**Application information pack, for** **Lived Experience Partners with NHS Horizons, Transformation Directorate**

**Introduction**

Thank you for your interest in becoming a Lived Experience Partner (Patient and Public Voice Partner – PPV role 4) with NHS England.

NHS England is committed to ensuring that people using our services and their carers 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 all the information pack before completing the application form for these roles. This is important to ensure you fully understand the process, and to determine whether you have the relevant lived experience, skills, and are aware of the time commitments required.**

If you would like support to enable you to apply for this role or you have any queries about the application process and/or need information in another format or would like an informal discussion about these opportunities – please contact **Leigh Kendall on leigh.kendall@nhs.net or call 07730 376371.**

The closing date for applications is **23.59pm 17 October 2022**

These posts do attract an involvement payment as per policy and is paid as a PPV Partner role 4. NHS England and NHS Improvement will also reimburse reasonable out of pocket expenses in line with the PPV Partners Expenses and Involvement Payments Policy.

**PLEASE NOTE: 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).**

As Lived Experience Partners, you will be paid through the NHS England and NHS Improvement payroll system. **The payment will go directly to your bank account. Payments will be subject to statutory deductions including tax and national insurance (NI), this will be dependent on your individual 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.

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

Please return these documents by email to:england.si-horizons@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.

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 3** days, please get in touch.
2. Applications will be shortlisted by a panel, including members drawn from: **Horizons team**, **Experience of Care co-production programme** and a **lived experience partner.**
3. Applications will be assessed against the relevant lived experience, skills and knowledge required.

**PLEASE NOTE:** Selection will be made based on the content of your application form, each section of the ESSENTIAL and DESIRABLE criteria will be scored when short listing, you may answer in bullet points if easier for you.

1. **Interviews will take place via Microsoft Teams on Thursday 3rd and Friday 4th November.**
2. 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’s In Touch newsletter](https://www.england.nhs.uk/email-bulletins/in-touch-bulletin/), which includes details of current opportunities.

**Background of NHS Horizons**

[NHS Horizons](http://horizonsnhs.com/) is a specialist innovation unit within the Transformation Directorate. Its work focuses on:

* Convening spaces (both face-to-face and virtual) where people with diverse views and experiences share learning and plan for [large scale change](https://www.england.nhs.uk/wp-content/uploads/2017/09/practical-guide-large-scale-change-april-2018-smll.pdf) in complex environments.
* Building the capability of change agents across the system. We focus on change agency (the power to make a positive difference) which is different to innovation and improvement but boosts both.
* Promoting the spread and scale of specific innovations, new ways of thinking and working and new methods and frameworks for change, in line with the priorities of NHS England and the other organisations that commission our work.

NHS Horizons supports leaders at every level of the NHS system in their change efforts, as well as other Arms Length Bodies (ALBs), government departments and leaders of change in other healthcare systems globally.

Examples of NHS Horizons’ current priority programmes of work include:

* #SolvingTogether, which is an approach to capture, assess and test learning and ideas that can support the priorities for health and care; it is doing this by mobilising the people who know the most (those delivering and receiving care and leading services), making them fair, accessible and inclusive for all. The #SolvingTogether “crowdsourcing” platform is a regionally-led and centrally supported initiative to capture, assess, test and share ideas on a range of issues affecting our NHS. Recently #SolvingTogether has crowdsourced ideas for [supporting the recovery of NHS elective care](https://solvingtogether.crowdicity.com/). #SolvingTogether is currently focusing on heading #Home4Noon.
* Convening large scale discussion and improvement across a variety of programmes including Activating NHS Systems (Sport England), [The NHS Big Conversation for Improvement](https://www.thebigconversation.nhs.uk/) and Virtual Wards.
* The (virtual) [School for Change Agents](https://horizonsnhs.com/school/) which supports frontline staff and leaders to build their skills and power to make change happen.

It is a very interesting time to support NHS Horizons with the expertise of your lived experience to help us meet the current challenges in health and social care as well as delivery of key programmes of work.

More information on work we have been involved in can be found on our [website](https://horizonsnhs.com/) and [social influence platforms](linktr.ee/NHSHorizons)

**Aim and objectives:**

NHS Horizons is committed to ‘Co-production as default for Improvement’. Working with system partners to place co-production, which includes people with lived experience at the centre of how the health and care system learns and embeds change.

**Organisational structure below**



**What is the role of Horizons Lived Experience Partner?**

* Supporting & informing NHS Horizons programmes and projects with your Lived Experience in our work convening spaces which could include:
	+ Attending and contribute insights during design sessions (where we work with a client to develop a workshop).
	+ Reading materials ahead of the meeting and coming with questions and feedback.
	+ Reflecting on the design sessions and asking further questions.
	+ Undertaking actions which could include making connections, sending out communications or reading materials shared at the design sessions.
	+ Attending workshops as active contributors. Bring your ideas and views, ask questions and be a critical friend.
	+ Co-creating and co-facilitating with our senior leadership team in convening spaces for conversation and dialogue.
* Support the #SolvingTogether “crowdsourcing” platform through:
	+ Helping shape the #SolvingTogether challenges
	+ Raising awareness of #SolvingTogether
	+ Deliver interactive engagement opportunities
	+ Support the theming of ideas
	+ Engage and encourage community participation in tweet chats
* Engage with others through social influence on a variety of platforms including Twitter, LinkedIn, Facebook and blogs on our website
* Co-create and review comms materials and programme content
* Apply a lived experience lens to project design, delivery, and review alongside Clinical Associates who will be applying a clinical lens.
* Influence NHS Horizons to ensure they are committed to ‘Co-production as default for Improvement’

**Skills and experience required:**

**Essential:**

1. Lived experience as a person who uses services and/or as a carer (family member/ unpaid carer)
2. Experience of strategic level co-production working with multiple stakeholders
3. Ability to work flexibly in a fast paced, virtual environment
4. Awareness of the strategic direction of co-production in health and care
5. Good understanding of, and commitment to, equality and diversity and health inclusion
6. Confident and able to actively participate in strategic level discussions
7. Understand confidentiality and the importance of maintaining it
8. Ability to work collaboratively and constructively
9. Good communication and an active listener, with good interpersonal skills
10. Self-awareness and an ability and desire to develop collaborative working relationships with a range of stakeholders and peers
11. Well connected through networks to people and your communities to ensure multiple voices inform and shape services
12. A commitment to the ‘seven principles of public life’ (sometimes known as the ‘Nolan Principles’: selflessness, integrity, objectivity, accountability, openness, honesty, leadership)

**Desirable:**

1. Understanding of co-production quality improvement methodologies in health care

**Time commitment for Lived Experience Partners with NHS Horizons**

* The role is until 31st March 2023 initially, at which point the role will be evaluated and reviewed.
* You will be required to attend meetings approximately every week, but this can vary depending on the programme’s needs. Most meetings and events will take place virtually on Microsoft Teams.
* There will be some ad-hoc commitments involving community management and reviewing documents.

**We will work with you to understand how we can best support your individual needs including:**

* NHS England asks that all new Lived Experience Partners complete an interactive online induction session as per PPV policy. This webinar lasts an hour and will provide some background information to NHS England and the work that we do, as well as wider support available to PPV Partners.
* You will also receive an induction from NHS Horizons
* Meeting documents, and if necessary, pre-meeting briefings will be provided
* There are a range of learning and development opportunities available and will co-produce a personal development plan with you.
* Regular supervision and mentoring

**Our commitment:**

* Value your contribution and work with you as an equal partner
* Ensure that you have all the information that is needed prior to a meeting
* Adhere to NHS England Patient Public Voice (PPV) policy with appropriate payments
* Avoid using jargon and acronyms
* Mentoring and support
* Provide and signpost appropriate training for the role

**Advice if you receive state benefits**





**Patient and Public Voice (PPV) Partner application form**

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**Application information pack, for Lived Experience Partners with NHS Horizons**

**Guidance notes**

Please **submit only one application form** for each person applying to become a Lived Experience Partner.

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

The closing date for applications is **23.59pm 17 October 2022**

Please complete and return this application form, along with the **Equal Opportunities Monitoring Form** to: england.si-horizons@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:**  |
| **Contact telephone number:**  |
| **Email address:**  |
| **Please select the option that best applies to you. I am a:** [ ]  Health service user (current or previously) [ ]  Carer of a person 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 website[ ]  Social media[ ]  Word of mouth[ ]  Other NHS England 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 in NHSEI?** Please note that NHS England 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 **information pack** before completing this section.

|  |
| --- |
| **Please tell us why you would like to apply for this role?**  |
| **Important you refer to the Essential and Desirable section of the information pack page 4 and 5.** **Please tell us about experience or skills you have which would support your application in relation to the essential and desirable criteria listed** |
| **Please tell us about any organisations or networks relevant to health and care services that you have an interest in and /or a member of:** |
| **Please tell us your experience of giving a public involvement / patient / carer / voluntary sector perspective or being involved in a co-production project / organisation** |
| **Any other information** |

**References**

Please provide us with two references. Your referee should be someone who can comment on your suitability and lived experience/skills related to the role (PPV Role 4) this can be someone who knows you and can comment on your interest in this area of work

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

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

Please return your completed application form, along with the **Equal Opportunities Monitoring Form** to: england.si-horizons@nhs.net **Patient and Public Voice Equal Opportunities Monitoring Form**

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

NHS England is 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.

**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.si-horizons@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 england.si-horizons@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

**Which of the following options best describes you?**

* Female
* Male
* Non-binary
* Prefer to self-describe, please write in………………………………………
* Prefer not to say

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

* Yes
* No
* Prefer not to say

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

* Bisexual
* Gay
* Heterosexual / Straight
* Lesbian
* In another way, please write in………………………………….
* 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

**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

**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

**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

Thank you for completing these equal opportunity monitoring questions.

Please return your completed forms by email to england.si-horizons@nhs.net