**Role Description: Patient and Public Voice Partner**

**Strategic Patient Engagement, Experience and Equality Committee (SPEEEC)**

**Do you have experience of receiving healthcare in Sheffield?**

**Do you have experience of championing the voice of others?**

**Are you able to challenge appropriately in formal settings?**

**If yes, please read on…**

**Key information**

* This is an exciting opportunity to play an important role in helping patients and the public be heard within the NHS in Sheffield
* Appropriate training, support and supervision will be given
* Two people will be invited to join the committee, that meets for two hours every six weeks
* The successful candidates will be offered £150 per meeting, plus expenses
* The role is for a time period of two years
* Closing date for applications: Friday 4th October
* Interviews: Friday 8th November
* Date of first committee meeting: Tuesday 10th December 2019

**Introduction**

NHS Sheffield Clinical Commissioning Group (known as the CCG) is made up of GPs and other healthcare professionals who know about the population’s health needs and how to meet them.

On the public’s behalf, we plan, buy and monitor the majority of local health services that they need and use, such as those from hospitals, GPs and community services.

We are an NHS organisation working on behalf of 79 Sheffield GP practices, accountable to the public, the taxpayer.

We are passionate about helping people to live healthier lives and work with other clinicians,

healthcare professionals, patients and the public to improve the health and wellbeing of people.

See our [website](http://www.sheffieldccg.nhs.uk/) for more information.

**Information about The Strategic Patient Engagement, Experience and Equality Committee (SPEEEC)**

SPEEEC is a formal committee of the CCG’s governing body. The main purpose of the committee is to assure that public and patient engagement, patient experience and equality activity are being carried out in line with our statutory duties and to a high standard by the CCG and by its providers and to gain assurance that information from these activities are used appropriately to influence commissioning and oversee equalities.

The committee also assures that work in these areas is effectively joined up with partners and champions the patient, carers and public voice within commissioning. The terms of reference for the committee are available [here.](https://www.sheffieldccg.nhs.uk/Downloads/About%20US/Documents%20Policies%20and%20Publications/Terms%20of%20Reference/SPEEEC%20ToR%20Approved%2020190502.pdf)

The committee includes:

|  |  |
| --- | --- |
| Governing Body Lay Member (Chair) | SPEEEC Patient and Public Voice Partner |
| Governing Body Lay Member (Deputy Chair) | SPEEEC Patient and Public Voice Partner |
| GP Clinical Lead with responsibility for engagement and equality | Healthwatch Sheffield Chief Officer |
| Director with responsibility for Engagement, Equality and Diversity | Director with responsibility for Patient Experience |
| Senior Manager with responsibility for engagement and equality at Sheffield City Council | Equality Representative, University of Sheffield |
| Deputy Director Engagement, Communications and Equality | Patient Experience Quality Manager |
| Engagement & Equality Managers | Deputy Director of Commissioning |

**Role Information**

* The purpose of this role is to bring a perspective as a local member of the public to the Strategic Patient Engagement, Equality and Experience Committee (SPEEEC) at the CCG. While personal experience is important, the patient and public voice partner will be expected to contribute to confidential discussions about services, plans and strategies more generally.
* The Strategic Patient Engagement, Equality and Experience Committee meet for two hours, at least every six weeks, usually on a Tuesday morning at the CCG offices – [722 Prince Of Wales Road, Sheffield, S9 4EU.](http://www.sheffieldccg.nhs.uk/about-us/find-us.htm)
* Information is distributed five working days before the meeting and some preparation time will be required.

**The person will have the following qualities and experience:**

* Experience of receiving healthcare in Sheffield
* Interest in the NHS, and a willingness to advise and provide a perspective beyond their own experience
* Interest in issues relating to equalities, diversity and inclusion
* Links into local communities and / or groups to gain broader feedback and bring these perspectives to SPEEEC
* Experience of being a ‘critical friend’
* Experienced in championing the voice of the public
* Commitment to our values, display behaviors that uphold them and act as a role model
* Ability to challenge appropriately in formal settings
* Commitment to attending other occasional meetings, including supervision, support and development sessions
* Commitment to preparing for the meeting by reading papers and clarifying any queries or questions beforehand
* Access to a computer and knowledge of using email will be an advantage

**What we ask of successful candidate**

* Attend supervision sessions with your named staff member
* Complete online statutory training, in line with other committee members
* Complete formal training, in line with other committee members on the CCG’s mandatory and statutory responsibilities
* Respect confidentiality and will sign a confidentiality agreement
* Sign a partnership agreement that outlines our commitment to you and your commitment to the role
* Declare any conflicts of interest in your application and throughout your time involved with the CCG
* Adhere to [The Nolan Principles of Public Life](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2) and adhere to the CCG values and behaviors
* Attend an exit interview at the end of your placement to enable learning from your experience
* Share any access and support needs that will enable you to fully participate and a referral to our occupational health team will be offered, if appropriate
* Join the CCG’s online [‘Involve Me’ network](http://www.sheffieldccg.nhs.uk/get-involved/involve-me-network.htm)

**What You Can Expect Of Us**

* Induction, training and ongoing support will be offered by a named staff member, who will be part of the interview process
* A sessional fee will be paid for attendance at this committee of £150 per meeting, alongside travel and out of pocket expenses.

**Other Information**

* There will be a three month trial period to ensure both the person and the named staff member have an opportunity to evaluate if the role is appropriate
* The role will be for a period of two years and will be re-advertised after this time
* The role is available to people over the age of 18 years
* Attendance at sub-groups of the committee, including task and finish groups, will be on a voluntary basis
* If you would like more information about this role, or would like to ask any questions, please email [SHECCG.engagementactivity@nhs.net](mailto:SHECCG.engagementactivity@nhs.net) or call Helen on 0114 305 1122

Enc: Values and behaviours, Application form

 

