



Leicester, Leicestershire
and Rutland

Public and Patient Involvement for:

**NHS Public and Patient
Involvement Assurance
Group (PPIAG)**

Application Information Pack

Image source: NHS Health Check

Making an application

Thank you for your interest in the appointment of public and patient involvement.

Currently we are recruiting people to become a member of:

- The Public and Patient Involvement Assurance Group (PPIAG) for Leicester, Leicestershire and Rutland (5 – 6 additional members)

This information pack provides details on the role, including a person specification and how to apply.

The NHS in Leicester, Leicestershire and Rutland want the very best care for local patients. To ensure we have the best services for patients and service users locally, we engage with local people in many ways, to understand their experiences of care and what matters most to them.

We have a group of people passionate about health and social care who bring **creative, fresh and independent thinking** to public engagement. They provide strategic judgement that health and social care commissioners and providers have engaged and understood local people and that their insights are influencing the way we design local health and social care.

We are recruiting new members of this group and are looking for people with a specific interest in engaging people about health and social care in Leicester, Leicestershire and Rutland and ensuring that their experiences and what matters most to them impact on the way services are designed and provided.

These are exciting, challenging and ever-changing times for health and social care. With the help of a vibrant PPIAG, led by an experienced Chair, we can continue to ensure that local care is designed around the needs of patients.

We look forward to receiving your application.

Yours sincerely

Sue Venables

Head of Engagement and Insights

NHS Leicester, Leicestershire and Rutland

Integrated Care Board (LLR ICB)

Role	Public and Patient Involvement Assurance Group member – people who are interested in joining an established and vibrant Group with a passion for engagement, involvement, insights and data. We are looking for an additional 5 – 6 members to join the Group.
Duration	2 years in the first instance, renewable to a maximum of 3 years.
Working relationships	Other patient and public involvement volunteers; University Hospitals of Leicester NHS Trust, Leicestershire Partnership NHS Trust, Derbyshire Health United and East Midlands Ambulance Services. They work alongside Leicester City Council, Leicestershire County Council, Rutland County Council, NHS England/Improvement and the Health and Wellbeing Boards (Leicester City, Leicestershire and Rutland)
Expenses	Travel expenses and other appropriate out-of-pocket expenses are reimbursed.

Recruitment information

This information pack provides information regarding the well-established Public and Patient Involvement Assurance Group (PPIAG) and the role of members. **Please read** this information pack before applying to ensure you fully understand the application process, and to determine whether you have the interest, skills and time to undertake membership of the PPIAG.

How to apply

Applications are via an email or postal submission.

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

To make an application, please send a CV, supporting letter and completed monitoring form:

By email to: kirstie.swinfield@nhs.net

Or

By post to:

PPIAG Recruitment
NHS Leicester, Leicestershire and Rutland ICB
Room G30, Pen Lloyd Building, County Hall
Glenfield
Leicester, LE3 8TB

In making an application, please note the following:

Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that demonstrate how your knowledge and experience match the criteria.

Please ensure your full name and the role is clearly noted at the top of the letter.

Please limit your letter to two pages and type or write clearly.

Application scoring process

Applications will be assessed by a panel of reviewers. Candidates will be shortlisted based on the application form scoring against the skills and experience outlined. It is crucial, therefore, that you provide as much information as possible that is relevant to each question.

Shortlisted candidates will be invited to a recruitment event which will be held in Leicester or virtually.

CV

Please ensure your CV or history includes:

- Your full name, title, home address, personal contact telephone numbers (and line or mobile) and personal email address.
- Brief details of your current or most recent post and how they apply to the role of being a PPIAG member.

Declaration of interests and ensuring public confidence

Please provide details in your supporting letter of any business or personal interests that might be relevant to the work of PPIAG which could lead to a real or perceived conflict of interest were you to be appointed.

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities of a member of the PPIAG, including any business interests, positions of authority outside of the role of the membership, a lobby or pressure group with an interest in health or social care. Failure to disclose could result in the appointment be terminated.

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.

Remuneration

For the membership role of the PPIAG, you may claim travel, car parking and subsistence expenses which are properly and necessarily incurred in carrying out the role. Payments are made after submission of receipts.

Accountability

The PPIAG is accountable to the Integrated Care System Quality and Safety Committee for Leicester, Leicestershire and Rutland.

Monitoring form

We are committed to promoting equality of opportunity to ensure that everyone has the chance to participate and to ensure that we are open to all sections of the community. We would be grateful if you could complete the monitoring form to help us to fulfil our commitment.

Contacts

For further information regarding the role of the PPIAG and membership please contact:

Sue Venables susan.venables2@nhs.net or
Kirstie Swinfield kirstie.swinfield@nhs.net

Background information

Integrated care in Leicester, Leicestershire and Rutland

We are forming an Integrated Care System (ICS) in Leicester, Leicestershire and Rutland. Integrated Care is about giving people the support they need, joined up across local councils, the NHS, and other partners. It removes traditional divisions between hospitals and family doctors, between physical and mental health, and between NHS and council services. In the past, these divisions have meant that too many people experienced disjointed care.

Purpose, principles and priorities

Our aim is to deliver a health and care system in Leicester, Leicestershire and Rutland that tackles inequalities in health across our patch, delivers better outcomes and experiences for patients and provides value for money.

Purpose

We have a clear purpose:

To work together for everyone in Leicester, Leicestershire and Rutland to have healthy, fulfilling lives.

As a system, we have committed to working together with respect, trust and openness to:

- Ensure that everyone has equitable access and high-quality outcomes
- Make decisions that enable great care
- Make decisions and deliver services (as) locally as possible
- Develop and deliver services in partnership with [our] citizens
- Create strong relationship with partners for long and sustainable partnership
- Make LLR ICS a great place to work and volunteer
- Use our combined resources to deliver the very best value for money and to support the local economy and environment

Our priorities

We will achieve this through a focus on four key transformational priorities:

1. Best start in life

We will support you to have a healthy pregnancy, a safe environment, a nurturing and secure relationship with care givers, good nutrition and healthcare, and support from birth to adulthood.

2. Staying healthy and well

We will help you to live a healthy life, make healthy choices, within safe and strong communities, and maintain a healthy quality of life.

3. Living and supported well

We will support you through your health and care needs to live independently and to actively participate in your care.

4. Dying well

We will ensure you have a personalised, comfortable, and supported end of life with personalised support for your carers and families.

This will be seen on the ground with quicker diagnosis, care closer to home in improved facilities, higher quality services, earlier intervention in long-term conditions, improved wellbeing, more digital healthcare options, and greater integration between healthcare providers so patients have seamless care between organisations.

Knowing your area to give you the very best care

The PPIAG sits within an NHS organisation called the NHS Leicester, Leicestershire and Rutland. Integrated Care Board (ICB). The ICB is a statutory body established in July 2022 to replace the Clinical Commissioning Groups. It is a partner within the ICS. It operates at three levels, building knowledge of need and priorities from the bottom up, so that:

- Patients receive more care closer to home, including some outpatient and diagnostics procedures.
- People can stay independent for longer because health providers, social care and community-based services will support those with the most complex needs.

Neighbourhood

'Neighbourhoods' are the cornerstone of our Integrated Care System. Based on 26 groups of GP practices, known as primary care networks, they manage care close to home for populations of 30-50k patients. They develop multidisciplinary teams to offer enhanced primary care, working with councils, the community and voluntary sector, to care for those with long-term conditions. GPs, practice and community nurses and staff will work with partners to wrap care around the most vulnerable.

Place

At the 'place' level, care alliances, including hospitals, local authorities (Health and Wellbeing Boards), urgent care, mental health and community services, transport providers and primary care networks, plan the delivery of healthcare in response to local need and aligned with the system priorities

System

At a 'system' level, a strategic commissioner analyses need, sets priorities and desired health outcomes, and allocates funding.

Role of the PPIAG

The PPIAG exists to gain assurance that:

- All proposals to deliver, change and improve healthcare services are developed with appropriate and sufficient public and patient involvement.
- Insights and business intelligence from patients, staff, carers and public that tell us what matters to them are regarded and have influenced the decisions that are made.

The objectives of the PPIAG are to:

- To deliver a strategic 'critical friend' function to health partners in respect of the public and patient voice
- To maintain strategic oversight of the public and patient involvement work
- To maintain strategic oversight of the data and insights gathered from the involvement to assure themselves that it has been used to design, organise and commission health services
- To provide a transparent and evidenced based judgement in respect of the assurance they provide on the public and patient involvement and the impact of data and insights gathered
- To be accountable to the Integrated Care System Quality and Safety Committee

About the role of a PPIAG member

Role purpose

As a member of PPIAG it is important that you either live in or work with or use health care services in Leicester, Leicestershire and Rutland.

We want people who:

- Will bring a creative, fresh, objective and independent perspective and be a critical friend of the NHS in relation to engagement and involvement.
- Are able to review data and insights and provide a strategic judgement based on the evidence presented that the views of public and patients have been sought and considered in the commissioning cycle (see below)
- Engage positively and collaboratively in discussion of agenda items and act as an ambassador for public and patient involvement
- Commit to working to, and encouraging within the group, the highest standards of integrity



Commissioning Cycle

In this role you will be expected to:

- Attend a PPIAG meeting on a monthly basis. Meetings will normally last no more than 2 hours and will be held virtually, hybrid or in-person on the last Wednesday morning of each month
- Read all the preparatory papers prior to the meeting, which will be sent out 5 days prior to the meeting
- Be prepared to discuss and participate in any item on the agenda

PPIAG will deliver its responsibilities by:

- Observing the highest standards of impartiality, integrity and objectivity in relation to the assurance provide.
- Standing by the recommendations of the Group and not seek to publicly undermine them
- To uphold organisational policies and principles in the promotion of equality
- To uphold the [Nolan principles](#) of public service

Skills and experience required for the role of a PPIAG Member

Public interest, accountability and knowledge

- Strong commitment to maintaining a patient focus when planning health services.
- Good understanding of public service values and accountability.
- Understanding and interest in NHS and Social Care and the wider environment in which it operates.

Sound judgement, motivation and flexibility

- Able to absorb complex information, data and insights 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

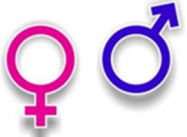




- Able to communicate and debate with others at all levels.
- Ability to give and receive advice.
- Good interpersonal skills and open to change.

Personal qualities

- Ability to challenge constructively.
- Personal integrity and commitment to openness, inclusiveness and high standards.
- Independence of mind.
- Ability to work effectively, constructively with senior multi stakeholder colleagues.
- Experience of working in a Committee setting, and prepared to contribute actively to the discussions and work of PPIAG.
- Able to maintain confidentiality at all times.
- To ensure compliance with all confidentiality and governance requirements within the NHS

Equality Monitoring

Please complete as much of the information about yourself as you feel comfortable with. The information you provide will be kept in accordance with the terms of the Data Protection Acts 1998 and 2000.

 <p>Sex</p>	<p>Q1. What is your sex? (Select one option)</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Intersex <input type="checkbox"/> Prefer not to say</p>
 <p>Gender reassignment</p>	<p>Q2. Do you identify as the gender you were assigned at birth? (Select one option)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No, please write in your gender identity _____ <input type="checkbox"/> Prefer not to say</p>
 <p>Pregnancy/maternity</p>	<p>Q3. Are you pregnant or have you given birth in the last 26 weeks? (Select one option)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say</p>
 <p>Age</p>	<p>Q4. What is your age? (Select one option)</p> <p><input type="checkbox"/> Under 16 <input type="checkbox"/> 16 - 24 <input type="checkbox"/> 25 - 34 <input type="checkbox"/> 35 - 44 <input type="checkbox"/> 45 - 54 <input type="checkbox"/> 55 - 64 <input type="checkbox"/> 65 - 74 <input type="checkbox"/> 75 - 84 <input checked="" type="checkbox"/> 85+</p> <p><input type="checkbox"/> Prefer not to say</p>
 <p>Disability</p>	<p>Q5a. Do you consider yourself to have a disability or suffer from poor health? (Select one option)</p> <p><input type="checkbox"/> Yes, I have a disability <input type="checkbox"/> Yes, I am in poor health <input type="checkbox"/> Neither</p> <p><input type="checkbox"/> Prefer not to say</p>



Condition

Q5b. If you have selected 'yes', please tell us which condition: (Select one option)

- Physical
- Partial or total loss of vision
- Learning disability/ difficulty
- Partial or total loss of hearing
- Mental health condition
- Long standing illness or condition
- Speech impediment or impairment

- Other medical condition or impairment, please tell us here:



Race

Q6. What is your ethnicity? (Select one option)

Asian or Asian British:

- Bangladeshi
- Chinese
- Indian
- Pakistani
- Any other Asian background _____

Black or Black British:

- African background, please tell us here _____
- Caribbean
- Any other Black background _____

Mixed:

- Asian and White
- Black African and White
- Black Caribbean and White
- Any other Mixed or multiple background _____

White:

- British, English, Northern Irish, Scottish, Welsh
- Irish
- Gypsy/ Irish Traveller
- Roma
- Any other White background _____

Other:

- Arab
- Polish
- Somali

- Prefer not to say
- Any other ethnicity _____



Religion or belief

Q7. What is your religion or belief? (Select one option)

- No religion
- Bahá'í
- Buddhist
- Christian
- Hindu
- Jain
- Jewish
- Muslim
- Sikh

- Prefer not to say
- Other, please tell us here:



Sexual orientation

Q8. What is your sexual orientation (preference)? (Select one option)

- Bisexual (relationship with any gender/s)
- Gay or lesbian (same sex relationship)
- Heterosexual/ straight (male to female relationship)
- Prefer not to say

- Other, please tell us here:



Carers

Q9. Do you provide care for someone? (Tick as many as appropriate)

- Yes - Care for young persons(s) aged younger than 24 years of age
- Yes - Care for adults(s) aged 25 to 49 years of age
- Yes – Care for older person(s) aged over 50 years of age
- No
- Prefer not to say



Armed Services

Q10. Have you ever served in the Armed Services? (Select one option)

- Yes
- No
- Prefer not to say



Q11. What is your postcode?

Please tell us the **first few digits** (e.g. LE11 1AA)
