

London Clinical Senate Patient & Public Voice (PPV) Group

Application Information Pack (2023)

Introduction

Please read this application information pack before you apply. Please take time to think about whether you have the knowledge and experience, plus the time, to help us in this voluntary role. Please make sure you know how we handle your application.

The closing date for applications is **23:59 on 25th June 2023**. Shortlisted applicants will be invited to an interview on **7th July 2023**.

New PPV members will be expected to start in their role in September 2023. Their first meeting will be on 5th September 2023 at 16:00. New PPV members will be invited to attend an induction session on 5th September 2023, immediately before their first meeting starts.

The London Clinical Senate's PPV Group

The London Clinical Senate helps to improve London's health services and was first set up in 2010.

The Clinical Senate supports the development of London's health services by looking at quality and cost of services for the long term. It gives independent advice to the health services proposing changes, helping to make the best decisions and plans about health care for the people they serve.

The Senate is not focused on a particular condition or patient group and takes a broader, strategic view of the totality of health care across London. It provides advice that is evidence-based and impartial, formulated through engagement with a broad range of health and care professionals and patients and the public.

Further information about the London Clinical Senate and the work that we do is available on our website: <https://londonclimate.nhs.uk/>

The London Clinical Senate's PPV group role is to:

- Represent patients, service users, carers and members of the public and provide views and opinions to shape the advice which the London Clinical Senate gives.
- Look closely at planned changes in services and make sure that the Senate has collected a wide range of patient and public views of them.

The PPV group helps the London Clinical Senate by raising questions from patients and the public about future services.

What we would like members to bring to the PPV group

The qualities we are looking for in members of the PPV group are:

- Interested in making the NHS better for patients by making services more effective. The Senate works across services so we would like people who have a broad interest in healthcare rather than necessarily being experts on one particular type or area of health.

- Being able to talk about the needs and experiences of other patients, carers and the public as well as their own views. This should come from contact with local communities and networks; for example, being part of community groups, faith groups, patient and carer user groups in your local NHS or borough, or a member of Healthwatch.
- Being able to talk in group meetings about views from your networks and communities, as well as your own views.
- Offering helpful advice and challenge to senior health and care professionals (for example, senior doctors, nurses, social services and public health professionals) in a large group.
- Committed to improving equality and valuing diversity.
- Knowing how health and social care services are set up; for example, primary, secondary and specialist care (training will also be provided).

What your role would be as a PPV group member:

- Broadly representing patients and carers who use London's health services.
- Helping to improve the quality of healthcare in London.
- Giving advice based on your knowledge and experience, about the possible effects changes being discussed by the London Clinical Senate might have on patients and carers.
- Asking difficult questions of healthcare professionals, where you feel this is necessary.
- Sharing with the PPV group what you have heard about services from local groups and networks that you are involved with.
- Giving advice about extra patient, carer and public opinions that may be required for the London Clinical Senate's work.
- Saying whether you feel that the Senate has done enough to get patient and public views on services.
- Saying whether you feel that the Senate has listened to patient and public views on services fully in making its decisions.
- Following the rules on how to behave in public committees, including not sharing material that is confidential. These are sometimes called 'The Nolan Seven Principles of Public Life' and can be found here: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>
- Taking part in elections for a Chair and Vice Chair for the PPV group, including nominating other members or standing yourself. The Chair and Vice Chair also sit as PPV representatives on the London Clinical Senate Council.

The type of activities and time commitment of the role

Being on the PPV group may take up to 2 days of time per month (this may fluctuate between busy and quiet periods). This time would consist of the tasks outlined below.

For all PPV group members:

- Attending PPV group meetings. A 90-minute meeting is currently held on the first Tuesday of every month (except January and August) at 16:00-17:30. These meetings are currently virtual and held on Microsoft Teams but may be held in-person in the future.

- Joining half-day meetings of the London Clinical Senate Forum, which explore wider issues affecting healthcare services and are usually held 3 times per year. Members of the PPV have opportunities to feed into the planning stages, the agenda and contributing on the day.
- Outside of formal meetings members may be asked to talk about work using email, phone conferences, workshops or events.
- Members may also be asked to join review teams or panels. These are set-up to look at specific questions that the London Clinical Senate has been asked to give independent advice on. You would need to read papers and proposals and give patient or carer feedback on them. You would talk about them with health professionals and patients who have set-up the proposed changes or are affected by them. Involvement in a review panel requires an increased time commitment for the period of the review and PPV members contributing to these panels will be offered an involvement payment to acknowledge the work involved in sitting on a review panel.

Additionally for the Chair and Vice-Chair nominated to the London Clinical Senate Council:

- Joining and speaking on services and changes in the London Clinical Senate Council meetings. These meetings are held every other month on a Tuesday evening from 17:00-19:00.

What PPV group members can expect from us:

- An induction session, training and development to support you in your role which will be discussed and agreed with you.
- A commitment that your views will be taken seriously and will hold equal weight to views of clinical members of the Senate.
- Advice, guidance, and support from the PPV Chair and Vice-Chair.
- A clear set of working practice standards including a commitment to use jargon-free language and provide information such as meeting papers in good time.
- Opportunities for patient and carer members to meet and network.
- Reimbursement of agreed out of pocket expenses.
- Openness and transparency in the information that we share.
- A process for raising issues or concerns with the Chairs of the London Clinical Senate Council and/or Clinical Senate Forum.

Policy on expenses

- The London Clinical Senate applies NHS England's policy on expenses. You will be reimbursed for all reasonable out of pocket expenses incurred through your work with the London Clinical Senate (such as travel expenses and office sundries). A copy of the Expenses Policy is available on request and will be provided to all members on appointment.

How to apply

If you are interested in applying to become a PPV group member, please complete and return the application form by email to england.londonclinicalsenate@nhs.net. Alternatively, you can post your application form to:

Gillian Foreshew,
London Clinical Senate,
2nd Floor,
Wellington House,
133-155 Waterloo Road,
London,
SE1 8UG.

The deadline for applications is 23:59 on 25/06/23.

All personal information supplied is held securely by the London Clinical Senate in accordance with the Data Protection Act 2018. Your details will not be used for any other purpose.

After receiving your application

The steps will be as follows:

- 1) Applications will be shortlisted by a panel, including the PPV Chair.
- 2) Shortlisted applicants will be invited to a group interview on 07/07/23.
- 3) All applicants will receive a successful or unsuccessful notification. The successful notifications will include information about next steps.

The London Clinical Senate wants to make sure that the members of the PPV group represent the diversity of London's population. The selection process will therefore look at the groups or communities of London that applicants feel they can represent. This will include a balance of where people live and use services in London. We also welcome regular users of London's health services who live outside of London to apply.

If you have any queries about the application process or would like to talk informally about it, please contact Gillian Foreshew, London Clinical Senate Project Manager via email on england.londonclinicalsenate@nhs.net. We are very happy to tell you more about the London Clinical Senate and the PPV work to help you decide whether to apply and to help your application. We also suggest that you look at the London Clinical Senate's website for additional information: www.londonsenate.nhs.uk