# Introduction

# Application information pack

# Patient, Carer and Public Voice membership of the NHS Assembly

Thank you for your interest in becoming a Patient, Carer and Public Voice member of the NHS Assembly.

NHS England is 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 how we develop and improve our services.

Our commitment to supporting Patient and Public Voice (PPV) Partners (for the NHS Assembly this role is referred to as Patient, Carer and Public Voice members) is set out in our [PPV Partners Policy](https://www.england.nhs.uk/publication/patient-and-public-voice-partners-policy/).

Please read this application information pack before submitting an expression of interest to ensure that you fully understand the application process and to determine if you have the skills, experience and time to be an effective member of the NHS Assembly.

If you have any questions about the application or the role itself, please contact [england.nhsassembly@nhs.net](mailto:england.nhsassembly@nhs.net) with any questions, or to schedule a conversation.

If you wish to apply to become a member of the NHS Assembly, please complete the separate

* *Application Form to become a Patient, Carer and Public Voice member of the NHS Assembly*
* *Patient and Public Voice (PPV) Partners Equal Opportunities Monitoring Form*

and send both documents to:

[england.nhsassembly@nhs.net](mailto:england.nhsassembly@nhs.net)

or alternatively by post to

External Affairs - NHS Assembly

6th Floor

Wellington House

133-155 Waterloo Road

London

SE1 8UG

Please note the closing date for all applications is the **end of the day 23.59 on Friday 10th February 2023.**

**What is the role of Patient, Carer and Public Voice members on the group?**

* **Patient, Carer and Public Voice** representation brings important views, perspective and challenge into the NHS Assembly. This role is essential in championing a service user, patient and/or carer/family viewpoint, ensuring that their needs are met through the NHS Assembly’s work.
* As a member of the NHS Assembly you will be expected to:

- Actively participate in NHS Assembly meetings, drawing on your experience and knowledge to contribute thoughts, knowledge and views to discussions around aspects of the NHS Long Term Plan.

- Work in a collaborative way with the other members and attendees of the Assembly, respecting differences of opinion, finding common ground and working towards consensus.

- Contribute to discussions beyond your own areas of specific interest or experience for the benefit of all staff and people who use NHS services.

- Actively utilise your connections, influence and reach into wider networks to advance the work of the Assembly.

- Comply with relevant sections of the Terms of Reference for the NHS Assembly, and with the Standards of Conduct, respecting the confidential nature of discussions when it is made clear by the Chairs that this is a requirement.

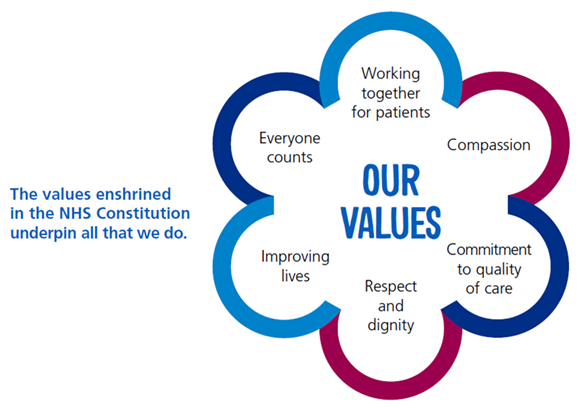
- Specifically, as a **Patient, Carer and Public Voice** member of the NHS Assembly, the role of the PPV partner is to ensure that the NHS Assembly considers and prioritises the service user, patient, carer and family perspective.

- Champion the diversity of **Patient, Carer and Public Voice** views, and not just to represent their own experience.

- Provide ‘critical friend’ challenge into the group.

**Skills and experience required for this role**

* This is a high-profile, strategic, responsible and accountable role, for which significant experience and specific skills are required.
* All members should be able to demonstrate values and behaviours that support the [NHS Constitution](https://www.gov.uk/government/publications/the-nhs-constitution-for-england/the-nhs-constitution-for-england), as summarised in the diagram below:



Patient, Carer and Public Voice members are expected to demonstrate:

* Having at the minimum a competent and developing knowledge and understanding and interest in healthcare issues, the NHS in England, and the wider environment in which it operates.
* Experience of participating in national, regional or local forums, speaking in groups and interacting with multiple stakeholders at senior management level.
* Ability to understand and evaluate a range of information and evidence, including complex, lengthy documents and data.
* Previous experience of being an influential and active member of a wider patient/ public voice community at local, regional or national level.
* Ability to display sound judgement and objectivity.
* Have an awareness of, and commitment to, equality and diversity.
* Understand the need for confidentiality.
* A commitment to the ‘seven principles of public life’ (sometimes known as the ‘Nolan Principles’: selflessness, integrity, objectivity, accountability, openness, honesty, leadership.

Patient, Carer and Public Voice members may also demonstrate the following desirable criteria:

* Have a developing or established reputation among peers and those health and care leaders they have worked with to affect positive change.
* Experience of working in partnership with healthcare organisations or programmes.

# How to apply

Please complete and return both of the following documents:

* Application Form to become a Patient, Carer and Public Voice member of the NHS Assembly
* Patient and Public Voice (PPV) Partners Equal Opportunities Monitoring Form

You can either return these documents by email to

[england.nhsassembly@nhs.net](mailto:england.nhsassembly@nhs.net)

or alternatively by post to

External Affairs - NHS Assembly

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SE1 8UG

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If you would like any particular support to apply for this role, and/or information in another format, please contact [england.nhsassembly@nhs.net](mailto:england.nhsassembly@nhs.net) to schedule a conversation.

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.

As the NHS Assembly has a limited number of spaces, applicants will be shortlisted on the ability to represent the patient voice at a senior level. We do expect a significant number of applications so if you are not shortlisted for this role, we still very much encourage you to consider other [opportunities to get involved](https://www.england.nhs.uk/get-involved/get-involved/opportunities/) at NHS England.

Once we have received all expressions of interest, you may be contacted to arrange a brief telephone or in-person interview. This will likely take place during the week of 6th or 13th February 2023.

# 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 opportunities 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 [england.nhsassembly@nhs.net](mailto:england.nhsassembly@nhs.net). If you do not receive an acknowledgement within **seven** days, please get in touch.
2. Applications will be shortlisted by a panel, including members drawn from the following groups:

* NHS Assembly Patient and Public Voice membership
* NHS England Communications
* NHS Assembly Secretariat
* NHS Assembly Co-Chairs

1. Applications will be assessed against the skills and experience require and selection will be made on the basis of the content of the application form.
2. Interviews will take place via teleconference within 2 or 3 weeks after the closing date
3. Please note that two references will be taken up for successful applicants before involvement can commence.
4. 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.

If you have any queries about the application process, or would like an informal discussion about the opportunity – please contact [england.nhsassembly@nhs.net](mailto:england.nhsassembly@nhs.net)

# Information on payment and reimbursement for PPV participation

NHS England will reimburse reasonable out of pocket expenses in line with 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/) (Easy Read [version here](https://www.england.nhs.uk/wp-content/uploads/2017/08/easy-read-patient-and-public-voice-partners-expenses-policy-oct-17-to-use.pdf)). As a role 4 PPV Partner, these posts also attract an involvement payment – this is detailed in the policy.

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). If you are in receipt of state benefits the following information is important. If you get benefits you need to talk to your benefits adviser before you take any payments from us. This is because the government has strict rules about the money you can get.

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.

You can also contact Citizens Advice Bedford for free advice by calling 01234 330604 or emailing [contractsadmin@bedfordcab.org.uk](mailto:contractsadmin@bedfordcab.org.uk)  and they will assess your situation and provide free expert advice. You will need to tell them that you take part in NHS England activities.

Role 4 PPV Partners will be paid their involvement paymentsthrough the NHS England 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.

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.

# Conflicts of Interest

All NHS Assembly members 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 NHS Assembly.

Please read the[standards of business conduct policy](https://www.england.nhs.uk/publication/standards-of-business-conduct-policy/)and declare any interests including any business interests and positions of authority outside the NHS Assembly in the relevant part of the application form.

# About the NHS Assembly

Building on the collaborative approach taken when developing the NHS Long Term Plan, the NHS Assembly brings together a range of individuals from across the health and care sectors at regular intervals to advise the leadership of NHS England on delivery of the [NHS Long Term Plan](https://www.longtermplan.nhs.uk/wp-content/uploads/2019/08/nhs-long-term-plan-version-1.2.pdf).

The Assembly membership brings broad stakeholder insight and frontline experience to discussions, serving as a “guiding coalition” on implementation of the improvements outlined in the plan.

The Assembly is not itself responsible for LTP implementation and nor does it cut across the current statutory accountabilities of NHS England.

The 2023 meetings of the NHS Assembly are scheduled to take place on

* Thursday 23 March 2023
* Thursday 15 June 2023
* Weds 13 September 2023
* Weds 6 December 2023

**About the Membership**

The Assembly has a [membership](https://www.longtermplan.nhs.uk/nhs-assembly/membership/) of up to around 50 people and is led by two independent Co-Chairs (one clinical and one non-clinical).

Members are appointed based on their individual knowledge, skills and experience and not to represent a specific group or organisation. To ensure a variety of experience we have a balanced and diverse membership drawing from across different stakeholder groups including:

* **Frontline clinicians** - reflecting the diversity of the clinical workforce.
* **Patient, Carer and Public Voice -** reflecting a cross section of the population and priority areas highlighted within the Long Term Plan.
* **Voluntary, Community and Social Enterprise sector –** benefitting from the VCSE sector’s knowledge, reach, insight and experience relating to the priorities within the Long Term Plan.
* **National clinical leaders –** bringing clinical leadership knowledge and experience relating to the priorities within the Long Term Plan.
* **Health and Care sector system leaders -** reflecting the diversity of the health and care system partners and the communities they serve.
* **Think tanks and health research sector –** benefitting from knowledge of the latest advances in research and innovation.

**Time commitment**

* You will be required to attend full day in person NHS Assembly meetings, held during the working week, up to five times each year. Meetings will usually take place in central London.
* Meetings will normally last for 6 hours with regular breaks and lunch provided.
* As an NHS Assembly member, you are likely to be asked to participate in activities outside full meetings, for example through time limited task and finish groups, as well as huddle meetings.
* Membership of the NHS Assembly can be extended annually for up to five years.

**Support for PPV Partners**

* NHS England 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 the work that we do, as well as wider support available to PPV Partners.
* You will also receive an induction from the NHS Assembly Secretariat team that is leading this work.
* Meeting documents, and if necessary, pre-meeting briefings will be provided.
* 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.