

*Developing people  
for health and  
healthcare*

# Patient Advisory Forum Lay Members

Information Pack for applicants



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CONSTITUTION  
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## Patient Advisory Forum

### The role

Health Education England (HEE) is recruiting new lay members for its national Patient Advisory Forum, a strategic body which supports the organisation to provide high-quality healthcare training and education for the NHS workforce. The Patient Advisory Forum, established in 2013, enables Health Education England to put patients and the public at the heart of the education, training and workforce planning processes.

### Health Education England (HEE)

HEE is a national body accountable to the Secretary of State for Health. HEE's purpose is to ensure that the health workforce has the right skills, behaviours and training, and is available in the right numbers, to support the delivery of excellent healthcare and health improvement. Its key role is therefore to promote high-quality education and training and ensure these are responsive to the changing needs of patients and local communities. Alongside this, it must ensure value for money in NHS education and training.

HEE's five key national functions are:

- providing national leadership on the planning and development of the healthcare workforce;
- supporting Local Education and Training Boards;
- promoting high-quality education and training responsive to the changing needs of patients and local communities
- allocating and accounting for NHS education and training resources and the outcomes achieved; and
- ensuring the security of supply of the professionally-qualified clinical workforce.

### Recruitment process timetable

**Advert date:** w/c 22<sup>nd</sup> July 2019

**Closing date:** 14<sup>th</sup> August 2019

**Shortlisting complete:** By 30<sup>th</sup> August 2019

**Interviews held:** Monday 16<sup>th</sup> and Wednesday 18<sup>th</sup> September 2019

**Induction:** Late September/ early October, prior to attendance at first PAF meeting on 16<sup>th</sup> October 2019.

## **Remuneration**

Lay partners are not employees of Health Education England and therefore do not receive a salary. You would, however, receive a payment of £150 per day or £75 per half day's work.

HEE also pays travel, accommodation and subsistence expenses in line with the Patient & Public Voice Remuneration Policy.

## **Time commitment**

The Patient Advisory Forum meets four times a year. There are also workshops and learning events planned each year. As a lay member, you would also have the opportunity to take part in other HEE groups and committees, to help HEE ensure the patient and public voice is central to all decision-making.

We expect the time commitment to be –eight to ten working days each year, although this cannot be guaranteed. Meetings will mostly be held in London but will also take place at other HEE offices in England from time to time.

## **Appointment and tenure of office**

The initial contract will be for up to three years. This can then be renewed, though renewal is not automatic. A maximum of six years can be served as an HEE Lay Member.

## **Accountability**

The Patient Advisory Forum is co-chaired by a non-executive director of the HEE Board, and the Chair of the HEE Board. The Senior Responsible Officer (SRO) for Patient and Public Involvement is HEE's Chief Nurse.

## **Eligibility**

You will not be eligible for appointment in certain circumstances because of the lay nature of the role. These include:

- if you are currently employed by a local provider in a clinical/ healthcare professional role
- if you currently employed in health education and training
- if you live outside of England.

## **Conflicts of Interest**

It is essential that you declare any actual or potential conflict of interest you might have in carrying out the role of lay member. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations related to the business of HEE.

If you are aware of any potential conflicts before you are offered the role, you must explain this when you apply. If an issue arises following your appointment, you must alert the Secretariat in writing. HEE reserves the right to terminate engagement of lay members without giving any notice.

## **Equality, diversity and inclusion**

We value and promote equality, diversity and inclusion, and appointments are made on merit.

## **Role Description**

### **Qualities required for the role of lay member:**

Lay members must have credibility with our stakeholders, especially patients, healthcare professional and providers (including not-for-profit and independent sector providers). To be considered you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria set out in the overview section.

### **Essential criteria:**

- Is committed to the values of the NHS Constitution
- Demonstrates high regard for the Seven Principles of Public Life, including selflessness, integrity, objectivity, accountability, openness, honesty and leadership (see Annex A)
- Contributes the voice of patients and public through lived experience as a user of services or carer
- Able to grasp the detail of a wide range of issues and contribute to objective decision-making by exercising sound judgement
- Can demonstrate leadership skills, ability to influence and motivate others and quickly establish credibility amongst the members
- Has the ability to communicate with a range of stakeholders
- Has a clear understanding of the importance of upholding the best interest of communities, the public and patients
- Has demonstrable ability to explain and justify decisions in language appropriate for a broad range of interested parties
- Is able to represent the public interest and contribute to safeguarding patient safety.

### **Desirable Criteria**

- Can demonstrate experience of contributing to and encouraging ways of working that support good-quality healthcare and/or improved education outcomes
- Has demonstrable experience of combining strategic thinking skills with attention to detail and understanding of reputational and other risks

## Seven Principles of Public Life

A lay member should uphold the Seven Principles of Public Life (*Committee for Standards in Public Life, 2011*):

### 1. Selflessness

Holders of public office should act solely in the public interest. They should not act in order to gain financial or other material benefits for themselves, their family or their friends.

### 2. Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### 3. Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### 4. Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate for their office.

### 5. Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### 6. Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects public interest.

### 7. Leadership

Holder of public office should exhibit these principles in their own behaviours. They should actively promote and robustly support the principles and be willing to challenge poor behaviours when it occurs

## **Making an application**

### **Overview**

The appointment of lay members of the Patient Advisory Forum is an internal engagement. Health Education England will ensure the recruitment process is managed in a way that is open and fair to all applicants and any engagements will be made on merit.

### **How to apply**

All applicants must send a CV and a covering letter. This should be submitted to [paf@hee.nhs.uk](mailto:paf@hee.nhs.uk)

For more information about the selection process or the role of HEE and the Patient Advisory Forum, or if you need this form in an alternative format such as Braille, large print or audio version please contact: [paf@hee.nhs.uk](mailto:paf@hee.nhs.uk)

If you wish to submit a paper copy of your application, or one in an alternative format, please send to:

### **PAF recruitment**

Health Education England  
2<sup>nd</sup> Floor  
Stewart House  
32 Russell Square  
London  
WC1B 5DN

HEE must receive your completed application for before midnight on 9<sup>th</sup> August 2019  
All applicants will be contacted again after the closing date.

### **Your personal information:**

Your personal information will be held in accordance with the Data Protection Act 2018. You will not receive unsolicited paper or electronic mail as a result of sending any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need;
- ensure you know why we need it;
- protect it and, as far as possible, make sure only those who have a right to see it have access to it;
- ensure you know what choice you have about giving us information;

- make sure we do not keep it longer than necessary; and
- only use your information for the purposes you have authorised.

We ask that you:

- provide us with accurate information; and
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you.

If you apply for a role, we will share some of the information you provide with the members of the selection panel for the post to which you applying, so that your application form and CV can be assessed.

Panel members are identified in the section below on “How we will handle your application”. The monitoring information you provide will not be used in the selection process and will not be shared with the selection panel assessing your application.

### **Information management:**

Information that you provide may be used for statistical analysis by HEE but it will not be used in a way that enables you to be identified.

If at any time you wish your personal information to be removed from our records please email us.

### **How we will handle your application:**

We will deal with your application as quickly as possible and will let you know the likely timetable at each stage. The selection panel will include Mary Elford, Non-Executive Director and Chair of the Patient Advisory Forum; Liz Fenton, Deputy Chief Nurse and Jacynth Ivey, Non-Executive Director.

After the closing date for applications:

- you will receive an automatic acknowledgement that we have received your application if you have applied online;
- your application will be assessed to see if you have match the essential criteria. We will rely on only the information you provide in your application form to assess this. Please ensure that you provide evidence to support how you meet all the relevant criteria set out in the overview section;
- if you are invited to interview but are unable to attend on the set date, an alternative date may be offered at the discretion of the panel;
- your application may be “long-listed”, depending on how many applications we receive, before it is passed to the shortlisting panel. You should be aware that in this situation, your application might not be considered in full by the entire panel;

- the panel will select applicants who have demonstrated that they best meet the experience required in the **essential** criteria for the post;
- we will write to let you know if you will be interviewed. It is our intention that interviews will take place in a central London location;
- if you are invited to interview, the panel will ask you about your experience and expertise, to ensure you meet the specific criteria set out for the post;
- if you are successful, you will receive a letter from the Chair of the Patient Advisory Forum;
- if you are unsuccessful, you will be notified by HEE. The letter will provide details of how you can receive feedback on your application.