nhs.net, quoting FAO Charlotte Wallis.

We will rely on the information you provide in the application form to assess whether you have the skills and experience required for this role.

**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 5 workingdays, please get in touch.
2. Applications will be assessed against the skills and experience required. Selection will be made on the basis of the content of the application form.
3. 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 england.providercollabs@nhs.net, quoting FAO Charlotte Wallis

**Background, context and aims of the programme**

The NHS-led Provider Collaboratives team is looking for six Experts by Experience to share their views on the development of a new approach to commissioning care for people with complex emotional needs and/or a history of trauma. This workstream is part of the national NHS-led Provider Collaboratives for specialised mental health and learning disability and autism programme. More information about this programme can be found [here](https://www.england.nhs.uk/mental-health/nhs-led-provider-collaboratives/).

**Role of the PPV Partner expert reference group**

Successful applicants will form a discreet reference group that will review and inform the outputs from the Complex Emotional Needs/Provider Collaboratives steering group to ensure they meet the needs of people who use these services.

**What is the role of PPV Partners on the group?**

The role of the PPV partner is to:

* Input views of people with lived experience to inform the policy which is agreed for the Complex Emotional Needs Provider Collaborative approach
* Advise on key policy decisions to ensure the final outcome from the steering group represents the views and wishes of people with lived experience
* Champion the diversity of Expert by Experience views, and not just to represent their own experience.
* Provide challenge into the group.
* Champion and advocate for increasing patient and public awareness of the programme’s outcomes and achievements.
* Review and comment on 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.

**Skills and experience required for this role**

* Experience of speaking in groups.
* Ability to understand and evaluate a range of information and evidence.
* 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.

**Time commitment**

* Membership of the group/committee is until end of March 2021 initially, at which point membership will be reviewed.
* You will be required to attend two meetings, one in February and one in March.
* Provisional dates for these meetings are:
	+ Monday 22nd February, 11:00 – 13:00
	+ Tuesday 16th March, 10:30 - 12:30
* Meetings will usually take place online via Microsoft Teams.
* Meetings will normally last for 2hours, between 9am – 5pm, Monday - Friday.

**Support for PPV Partners**

* NHS England and NHS Improvement ask that all new PPV Partners complete an interactive online induction session. This webinar lasts an hour and will provide some background information to NHS England and NHS Improvement and the work that we do, as well as wider support available to PPV Partners. Instructions for how to access this webinar will be provided to successful applicants.
* You will also receive an induction from the programme team that is leading this work from either Rebecca Gill or Charlotte Wallis. A member of the team will be available to support with preparation for the meeting and debriefs following the meetings. If there are any reasonable adjustments or other support we can put in place to support you working with us we can discuss together in this induction meeting.
* At the first meeting the group will work together to develop key principles and ways of working. We will work together to ensure the reference group is a psychologically safe space for its members.
* There are a range of [learning and development opportunities](https://www.england.nhs.uk/participation/learning/) available to PPV Partners, details can be found on the Involvement Hub.
* Experts by Experience can receive an involvement payment of £75 per half day (for those people not representing or supported by an organisation) for an estimated time commitment of up to six hours before the end of March 2021. This is in line with the [NHS England Patient and Public Voice Expenses policy](https://www.england.nhs.uk/publication/working-with-our-patient-and-public-voice-partners-reimbursing-expenses-and-paying-involvement-payments/). Membership of the group is until the end of March 2021, at which point membership will be reviewed.

**Advice if you receive state benefits**



**Application form to become a PPV Partner of expert reference group to support the Complex Emotional Needs/Provider Collaboratives steering group**

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**Guidance notes**

Please read the **application information pack** before completing this form, to ensure you fully understand the application process, and to determine whether you have the skills, experience and time to become a Patient and Public Voice (PPV) Partner.

Please submit only one application form for each person applying to become a PPV Partner.

You can either apply yourself, or on behalf of another person (with their agreement).

Please note the closing date for all applications is **midnight** **11th February. Please note,** if we receive a large number of applications we may need to close the advert sooner so we would encourage interested parties to apply as early as possible.

Please complete and return this application form, along with the **Equal Opportunities Monitoring Form** to:

**FAO Charlotte Wallis,** **england.providercollabs@nhs.net**

**About you**

|  |
| --- |
| **Full name:**  |
| **Title (for example 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 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**

You should refer to information provided in the **application information pack** before completing this section.

|  |
| --- |
| **Please tell us why you would like to apply for this role (we suggest you do this in about 250 words).** |
| **Please tell us about any organisations or networks relevant to health and care services that you have an interest in or are a part of (we suggest you do this in about 250 words).** |
| **Please tell us your experience of giving a public involvement / patient / carer / voluntary sector perspective (we suggest you do this in about 250 words).** |
| **Please tell us about any other experience or skills you have which would support your application. You should refer to the 'roles, responsibilities and required skills of Patient and Public Voice Partners' section of the information pack (we suggest you do this in 250 words).** |

**Thank you for your application.**

Please return your completed application form, along with the **Equal Opportunities Monitoring Form** to:

**FAO Charlotte Wallis,** **england.providercollabs@nhs.net**



# Appendix D

# Patient and Public Voice (PPV) Partners Equal Opportunities Monitoring Form

**Why we are asking you to complete this form**

NHS England and NHS Improvement are committed to promoting equality and eliminating unlawful discrimination, and we are aiming to achieve diversity in the range of people we involve. You do not have to answer these questions, and we understand that some of this information is personal and sensitive in nature. However, gathering this data helps us to understand if we are involving different groups of people, and to make improvements if some groups are not represented. Please return this form to **FAO Charlotte Wallis,** **england.providercollabs@nhs.net**

**Data protection**

The information you provide is anonymous and will not be stored with any identifying information about you. We may use anonymised statistics and data you have provided to inform discussions about how to improve the diversity of our PPV Partners and inclusivity of participation opportunities, but no information will be published or used in any way which allows any individual to be identified. All details are held in accordance with the Data Protection Act 2018.

The information that we are asking you to provide is informed by our duties under the Equality Act 2010, and includes information about your age, race, sex and sexual orientation.

If you have a question or concern about how we process your data, or you would like us to delete your data from our records, you can contact us by emailing england.providercollabs@nhs.net***.*** If you are unhappy with how we have handled your data, you also have a right to complain to the Information Commissioner’s Office (ICO).

[NHS England's Privacy Notice](https://www.england.nhs.uk/contact-us/privacy-notice/) describes how we use personal data and explains how you can contact us and invoke your rights as a data subject. We will process your information in accordance with the requirements of the Data Protection Act 2018.

If you would like this information in an alternative format, or would like help in completing the form, please contact us **FAO Charlotte Wallis,** **england.providercollabs@nhs.net**

**Equal opportunities information**

**What year were you born?**

\_ \_ \_ \_

* Prefer not to say

**Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months (include any problems related to old age)?**

* Yes, limited a little
* Yes, limited a lot
* No
* Prefer not to say

**If you answered ‘yes’ to question 2, please indicate your disability:**

* Vision (e.g. due to blindness or partial sight)
* Hearing (e.g. due to deafness or partial hearing)
* Mobility, such as difficulty walking short distances, climbing stairs, lifting and carrying objects
* Learning or concentrating or remembering
* Mental Health
* Stamina or breathing difficulty
* Social or behavioural issues (e.g. due to neuro diverse conditions such as Autism, Attention Deficit Disorder or Asperger’s Syndrome)
* Other impairment
* Prefer not to say

**What is your ethnic group?**

Choose one section from A to E, and then tick the appropriate box to indicate your ethnic group.

1. White
* Welsh / English / Scottish / Northern Irish / British
* Irish
* Gypsy or Irish Traveller
* Any other White background, please write in………………………………………….
1. Mixed
* White and Black Caribbean
* White and Black African
* White and Asian
* Any other mixed background, please write in……………………………………….....
1. Asian or Asian British
* Indian
* Pakistani
* Bangladeshi
* Chinese
* Any other Asian background, please write in…………………………………………..
1. Black or Black British
* Caribbean
* African
* Any other Black background, please write in…………………………………………..
1. Other ethnic group
* Arab
* Any other, please write in………………………………………………………………...
* Prefer not to say

**Which of the following options best describes how you think of yourself?**

* Woman (including trans woman)
* Man (including trans man)
* Non-binary
* In another way
* Prefer not to say

**Is your gender identity the same as the gender you were given at birth?**

* Yes
* No
* Prefer not to say

**What is your legal marital or civil partnership status?**

* Divorced
* Formerly in a registered civil partnership which is now dissolved
* In a registered civil partnership
* Married
* Never married and never registered a civil partnership
* Separated, but still in a registered civil partnership
* Separated, but still legally married
* Surviving partner from a registered civil partnership
* Widowed
* Prefer not to say

**What is your religion?**

* No religion
* Atheist
* Buddhist
* Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
* Hindu
* Jewish
* Muslim
* Sikh
* Any other religion, please write in……………………………………………………….
* Prefer not to say

**Which of the following options best describes how you think of yourself?**

* Bisexual
* Gay
* Heterosexual / Straight
* Lesbian
* In another way
* Prefer not to say

**Do you look after, or give any help or support to family members, friends, neighbours or others because of either long-term physical or mental ill-health / disability, or problems related to old age?**

* No
* Yes, 1-19 hours a week
* Yes, 20-49 hours a week
* Yes, 50 or more hours a week
* Prefer not to say

Thank you for completing these equal opportunity monitoring questions. Please return your completed survey by email to **FAO Charlotte Wallis, england.providercollabs@nhs.net.**