

Lay Representative

Application Information Pack

# Contents

[Contents 1](#_Toc92963370)

[A guide on how to apply to become a Network Lay Representative 2](#_Toc92963371)

[1. Introduction 2](#_Toc92963372)

[2. How to apply 2](#_Toc92963373)

[3. Diversity and equality of opportunity 2](#_Toc92963374)

[4. Once we receive your application 3](#_Toc92963375)

[5. Importance of Lay Representative 3](#_Toc92963376)

[6. What is the role of a Lay Representative? 3](#_Toc92963377)

[7. Skills and experience are required for this role 4](#_Toc92963378)

[8. Time commitment 4](#_Toc92963379)

[9. Support for Lay Representatives 4](#_Toc92963380)

# A guide on how to apply to become a Network Lay Representative

## Introduction

Please read this application information pack before completing the application form, to ensure you fully understand the application process, and to determine whether you have the skills and time to become a Lay Representative.

Please note the **closing date** for applications is 5th September 2022

An involvement payment is provided in respect of this role in recognition of the extent of the support that you have offered to give us. Details of involvement payments and how to claim them are contained within the Welcome Pack.

These payments are regarded by HMRC and the Job Centre as income. You will be responsible for declaration to HMRC or the Job Centre of any payments received and for any liability to HMRC/Job Centre arising from them.

Where people are in receipt of state benefits, there may be a limit on any payments that you can receive and you may wish to seek advice from the Citizens Advice Bureau.

Please note that correspondence will be primarily via email and telephone.

## How to apply

Accompanying documents that you need to complete, and return include:

* Application Form
* Equality Opportunity Monitoring Form

Please return these documents by email lynn.andrews2@nhs.net

We will rely on the information you provide in the Application Form to assess whether you have the skills and experience required for this position.

## Diversity and equality of opportunity

NHS England values and promotes diversity and is committed to equality of opportunity for all. To help us understand if we are achieving this, 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 special needs that we need to support to enable you to participate fully.

## Once we receive your application

The steps will be as follows:

1. We will acknowledge receipt of your Application Form via email (unless otherwise specified).
2. Applications will be reviewed by a panel.
3. Applications will be assessed against the skills and experience required, outlined in section 7 below. Selection will be made on the basis of the content of the application form.
4. Interviews will take place week of 19th September 2022
5. Please note that two references will be taken up for successful applicants before involvement can commence.
6. All applications will receive a successful or unsuccessful notification either in writing or verbally. The successful notifications will include information about next steps.

If you have any queries about the application process, or would like an informal discussion about the opportunity – please contact Lynn Andrews on lynn.andrews2@nhs.net

## Importance of Lay Representative

NHS England is committed to ensuring that public and patient voices are at the centre of shaping our healthcare services.  Every level of our commissioning system needs to be informed by insightful methods of listening to those who use and care about our services. Their views should inform service development.

## What is the role of a Lay Representative?

A Lay Representative will bring important views, perspective and challenge into the Network**.** This role is essential in championing a service user, patient and/or carer/family viewpoint, ensuring that their needs are met through the outcomes of the programme.

The role of a Lay Representative is to:

* Championing a diversity of views to include patients and the wider community with a focus on health inequalities.
* Provide some challenge as a critical friend into Network meetings.
* Champion and advocate for increasing patient and public awareness of the Network priorities, outcomes and achievements.
* Review workstream/project plans and other associated documentation as requested to enhance the Networks focus on public involvement.
* Be respecting the confidential nature of documents and discussions where appropriate.
* Comply with the [Standards of Conduct](https://northerncanceralliance.nhs.uk/wp-content/uploads/2021/07/Code-of-Conduct.docx), respecting the confidential nature of documents and discussions where appropriate.

## Skills and experience are required for this role

**As a Lay Representative you will need to have:**

* Knowledge or experience of NHS, social care and/or public health services.
* An interest in palliative and end of life services.
* Ability to listen and to express views.
* Ability to work as part of a group with people from a wide range of different backgrounds.
* Understanding of health inequalities and their interaction with patient/carer experience
* Ability to understand and evaluate a range of information and evidence
* Previous experience of involvement in health care forums and meetings
* An awareness of, and commitment to diversity and equality of opportunity.
* A commitment to seeking the views of a range of stakeholders and an ability to bring perspectives beyond personal experience.
* Understanding of the need for confidentiality.
* Ability to be flexible and adaptable to changing situations.

## Time commitment

You will be required to attend meetings approx. 1/2 day (4hrs) per month plus occasional ad hoc meetings. Maximum 8 full days per year plus travel expenses.

## Support for Lay Representatives

* An induction session will take place to introduce you to wider network team.
* Regular meetings with the Programme Manager and or Project Support Officer and other Lay Representatives to discuss plan, highlight issues and to develop the approach to public involvement.

Other support includes:

* Meeting documents, and if necessary, pre-meeting briefings will be provided.
* Reimbursement of out of pocket expenses incurred in line with NHS England’s PPV Expenses Policy. Expenses usually cover travel, accommodation and/or any subsistence requirements that arise. Please get in touch with your named contact (or email stephaniebeal@nhs.net ) to discuss any support requirements that you might have.