

National Quality Improvement Taskforce for children and young people's mental health, learning disability and autism inpatient services

Parent Council member - Application Information Pack

A note from the Taskforce team

Thank you for considering applying to become a Patient and Public Voice (PPV) partner with NHS England and NHS Improvement (NHSEI). This PPV role is for Parent Council members on the [Quality Improvement Taskforce](#) for children and young people's mental health, learning disability and autism inpatient services. This important programme aims to improve current inpatient mental health services for children and young people through making a rapid set of improvements in care.

While the impact of the pandemic has inevitably caused some disruption to the work of the Taskforce, significant and important progress has been made in a number of areas over the last two years. The programme was scheduled to complete in March 2022 but this timeframe has been extended until March 2023 so the work can continue and build on the progress that has been made so far. We are looking forward to continuing to work with stakeholders to ensure the Taskforce has an ongoing legacy of quality improvement beyond the next 12 months.

Lived experience is at the centre of Taskforce work to drive improvements to the quality of specialist inpatient mental health services for children and young people. The Parent Council has been a vital part of the work so far and will continue to be through the Taskforce's final year, alongside the involvement of additional PPV partners on project working groups and the voices of children and young people. The Council plays an important role in the structure of the Taskforce, with members bringing their own experience and knowledge to inform and support the work. With some current spaces on the Council, we are looking for passionate people to contribute throughout the next year.

It is a unique time to become involved as much of the work is well underway and some nearing completion. However, there is still opportunity for new voices to have meaningful impact. Successful applicants will need to gain knowledge about the Taskforce's projects at pace and they will be provided with support to get up-to-speed in order to contribute effectively.

It is important that the PPV partners within NHSEI reflect and represent our diverse population. We aim for Parent Council membership to include a varied range of lived experiences and perspectives, and people from different communities - especially ones which often face barriers and inequalities in healthcare. We are particularly encouraging people from ethnic minority communities to apply in this recruitment round.

The Taskforce aims to always operate in a considerate and compassionate way with stakeholders. We appreciate that becoming involved with this work as a parent or carer is a significant ask and that bringing lived experiences can be emotionally challenging. Before applying we would encourage applicants to consider whether being involved at this time is right for you. As part of our commitment to supporting Parent Council members we provide supervision from a third-party organisation, for members to discuss their Taskforce involvement and gain support around it as needed. Successful applicants are expected to make use of this service once per month as part of their own self-care.

This information pack outlines the approach to working with PPV partners at NHSEI and detail about the Parent Council role and what is required. We hope everything is included

either below or within the links provided to help you make a decision about applying. Do contact us if you have any additional questions.

Thank you once again for your interest in the Taskforce.

If you would like support to enable you to apply for this role, and/or information in another format, please contact england.voice-crg@nhs.net.

Role	Patient public voice (PPV) member of the Parent Council, to support the work of the Taskforce Delivery Group (TDG) for the National Quality Improvement Taskforce for children and young people’s mental health, learning disability and autism inpatient services.
Duration and time commitment	For a term of 10 months from June 2022 – March 2023, the remaining duration of the Taskforce. Attendance at one half day Parent Council meeting per month, plus involvement in ad-hoc project meetings – not exceeding three full days per month.
Working relationships	Other Parent Council members and wider Taskforce PPV members, Taskforce Delivery Group, Clinical Leads and project staff.
Involvement payment and expenses	PPVs are eligible to claim an honorary involvement fee of £75 per half day or £150 per full day (for those people not representing or supported by an organisation) for up to three days per month. Travel expenses and other appropriate out-of-pocket expenses are reimbursed as needed; however, most meetings are currently held via videoconferencing. See the NHSEI policy on reimbursing expenses and involvement payments .

Introduction

NHS England and NHS Improvement is committed to ensuring that patient and public 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](#).

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 Tuesday 14 June 2022**.

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 is a level 4 PPV partner role (see PPV policy above) and has an involvement payment attached.

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). Level 4 PPV Partners will be paid their involvement payments through the NHS England and NHS Improvement payroll system. The payment will go directly to their bank account. Payments will be subject to statutory deductions including tax and national insurance (NI), although this will be dependent on individuals' earnings and tax code. 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 above PPV Partner Policy.

How to apply

Please complete and return the following accompanying documents:

- Application form
- Equal opportunity monitoring form

You can return these documents by email to: england.voice-crg@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 role.

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.

Again, if you would like support to enable you to apply for this role, and/or information in another format, please contact england.voice-crg@nhs.net.

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 are keen to ensure the Parent Council represents a diverse range of perspectives, and we would particularly encourage people from different communities – particularly ones which often face barriers and inequalities in healthcare to consider applying. We are encouraging people from ethnic minority communities to apply in this recruitment round.

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:

- i) We will acknowledge receipt of your application form via email.

- ii) Applications will be shortlisted by a panel, including members drawn from the Taskforce project team and current Parent Council members.
- iii) Applications will be assessed against the skills and experience required. Selection will be made on the basis of the content of the application form.
- iv) Interviews will take place via videoconference.
- v) Please note that two references will be taken up for successful applicants before involvement can commence.
- vi) 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](#), 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.voice-crg@nhs.net.

Background, context and aims of the programme

The role of the Taskforce

In October 2019 a new Quality Improvement Taskforce to improve current specialist children and young people's inpatient mental health, autism and learning disability services in England was established.

This builds on commitments in the [NHS Long Term Plan](#), which sets out an ambitious programme to transform mental health, autism and learning disability services; with a particular focus on boosting community services and reducing the over reliance on inpatient care, with these more intensive services significantly improved and more effectively joined up with schools and councils.

A range of initiatives have been developed and implemented so far in partnership with other organisations, parents and carers and children and young people. Important progress has been made in a number of areas, including:

- Launching Family Ambassadors – a new role created by families to help parents to play a more active and engaged role in their child's care. The first of these new roles are now in post with more to follow;
- Establishing a new core competency framework for all staff working in an inpatient setting for children and young people's mental health, learning disability and autism care;
- Establishing a new specialist training module on autism for all CYPMH inpatient staff;
- Working with partners to develop guidance on important subjects such as the use of blanket restrictions and how to improve the sensory environment of inpatient wards.

There are various governance and operational groups within the Taskforce, all with different roles in making sure the work progress effectively.

- The **Independent Strategic Oversight Board** (ISOB) scrutinises and supports the work of the taskforce.
- The **Taskforce Delivery Group** (TDG) implements the Taskforce objectives.

- The **Operational Management Group (OMG)** is responsible for developing and managing the Taskforce's work programme.
- The **Parent Council** reports into the OMG and provides robust parent carer voice and ensures families, children and young people can effectively inform and contribute to the work of Taskforce.

Role of the Parent Council

The Parent Council was established to provide a robust parent carer voice and ensure families can effectively inform and contribute to the work of Taskforce. The Council helps to develop and test some of the Taskforce's work, whilst bringing the insight of its members to the overarching approach to involvement. Members also get involved directly in project work that is particularly of interest to them. The Council supports communications about the work of the Taskforce to the wider parent community. The Council has a clear Terms of Reference which outlines the group's purpose and ways of working.

The Parent Council delivers its responsibilities by:

- providing input into the development and delivery of a comprehensive and prioritised work programme for the Taskforce, which achieves clear improvements in the quality, equity, value and outcomes of inpatient mental health, learning disability and autism services for children and young people in England.
- observing the highest standards of impartiality, integrity and objectivity in relation to the advice it provides;
- abiding by the principle of collective responsibility, standing by the recommendations of the Group and not speaking against them in public;
- being accountable for its activities and for the standard of advice it provides to NHS England.

Role of Parent Council members

Parent Council members use their skills and experience as parents and carers to:

- bring lived experience to assist the OMG in understanding the diverse perspectives of patients, carers and the public relevant to the work of the Taskforce and provide this viewpoint in all group activities;
- provide a broad perspective 'critical friend' challenge into the group, rather than represent a particular condition or interest;
- provide strategic assurance that the views of patients and the public have been sought and considered in the work of the Taskforce
- champion and advocate for increasing patient and public awareness of the Taskforce's outcomes and achievements; liaise with PPV representatives working within other parts of the Taskforce and the wider Children and Young People programmes; and communicate the work of the Taskforce to and from these groups in consultation with the Taskforce programme team.
- become involved with specific project work based on their interest and experience to bring a parent perspective to specific initiatives.

Skills and experience required for this role

Parent Council members will be expected to display the following:

Public Interest, accountability, and knowledge

- Strong commitment to maintaining a patient focus in the commissioning of health services
- Good understanding of public service values and accountability
- Understanding of and interest in inpatient mental health/learning disability/autism services
- A commitment to the principles of public life

Sound judgement, motivation, and flexibility

- Able to absorb 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

- Passionate about improving inpatient mental health services for children and young people
- High level of organisation, self-motivation, and drive for performance
- Commitment to the principles of equality, diversity, and inclusion
- Emotional intelligence and resilience
- Ability to challenge constructively
- Personal integrity and commitment to openness and high standards
- Independence of mind
- Ability to work effectively, constructively with senior multi stakeholder colleagues
- Experience of contributing to meetings as an active member
- Able to maintain confidentiality about the Taskforce's work at all times, including on social media.

Personal experience

Council members will be the parent/carer of a child or young person who has used inpatient CAMHS services in the last three years, and either:

- Has autism
- Has a general mental health disorder (for example, psychosis or depression)
- Has a learning disability
- Has an eating disorder
- Requires secure care

- Is placed more than 50 miles from home.
- Is at risk of significant self-harm
- Has experienced seclusion and/or restraint.

Time commitment

- Membership is for the last year of the Taskforce, running until March 2023.
- Initially there will be trial period of three months, to be extended thereafter for the full term if mutually agreed.
- Members are required to attend Council meetings which will take place every month and which last for half a day which can be claimed for.
- Members will be expected to prepare and review papers in advance of Council meetings. Preparation time will vary but members are able to claim for a half day payment for this.
- Additionally, Council members are invited to be involved in ad-hoc project meetings as agreed.
- Total involvement in the work of the Taskforce will not exceed three full days per month.
- Meetings will usually take place during working hours. All current meetings are via videoconferencing.

Involvement fee

- This role is categorised as a level 4 PPV role so there is an honorary involvement fee of £75 per half day or £150 per full day of involvement which Council members are eligible to claim. Anyone representing or supported by an organisation is not eligible to claim this fee.
- Council members are paid their involvement payments as off-payroll workers through the NHS England and NHS Improvement payroll system.

Support for patient and public members

The Taskforce is committed to working in partnership with all patient and public voices involved in its work. We aim for involvement to be as productive as possible to ensure a good experience for all. To do this, various support and processes are in place, including;

- NHSEI asks that all new PPV Partners complete an interactive online induction session. This webinar 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.
- A Taskforce-specific induction session will be provided to new members to give an overview and background to the work.
- Ad-hoc development opportunities will be shared with members, and members will raise any opportunities they identify to support their skills development and knowledge.
- A named link will be provided who can offer members advice and information they may need.
- Meeting documents and, if necessary, pre-meeting briefings will be provided ahead of meetings.

- The honorary involvement fee is available to claim (details above).
- There will be 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.
- Parent Council members are expected to make use of the third-party supervision provided for members to confidentially discuss their Taskforce involvement and gain support around it as needed. This takes place once per month. As this is classed as mandatory, Council members are eligible to claim an involvement fee for attending supervision, in addition to the maximum of three days involvement they can claim for.

We are committed to ensuring an inclusive approach to involvement and we encourage applicants to highlight any barriers to participation, for example, the need for a carer or support worker to accompany a PPV representative. If you would like to discuss any support needs you have in advance of applying, please email england.voice-crg@nhs.net.

Ineligibility

PPV partners are not able to be employees, workers or agents of NHS England. There are therefore some roles potential applicants may hold that make them ineligible. Individuals may not serve as a PPV Partner if, at the same time, they are:

- **a chair or non-executive of another NHS body** – including an NHS Trust, or NHS Foundation Trust, an NHS commissioning body, 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, and NHS Blood and Transplant).
- **employed by the NHS** – including honorary or unpaid medical or dental posts. **Exceptions may be considered on a case by case basis.**
- **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 MP** (member of parliament) – including candidates for election as MP.

These exclusions have been set out to increase diversity of voices and to encourage applications from people who don't already have a way to be heard within in the NHS.

Conflicts of Interests

You are required to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a member of the Parent Council, including any business interests and positions of authority outside of the role. If appointed, you will also be required to declare these interests on appointment, which will be entered into a register that is available to the public.

Submitting an application

If you feel a role on the Parent Council is for you, please complete the application form. 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.

Please then submit both documents to england.voice-crg@nhs.net.

Please do let us know if you have special requirements that we can support with to enable you to participate fully, or any materials you require in another format.

We look forward to receiving your application should you choose to apply.