

East of England Clinical Senate Assembly

Information pack for
Expert by Experience member
Recruitment, September 2017



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Thank you for your interest in our Clinical Senate and for taking the time to find out about being an Expert by Experience Clinical Senate Assembly member.

This information pack will provide detail about the Clinical Senate, what it does, how it works and the role of the Assembly member. We have included information about this recruitment process, including the timeline.

The East of England Clinical Senate is uniquely placed within the healthcare system. We provide a clinical perspective that is independent to the services and structures under review, which uses the expertise of clinicians and experts by experience from across health and social care, and is able to understand the potential impact of proposals across our East of England geography.

Experts by Experience members have an equal role and input in Clinical Senate. Their involvement in clinical review panels and working groups is crucial to ensure that the user / carer / public perspective and voice is included when proposals for service change are being considered. Clinical Senate has a role in supporting and assisting commissioners to make the best decisions for patients, that proposals are safe, sustainable and will improve outcomes for patients so patient input is fundamental to that.

We already have Expert by Experience members on our Assembly but want to actively increase that membership to make sure we have a fair spread of people from across the East of England. We are also planning to fill Expert by Experience vacancies on our Senate Council from our Assembly membership.

We would like to thank all the East of England Healthwatch organisations who are supporting us in this campaign.

Thank you again for your time, we look forward to hearing from you



A handwritten signature in black ink, appearing to read 'Bernard Brett', written over a white background.

Dr Bernard Brett
Chair, East of England Clinical Senate

Introduction

Please read this application information pack before completing the online application form to ensure you fully understand the application process, and to determine whether you have the necessary qualities to serve as an Assembly member, which is a voluntary role.

Please note the **closing date** for application is **5:00pm on 25 October 2017**.

How to apply

If you are interested in applying to become an Expert by Experience member, please complete the online application form at <http://www.eoesenate.nhs.uk/senate-assembly/applying-membership-senate-assembly/>

We will rely on the information you provide in your application to assess whether you have the qualities and experience that we are seeking for this role. The East of England Clinical Senate values and promotes diversity and is committed to equality of opportunity for all.

All personal information supplied is held securely by the East of England Clinical Senate in accordance with the Data Protection Act 1998. Your details will not be used for any other purpose.

If you have any queries about the application process or would like an informal discussion about the opportunity, **please contact Sue Edwards Head of Clinical Senate at sue.edwards17@nhs.net**. We are very happy to give you further information about the Clinical Senate and the role to help you decide whether to apply and to inform your application



The full role description for Clinical Senate Assembly members can be found in the Appendix at the back of this document.

Qualities and experience required for this role

The *qualities* we are looking for in members of the Clinical Senate Assembly:

- A general interest in improving the quality of the East of England's health services and outcomes for patients (*this role is not about specific services or conditions*)
- An understanding of how health and social care services are organised e.g. primary, secondary and specialist care, Local Authority and voluntary sector roles
- An ability to provide impartial input about needs and experiences of patients, carers and the public through involvement with local communities and networks; for example involvement in service user groups within your local NHS or area
- An ability to draw on and present views from your networks and communities as well as your own and to offer constructive advice and challenge to senior health and care professionals (for example, senior doctors, nurses, social services and public health professionals) in a large group environment
- A commitment to improving equality and valuing diversity.

What your role would be as an Expert by Experience member

- This is a voluntary role. We will always respect the time that people give us and we aim to ensure that Experts by Experience members are not financially out of pocket when they support our work (see page 7 *Policy on Expenses*)
- Broadly representing patients and carers using East of England's health and care services and actively seeking to improve the quality of healthcare
- Using your knowledge and experience to give advice about the impact on patients and carers of issues being considered by the Clinical Senate and to challenge the thinking of healthcare professionals where you feel this is necessary



- Drawing on views and experiences within local groups and networks that you are involved with to inform and share information about the Clinical Senate's work
- Giving advice about additional patient, carer and public involvement that may be required in relation to aspects of the Clinical Senate's work
- Saying whether you feel that patient and public views have been adequately sought and considered and are fairly reflected in the advice that the Clinical Senate provides
- Complying with standards of conduct and respect the confidential nature of Clinical Senate discussions when it is made clear by the Chair that this is a requirement.

What you can expect from us

- Meeting documents will be provided. Hard copies can be sent on request
- A commitment that your views will be taken seriously and will hold equal weight with views of clinical members of the Senate
- Advice, guidance and support from the East of England Clinical Senate Chair and Chair of the clinical review panels (if different)
- A clear set of working practice standards including a commitment to use jargon free language and provide information such as meetings
- A commitment to be open and transparent in the information that we share.



Other general information

Expert by Experience members are an equal member of Clinical Senate Assembly (and Council), their input is a crucial element to clinical review panels to ensure the patient / carer / public perspective is considered.

With the support of the Healthwatch bodies across East of England, for which the Clinical Senate is very grateful, the East of England Clinical Senate is actively recruiting up to 30 Expert by Experience Assembly members to increase its current number. This will give the Clinical Senate better geographical coverage across the East of England and help to share the workload of clinical reviews panels. We try to have at least two Experts by Experience on each clinical review panel, although members cannot sit on a review panel looking at proposals for an area in which they live and/or work.

Applicants do not need to be on a Healthwatch committee, but will be expected to have some knowledge and experience of the health and care system, for example as a lay member of a Clinical Commissioning Group, on a patient forum, or a Healthwatch member or volunteer.

Applicants will need to have access to email, although if involved in a clinical review panel we will always post papers to any who has a non secure email address (i.e. not an NHS or .gov. email address).

Whilst we try to do as much as possible by telephone or email, clinical review panels are face to face and so applicants should be prepared to travel, usually to Cambridge, for clinical review panels. We are able to pay travel expenses for Expert by Experience members.

Policy on expenses

The role is not a paid one, although we will always aim to ensure that Experts by Experience members are not financially out of pocket when they support our work. The East of England Clinical Senate applies NHS England's policy on expenses and accordingly will reimburse all reasonable out of pocket expenses incurred by patients and members of the public working in partnership with the Clinical Senate. A copy of Expenses Policy is available on request.



Recruitment process

East of England Healthwatch bodies have agreed to support this recruitment exercise by placing our advert and link to supporting information in their respective newsletters / bulletins. The advert will be posted on the Clinical Senate's website, but not actively promoted elsewhere. Given the different publication times of the respective Healthwatch newsletters etc we felt it right to give up to six weeks for applications to be submitted.

Applications should be made online <http://www.eoesenate.nhs.uk/senate-assembly/applying-membership-senate-assembly/> and received by close date, no late applications will be considered.

Each application will be considered and a shortlist of suitable applicants drawn up. All applicants will be notified whether they have been shortlisted or not; shortlisted applicants will be asked to agree a time for a short informal telephone interview with Sue Edwards Head of Clinical Senate and Brenda Allen Senior Project Support for Clinical Senate. We will not ask applicants to attend a face to face interview or do any kind of presentation. We expect this part of the process to last about three weeks, after which we will notify applicants of the outcome.

In 2018 we will commence the recruitment for our Clinical Senate Council vacancies. This opportunity will be offered exclusively to Clinical Senate Assembly members. It will be a more formal process with an interview panel made up of Senate Council members. More detail will be available nearer the time.

Below is the recruitment timetable.

Activity	Date / duration
Advert for 30 Assembly members, to all EoE Healthwatch for distribution / publication	Close date for applications 5pm 25 October 2017
Shortlisting of applications	30 October – 2 November 2017
Notify all applicants	No later than 7 November 2017
Telephone interviews for shortlisted applicants	7 November to 22 November
Confirm appointments	w/c 27 November 2017



Further information on East of England Clinical Senate

Twelve Clinical Senates were established across England in 2013 to be a source of independent, strategic clinical advice to commissioners and other stakeholders to help them to make the best decisions about healthcare for the populations they represent. Clinical Senates are non-statutory bodies that provide advice and operate independently of other statutory bodies.

Clinical Senates are a multi-disciplinary body with clinical membership across the spectrum of health and social care where Experts by Experience (i.e. patient / carer / public representatives) also bring their voice and perspective through their membership. Clinical Senate is comprised of a core Clinical Senate Council and a wider Clinical Senate Assembly.

The role of Clinical Senates

Clinical Senates are able to offer independent clinical advice on service change proposals at any point in the development of the proposals. This may be a 'sense check' on very early thinking and ideas for change, slightly more formal advice on early models or the formal advice that health commissioners are required to have from Clinical Senates as part of the NHS England's assurance process for service change.

Clinical Senate will usually review the service change proposals through **clinical review panels**. These review panels are made up of clinicians and experts by experience (patient and public representatives) brought together for that specific purpose. Review panel members are not associated in any way with the proposals and are primarily drawn from the Clinical Senate Assembly.

In addition to our primary function of providing independent clinical advice on service change proposals that is independent to the services and structures under review, Clinical Senate is able to undertake one off projects that would provide useful information, advice or intelligence to the health and care system in the East of England.

You can find more about us on our website <http://www.eoesenate.nhs.uk/>



APPENDIX A

ADVERT to Healthwatch

Would you like to help improve health services at an East of England level? Do you have a good knowledge of the healthcare needs and experiences of your local communities or networks? Could you present these views and offer constructive advice and challenge to senior doctors, nurses and other health and care professionals in a large group environment?

The East of England Clinical Senate supports the development of the region's health services and the delivery of high quality, sustainable and cost effective care by providing independent clinical advice to commissioners, supporting them to make the best decisions about health care for their populations. The role of Clinical Senate's Experts by Experience members is to act as the 'voice' of patients, carers and the public, so that the advice which the Clinical Senate provides is informed by their views and makes a positive difference in the way that people experience healthcare.

The East of England Clinical Senate is looking to recruit to its Clinical Senate assembly around 30 additional Expert by Experience members who will use their experience of national, regional and / or local health or care systems, to get involved in shaping the future of the NHS in the East of England.

To find out more about this opportunity please download the full information pack on our website <http://www.eoesenate.nhs.uk/senate> or if you have any questions, email us at england.eoeclinicalsenate@nhs.net



Role Description

Role Title	East of England (EoE) Clinical Senate Assembly 'Expert by Experience' Member
Who can apply?	<p>Membership of Clinical Senate Assembly is open and offered to all health and care professionals of all grades. It is also open to individuals working in health and care in a non-clinical role (e.g. commissioners, social workers)</p> <p>Clinical Senate also welcomes (non-clinical) public and patient representatives or 'Experts by Experience' members to provide a user / carer / member of the public perspective.</p>
Remuneration	<p>Clinical Senate Assembly membership is unpaid. The East of England Clinical Senate will reimburse only those members who do not hold a paid position in either the public, private or third sector, for their out of pocket expenses incurred whilst undertaking approved Senate Assembly activity, consistent with NHS England policies. Expert by Experience members may also be entitled to a half or full day rate for involvement in Clinical Senate activities (i.e. clinical review panels, Senate Council meetings) in line with NHS England policy.</p>
Time commitment	<p>Members will be invited to Clinical Senate Assembly and Council meetings, but are not obliged to attend. They may be invited to be a member of clinical review panels or working groups. The time required will be dependent entirely upon each specific piece of work, some of it may be 'virtual'. Clinical review panels tend to be no longer than one day and will require some pre-reading before the panel itself.</p>
Tenure	<p>Clinical Senate Assembly membership is granted for three years with the opportunity to renew if appropriate.</p>
Responsible to	<p>East of England Clinical Senate Chair.</p>
Responsible for	<p>Using their experience of national, regional and / or local health or care systems, to assist commissioners to make the best decisions for their patients to improve outcomes and quality.</p>



Clinical Senates – an introduction

The 12 Clinical Senates across England were established in 2013 to provide independent clinical advice and strategic guidance to commissioners to support service transformation, with the aim of improving the healthcare in their region. We provide evidence based advice, given in the best interests of patients and independent of any organisational or professional interests.

Clinical Senates bring together health and care professionals from a wide range of health, public health and social care. Together with user / carer / public (expert by experience) input, this unique range of expertise, skills and knowledge from all health and care settings, including commissioning, enables Clinical Senate to provide sound expert clinical advice to support strategic planning and proposals for change and improvement.

In addition to providing advice to inform major service change, including NHS England's service change assurance process,¹ Clinical Senates also:

- Offer general advice early in any reconfiguration or transformation process, including the development of new service models.
- Facilitate cross system working

The East of England Clinical Senate comprises a Clinical Senate Council and a wider Clinical Senate Assembly.

Clinical Senate Council is a small multi-professional steering group of senior clinicians and professionals and up to three Experts by Experience. Membership is by appointment for a two or three year period. Lead by an independently appointed Chair, Senate Council co-ordinates the business of Clinical Senate; it maintains a strategic overview across our region and is responsible for the formulation and provision of advice working with the broader Senate Assembly.

¹ [Planning, assuring and delivering service change for patients, published 1 November 2015](#)



East of England Clinical Senate Assembly is a diverse multi-professional membership forum that provides senate Council with ready access to experts from a broad range of health and care professions. Membership of the assembly encompasses the 'birth to death' spectrum of NHS care and includes user / carer / public representatives. Members are self nominated.

More information on East of England Clinical Senate, what it does, how it works and current Senate Council members can be found at <http://www.eoesenate.nhs.uk/>

Core Activities of Clinical Senate Assembly

- Support Clinical Senate Council to respond to requests for advice and strategic clinical leadership
- Establish clinical review panels and working groups to advise on and support service and system development and design that will provide the best overall care and improved outcomes for patients
- Hear from leading UK and international thinkers on healthcare reform to remain at the forefront in terms of clinical leaders' knowledge and insight and contribute to related debate
- Maintain a broad perspective, focusing on all elements of patient pathways, including physical and mental health in all health and care settings to identify opportunities for and support improvement
- Provide support and, where appropriate, leadership to fellow clinicians and professionals across the health system
- Provide a virtual and face-to-face networking opportunity to build links within the clinical community and share best practice.



Expert by Experience Members of Clinical Senate Assembly

Clinical Senate Assembly is a diverse multi-disciplinary membership body that encompasses the range of health and care professionals from the pre-natal to end of life spectrum of health and care, across all health and care settings, both clinical and non-clinical.

Experts by Experience members have an equal role and input in Clinical Senate. Their role in clinical review panels and working groups is crucial to ensure that the user / carer / public perspective and voice is included when proposals for service change are being considered. Clinical Senate has a role in supporting and assisting commissioners to make the best decisions for patients, that proposals are safe, sustainable and will improve outcomes for patients.

Non-clinical Clinical Senate Assembly members, not employed in any health or care setting (i.e. experts by experience members) will be expected to have a basic understanding of the health and care system for example the role of commissioners and providers. They should also be aware of national and local health and care issues.

Senate Assembly member: role purpose and key requirements

East of England Clinical Senate Assembly members will support Clinical Senate Council to provide independent clinical advice and leadership to the health and care system on how services should be designed and improved to provide the best overall care and outcomes for patients.

Members will not be obliged or committed to attend regular meetings but will be invited to participate in clinical review panels or working groups in which they have either experience or a stated interest. Agreement to participate in a working group will require a commitment to fully participate. Clinical Senate will endeavour to make as much of the work as possible, and where appropriate, 'virtual' to support Assembly members and eliminate travel.



Assembly members of clinical review panels and working groups will be invited to attend Senate Council meetings. Published advice and reports will credit Assembly members of the review panel or working group and a short biography will be included.

Clinical Senate advice is independent; Expert by Experience Senate Assembly members involved in clinical review panels attend in their own capacity, they do not represent any health or care provider or commissioning body or any other health or public sector body (e.g. Healthwatch or local authority overview and scrutiny committee). As a member of the panel or working groups they will be expected to:

- Contribute in a constructive manner, bringing the user / carer / public perspective and voice in considering issues of strategic importance to improving healthcare across the East of England and provide advice to statutory bodies;
- Commit to fully participate in the clinical review panel or working group;
- Champion recommendations and advice of Clinical Senate and assist in communicating this to the wider clinical community and to different stakeholders including members of the public;
- Promote and raise the profile of Clinical Senate,

Senate Council members will be required to ensure compliance with all confidentiality and governance requirements of Clinical Senate and NHS England and adhere to relevant professional codes of conduct and champion the NHS Constitution.

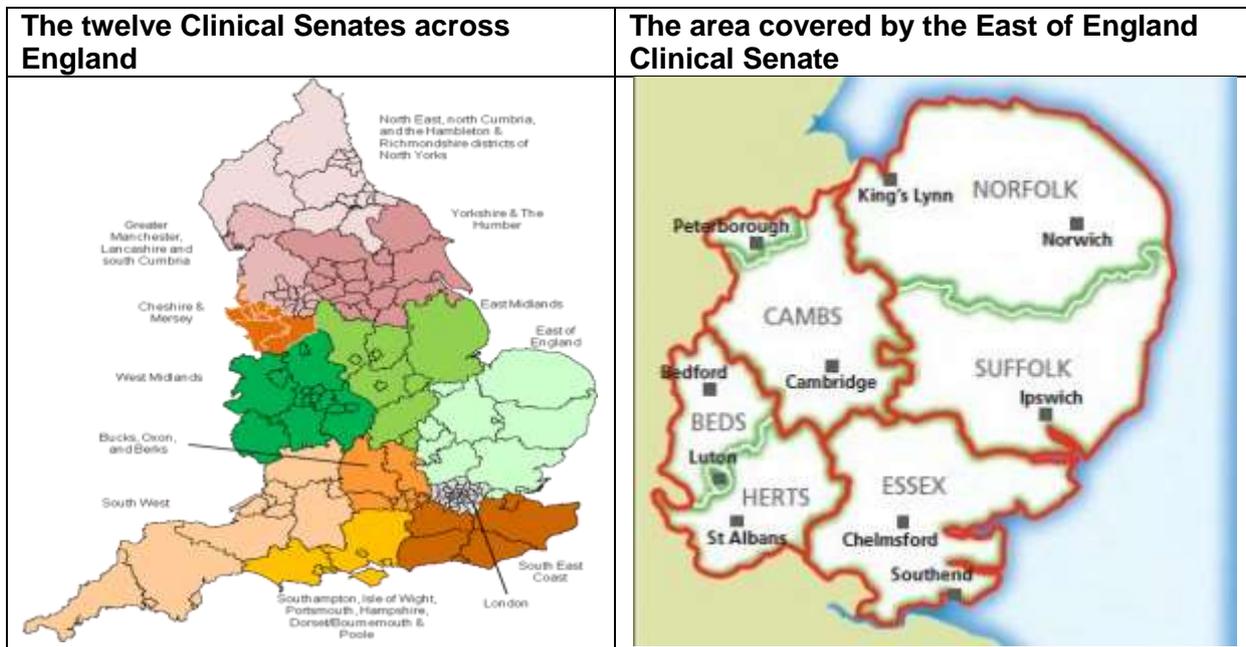


Qualities and experience required for this role

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- An understanding of how health and social care services are organised e.g. primary, secondary and specialist care, Local Authority and voluntary sector roles
- An ability to provide impartial input about needs and experiences of patients, carers and the public through involvement with local communities and networks; for example involvement in service user groups within your local NHS or area.
- An ability to draw on and present views from your networks and communities as well as your own and to offer constructive advice and challenge to senior health and care professionals (for example, senior doctors, nurses, social services and public health professionals) in a large group environment
- A commitment to improving equality and valuing diversity





The East of England covers an area of about 7,500 square miles with a population of around 5.85 million (2011 census). Essex has the highest population in the East of England. Other information you might find interesting:

- East of England Clinical Senate is one of three Clinical Senates in the NHS England Midlands and East region; the other two are West Midlands and East Midlands Clinical Senates.
- There are 19 Clinical Commissioning Groups in the East of England and 27 NHS Trusts, of which 16 are Foundation Trusts. There are six Sustainability and Transformation Partnership areas
- There are 11 upper tier local authorities of which six are unitary authorities and 40 District/Borough authorities. There are six Health and Wellbeing Boards.
- Within the East of England there are 58 MP constituencies: in the 2017 elections 57 seats were held by Conservative incumbents, seven Labour (Cambridge, Luton South, Luton North and Norwich South) and one Liberal Democrat (north Norfolk).
- East of England is a constituency of the European Parliament with seven elected MEPs. Elected in 2014 and serving for five years are two Conservative MEPs, four UKIP, and one Labour.

Updated August 2017 SE



BACK COVER

Information pack: Purpose of this document

This document provides information for patients / carers / members of the public (Experts by Experience) interested in applying for membership of the East of England Clinical Senate Assembly.

First prepared August 2017

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You can find more about us on our website <http://www.eoesenate.nhs.uk/>

