

A guide to applying to join the People's Board

This application pack gives you information about the role and application process, as well as some background about the People's Board and the Clinical Commissioning Groups (CCGs).

You can find out more about the People's Board on our blog at <https://thepeoplesboard.blog/>



CCGs working together

Airedale, Wharfedale and Craven CCG
Bradford City CCG
Bradford Districts CCG

The People's Board represents the views of patients and their relatives, service users, carers and the general public.

Currently we are recruiting with a focus on bringing in a member from the Wharfedale area.

The application process

Documents that you need to complete and return:

- ◆ Application Form
- ◆ Equality Monitoring Form

You can either return these documents by email to PeoplesBoard@bradford.nhs.uk or by post to Freepost RTER-LYHC-EJET, NHS Bradford City & Districts CCG, Douglas Mill, Bowling Old Lane, BD5 7JR.

If you would like an informal discussion about the opportunity contact Victoria Simmons on 01274 237290 or email PeoplesBoard@bradford.nhs.uk – we can arrange for one of our current People's Board members to talk to you about their experience.

If you have any questions which are not answered in this pack, please contact us.

Please note that most communication will be by email, but if this is difficult for you please let us know and we will make adjustments.

The recruitment panel will include current People's Board Members, the Head of Engagement at the CCGs, and CCG Lay Members. We will use the information you provide in the online application form to shortlist applications. This will be based on the person specification included in this application pack.

We will invite shortlisted applicants to come for an informal interview, at our offices at Millennium Business Park, Steeton or Scorex House, Bradford.

Role of the People's Board

The People's Board was established by Bradford City & Districts Clinical Commissioning Groups (CCG's) Governing Body in 2016, and from 2018 covers Airedale, Wharfedale and Craven CCG.

Key purpose:

- **Influence** (creating two way dialogue to inform the CCGs decisions)
- **Greater transparency** (holding to account and improving feedback)
- **Involvement and reach** (ensuring we hear and involve all Bradford District and Craven's communities)
- **Effective activity** (building trust to have effective discussions and actions)

The development of the People's Board has grown through our involvement with patients, carers and the public through PPGs, the patient networks and our community engagement.

The People's Board aim to influence Bradford District and Craven CCGs' policy and service design. We work in partnership with commissioners, establishing positive relationships and a collaborative space to work together on ideas and plans. We offer the public's perspective and bring the views and experiences of Bradford District and Craven communities into NHS decision-making.



About the Clinical Commissioning Groups

CCGs were developed in 2013, made up of the GP practices that serve the local population. In our area we have three CCGs:

- Bradford City CCG
- Bradford Districts CCG
- Airedale, Wharfedale and Craven CCG

Our role is to plan and buy services to meet the needs and improve health and wellbeing of our local population.

We plan and buy services such as:

- planned hospital care
- rehabilitation services (such as physiotherapy and occupational therapy)
- most community services (district nursing services, for example)
- urgent and emergency care, including A&E, ambulances and GP out-of-hours
- mental health services
- maternity services
- continuing healthcare (a package of care provided outside hospital for people with ongoing health needs)
- GP primary care services.

The three CCGs work together through shared management arrangements. We work together to secure the best possible integrated and effective services for people in Bradford District and Craven. Much of this collaboration is on a day-to-day basis to make collective decisions.



The three CCGs in Bradford District and Craven are committed to ensuring that public and patient voices are at the centre of shaping our healthcare services. The People’s Board is one way in which we do this.

Our involvement of people is important to ensure that we uphold the NHS Constitution and ensuring that patient and public voice is not just heard, but actively used to inform commissioning decisions taken by the CCGs.

Our ambition, in line with the NHS Constitution, is for patients and the public to be at the heart of everything we do. By working in partnership with patients and the public, we will improve patient safety, patient experience and health outcomes, supporting people to live healthier lives. We will also achieve our organisational strategic aims of improving health and reducing inequalities by working together with our communities.



Role and responsibilities of members of the People's Board

Members on the People's Board will be expected to bring important views, perspective and challenge into the development of engagement and co-design in the work of NHS Bradford District & Craven CCGs.

What we expect from members:

- Act professionally, reflecting the NHS values and holding each other to high standards of integrity
- Offer collective wisdom and reflect the views of a wider group, not pursuing personal agendas
- Be committed, attending meetings regularly and taking part in work outside of meetings
- Respect all members opinions and ensure the People's Board is a safe space for positive and constructive conversations
- Keep in touch and contribute to discussions between meetings
- Protect the confidential nature of discussions when required (Prospective applicants should also be aware that many of the documents and programmes being reviewed may be complex and/or confidential)

What People's Board members can expect from the CCGs:

- Members' views, experiences, and ideas will be valued and respected.
- Members will have the opportunity to take part in events, training, and other CCG projects as appropriate, in order to develop their role.
- Members will be reimbursed for their time and expenses, in line with the CCG policy.
- CCG officers will work with People's Board members to overcome any barriers to participation and make reasonable adjustments as needed.

Person specification

These are the criteria that we will use to select members:

<p>Skills & Experience</p>	<ul style="list-style-type: none"> ● Good level of understanding and interest in patient & public participation, NHS Bradford District & Craven CCG and the wider health and care environment ● Can see the bigger picture, can understand the complexity of health and care decision-making and can think strategically ● Open-minded and objective when reaching a decision, displays sound judgement ● Enthusiastic and committed to getting involved ● Able to build and maintain positive relationships with CCG staff, Lay Members and other members of the public involved in engagement activities ● Able to give constructive feedback and challenge, and willing to have your ideas/perspective challenged
<p>Attitude & Behaviour</p>	<ul style="list-style-type: none"> ● Able to think clearly and objectively when dealing with emotive issues ● Interested in and willing to contribute to the decision making process –focusing on both process and outcomes ● Prepared to contribute actively to the discussions and work of the People’s Board
<p>Connections</p>	<ul style="list-style-type: none"> ● Be part of an established network of people who are involved in community groups, service user groups, governance groups (e.g. school governor), patient or carers network, a forum or partnership network, voluntary and community organisation, PPGs/general practice or work with PPGs or the public ● Engage with their community networks, to test out ideas, gather views and feed back to the group

<p>Practicalities</p>	<ul style="list-style-type: none"> ● Able to commit the time required for the role and travel to meetings ● Be willing & able to attend up to 10 meetings a year – times agreed by group agreement (but some may be in working hours and some outside working hours) ● Able and willing to communicate by email ● Willing to get involved with some work outside meetings for example email communication, reading papers/material, blogging, writing about the project
<p>Essential group characteristics (the group characteristics will be used to select members if there is a lot of interest)</p>	<ul style="list-style-type: none"> ● Mix of people from each CCG area ● Only one member from an organisation, group, or practice ● Diversity (within reason) with regards to age, disability, gender, sex, sexuality, race, belief/religion, relationship status, pregnancy, and background ● Mix of skills and experience across the group

You must be a patient or the carer of a patient, living in the Bradford District and Craven area.

Time commitment

- Meetings will take place approximately every four to six weeks, with no meetings in August or December.
- Meetings will normally last about 3 hours. Time will also be required for preparation such as reading papers, and any actions required between meetings.
- There may also be a requirement to attend up to 2 full day meetings per year
- Members can choose to attend training sessions and other meetings as required
- Meeting times will be organised by consensus of the group, and location will vary across the three CCG areas.

Reimbursement

- The People's Board members will receive an involvement payment from the CCGs. The rates are £120 per full day, or £60 per half day (3 hours) inclusive of preparation work. Members can decline payments or request a smaller payment if they wish. There is a maximum cap on the annual amount of payment.
- Reimbursement is subject to tax and National Insurance contributions. These payments must be declared to HMRC (and the Job Centre if applicable). This may affect receipt of state benefits or any insurance policies you may hold. For further information regarding this, contact Citizen's Advice Bureau on 03442 451282.
- You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a member of the group in line the CCGs' Policy.
- Any barriers to participation, for example, the costs of a carer that may need to accompany you, should be highlighted in advance. Please get in touch with us to discuss any support requirements that you might have.
- Members are selected to the People's Board for an initial term of one year, with the opportunity to recommit annually.

- Membership of the People's Board is voluntary and members may step down from the People's Board at any time, by notifying the Chair in writing.

Conflict of interests

You should note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a member of the People's Board including any business interests and positions of authority outside of the role of the panel. If appointed you will be required to declare these interests, which will be entered into a register which is available to the public. Conflicts of interest will also be recorded at every meeting.

Conduct in public life

You will be expected to demonstrate good standards of personal conduct in line with our Terms of Reference and the NHS constitution.

Background checks may be carried out prior to offering membership of the People's Board.

Diversity and equality of opportunity

NHS Bradford City & Districts CCG values and promotes diversity and is committed to equality of opportunity for all. To help us understand if we are achieving this and if we've developed a representative group, we ask you to fill out an Equal Opportunity Monitoring form as part of the application process.

We also ask you to let us know if you have particular needs that we need to support to enable you to participate fully.