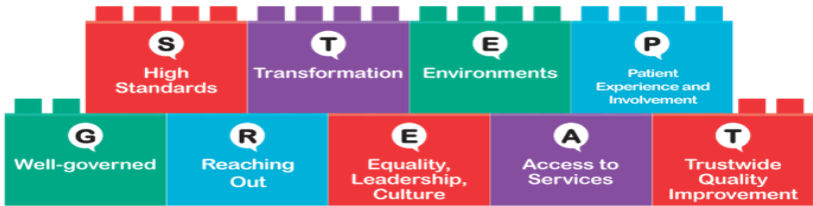


**Leicestershire Partnership NHS Trust**  
**People's Council Lived Experience**  
**Partner**  
**Application and Information Pack**  
**May 2023**



Providing an independent voice to  
make LPT services great for all



We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

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## Key dates and timescales

Application Closing Dates	<b>Friday 30<sup>th</sup> June 2023</b>
Shortlisting of Applications	<b>4<sup>th</sup> July 2023</b>
Interview Dates (Date and preference of interview Will be agreed with you)	<b>17<sup>th</sup> to 21<sup>st</sup> July 2023 (Date, time, and venue to be confirmed following shortlisting)</b>
Information Drop-in Sessions	<b>1<sup>st</sup> June 2023 at 4.00pm (via MS Teams) 8<sup>th</sup> June 2023 at 4.00pm (via MS Teams)</b>
Recruitment Timescales	<b>Up to 6 weeks following interviews</b>

## Introduction to Leicestershire Partnership Trust

Leicestershire Partnership NHS Trust (LPT) believes that patients and carers can be influential partners in driving, delivering, and supporting change and improving services. **We want to collaborate with** patients, their carers, and families **as equal partners to** enable us to deliver high quality healthcare services.

We work alongside schools, local hospitals, GP practices, social services and other local authority departments such as housing and education, as well as working with voluntary organisations and local community groups, in order to achieve our goals and to ensure that anyone we care for is treated to the highest possible standard. We provide care and support through three divisions which focus on:

- Adult Mental Health Services
- Families, Young People and Children’s Services and Learning Disability Services
- Community Health Services

You can find out more at [www.lpt.nhs.uk](http://www.lpt.nhs.uk)

## People’s Council

We created our People’s Council in 2021 to provide us with an independent voice to help the Trust to ensure that our services are great for all. Its membership consists of Patient and Carer Leaders, Lived Experience Partners, senior representatives of local Voluntary, Community and Social Enterprise organisations and representatives of the Trust.

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People’s Council, for supporting us in the development of our Patient and Carer Partner roles.

We have reviewed the work of the Council and for it to have more impact, we will focus on:

1. Supporting LPT to learn by being a critical friend.
2. Supporting LPT to involve, engage and co-produce.
3. Supporting LPT to shape strategy and policy.
4. Supporting LPT to deliver on its equality, diversity, and inclusion commitments and to tackle health inequalities.

This will be achieved by the Council:

- Overseeing the delivery of the Trust's Patient Experience and Involvement Delivery Plan and Lived Experience Leadership Framework.
- Receiving and considering the results of any patient and carer and/or staff surveys.
- Considering themes from patient experience received through various formats such as the Friends and Family Test, Complaints and Concerns.
- Engaging directly with our patients and carers to understand their experiences.
- Providing advice and expertise in the review of the Trust's Equality Impact Assessments and delivery of equalities plan.
- Review the delivery of Quality Improvement Projects.
- Considering presentations and updates from the Trust and others.
- Establishing Task and Finish Groups to help the Council deliver on its four objectives, that will review, examine, and make recommendations.
- Contributing to key meetings and committees, including meeting with the Trust's Board.
- Reviewing the Trust's progress against the developing Patient and Carer Race Equality Framework (PCREF) and its progress in becoming an anti-racist organisation.
- Advising the Trust on new ways to measure the experiences of patients and carers.
- Participating in an annual review of Patient Experience through the Patient Experience Improvement Framework
- Providing assurance on the Trust's delivery of its Corporate Plan, called Step Up to Great and by helping keep the Trust's priorities under review.
- Reviewing Care Quality Commission inspection reports and holding the organisation to account for delivery of plans in response to those reports.

The Council meets every quarter. There will be additional meetings in between for you to take part in, including Task and Finish Groups that will be formed to help us meet our four objectives. There will also be opportunities to visit LPT services and to meet other patients and carers to gain their views and opinions on LPT services. We envisage the overall time commitment being around a few hours a month.

We are looking **to recruit three People's Council Lived Experience Partners.**

The People's Council Lived Experience Partner role is a key part of our Lived Experience Leadership Framework. Our Lived Experience Partners will work alongside clinical and non-clinical staff, patients, and carers, drawing upon personal experience and expertise to provide insight into the design, improvement and delivery of the services provided by the Trust.

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

In addition to our People’s Council Lived Experience Partners, we are also recruiting two Patient Safety Partners and Lived Experience Partners to work within our three service directorates.

Details about these roles can be found in their own application and information packs. To find out more please contact us at [LPT.Patient.Experience@nhs.net](mailto:LPT.Patient.Experience@nhs.net)

## Lived Experience Leadership Framework

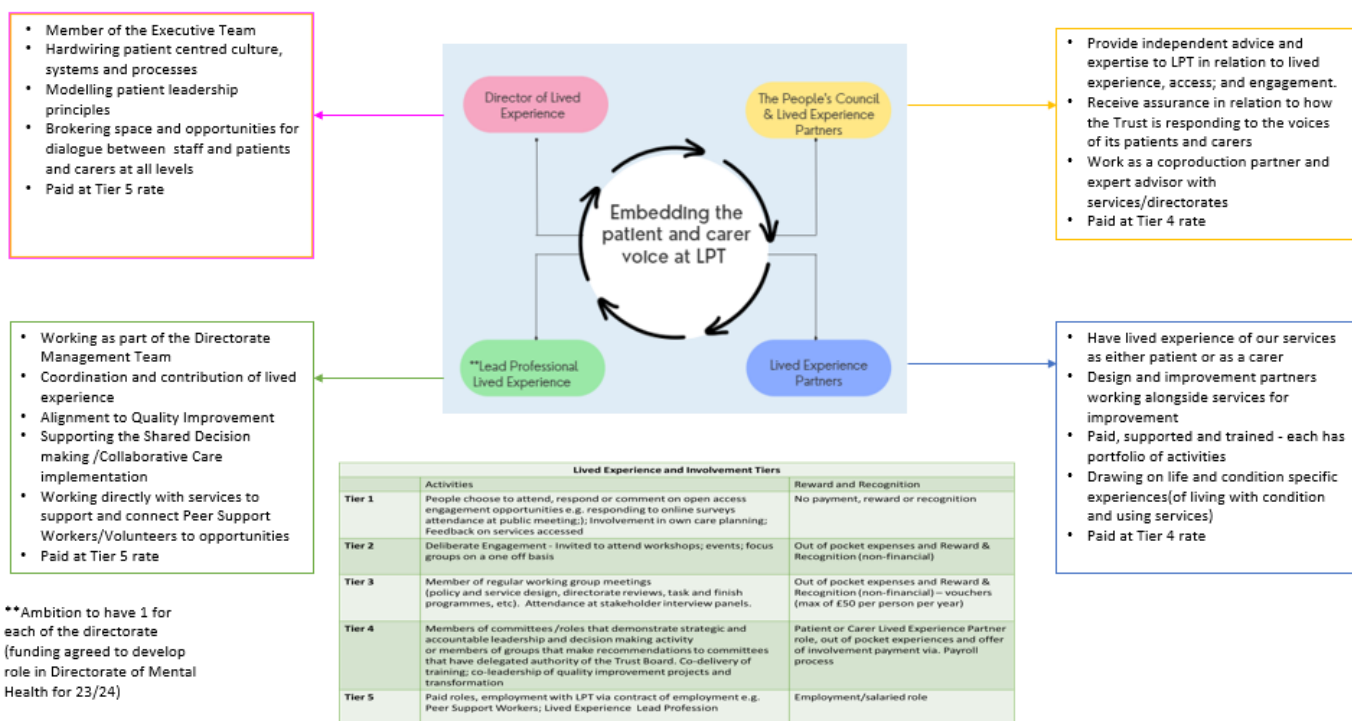
Our Lived Experience Leadership Framework has been developed in partnership with people with lived experience. The Framework which is taken from the Patient Leadership Triangle developed by InHealth Associates sets out how the Trust places lived experience and patient and carer voice at all levels of the Trust.

Lived Experience Partners will be working alongside services and teams. Partners will participate in quality improvement programmes, governance committees, as well as other activities like training, recruitment, and input into academic papers.

We call them ‘partners’ largely because they bring professional and personal wisdom alongside their experiences of using our services.

They are not representatives or there to provide feedback (we have other mechanisms for that) but are ‘advisors’ and ‘critical friends’ who check assumptions, ask questions, provide insights into reframing issues or identifying problems, change dynamics and model collaborative leadership.

### Lived Experience Leadership Framework



We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People’s Council, for supporting us in the development of our Patient and Carer Partner roles.

## People’s Council Lived Experience Partner Role Description

<b>ROLE DESCRIPTION</b>	
<b>Role Title:</b>	People’s Council Lived Experience Partner
<b>Role Purpose:</b>	Those with a lived experience of our services, either as a patient or as a carer, will work alongside Trust staff as equal partners to strategically influence and shape the development, design, and improvement of LPT services. They will also advise the Trust on the best ways of engaging with our diverse communities.
<b>Hours:</b>	Hours will be flexible but will include attendance and preparation for quarterly meetings. We will collaborate with partners to ensure working arrangements are suitable, hours per month will not exceed 5 hours per month.
<b>Reports to:</b>	Patient Experience and Involvement Team. Support will be provided by the service/team with which the Partner is working with.

### What is the main purpose of the role of a Lived Experience Partner?

Drawing upon your experience of living with a health condition and other life expertise:

- Provide a patient perspective on the design, planning, delivery and performance of services and issues related to patient and public experience of the Trust.
- Work as an equal partner alongside staff and patients in helping to co-produce the design, delivery, and evaluation of our services.
- Use your lived experience to provide advice and expertise on what support and services will make a positive difference to patients and carers.

### What will being a Lived Experience Partner involve?

Lived Experience Partners should be willing to develop their understanding and be committed to improving the NHS and its services. As an expert in your own lived experience, you will be able to think widely about health and wellbeing. You must be willing to share your perspective from your lived experience and where possible and appropriate represent the different views and diversity of patients / users including those living with different conditions from different backgrounds.

Understanding the different challenges faced by local communities across Leicester, Leicestershire and Rutland would be an advantage.

Our Lived Experience Partners will be supported to develop their skills and confidence to be able to contribute to discussions in a critical but positive way. This will be supported through a training

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and development programme which will be offered to you in your role. When attending meetings, it is important to note that NHS managers and clinicians may also attend meetings.

## What will I need to do to be a Lived Experience Partner?

- Have access to a computer with internet connection. (This will be discussed with you on application to ensure you have access to the equipment you need to fulfil the role of Partner, this will include being set up with an NHS email address.)
- Access to a landline and / or mobile phone.
- Be able to attend meetings (face to face and virtual via MS Teams)
- Be able to prepare and participate in meetings so you will understand the overall plans, objectives, and context.
- Attend a Trust induction and undertake mandatory training as required by the role e.g., safeguarding, data protection (these will be online training sessions)
- Attend role specific training, including a Patient Leadership Training Course.
- Travel between healthcare sites to attend meetings (you will be reimbursed for any costs incurred).

## What type of activities will I be involved in as a Partner?

- Provide public scrutiny and assurance to the Board of the Trust.
- Help ensure improvement projects are being done through co-design and co-production.
- Enable the Trust to listen and to provide opportunities for patients, carers, and families in the development of local services and policies.
- Actively influence the strategic direction of the Trust.
- Act as an ambassador to encourage patient and carer involvement.
- Provide their perspective to enable the Trust to place the voice of the patient and carer at the centre of everything it does.
- Support the development and delivery of high-quality public, patient, and carer engagement.
- Understands what the Trust does, working together with staff to identify problems and apply creative and innovative thinking in developing solutions.

Please note that this is not an exhaustive list as there will be many other activities that our patient and carer leaders can get involved with.

### Person Specification

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

<b>Outlined below are the experiences, skills, and characteristics that we believe make someone an ideal candidate for the role of Council member. Any training and support requirements will be discussed at interview.</b>		<b>(E) Essential</b>	<b>(D) Desirable</b>
1.1	Experience of using services provided by Leicestershire Partnership Trust as a patient or carer.	E	
1.2	The ability to draw on personal experience and expertise in a balanced way that leads to better services.	E	
1.3	Experience of speaking in a group, e.g., contributing to meetings.	E	
1.4	Experience of involvement in service evaluation, audit, research, or quality improvement work		D
1.5	Good standard of written and spoken English	E	
1.6	Good interpersonal and communication skills	E	
1.7	Experience of chairing meetings		D
2.1	Listen actively, observe, and learn from all those around you.	E	
2.2	Use internet and communicate using email, Microsoft Word, landline, and mobile phone.	E	
2.3	Work with others to develop effective relationships built on trust, credibility, and respect.	E	
2.4	Able to consider questions about complexities you have yet to understand. Reflect upon new knowledge.	E	
2.5	Able to work collaboratively with Patients and Carers, clinical, and non-clinical staff as an equal partner in the design, improvement, and evaluation of named reviews or projects.	E	
2.6	Work with others, and alone, to achieve agreed tasks and deadlines and provide reflection on how things are going.	E	
2.7	The ability to understand, interrogate, and use data.		D
2.8	Understanding of issues facing patients or carers from diverse communities and marginalised groups		D
3.1	Be able and willing to demonstrate the Trust’s values and behaviours: <ul style="list-style-type: none"> <li>• Valuing one another</li> <li>• Work together</li> <li>• Taking personal responsibility</li> <li>• Always learning and improving</li> <li>• Recognising and valuing people’s difference.</li> </ul>	E	
3.2	Be able to demonstrate a non-judgemental, respectful attitude toward others.	E	
3.3	Demonstrate an understanding of co-production.		D
4.1	Attend meetings during normal working hours (Monday to Friday, 9.00am – 5.00pm)	E	
4.2	Travel, by car or public transport, between home and Healthcare sites for meetings, etc.	E	
4.3	Understand confidentiality and data protection agreements.	E	

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## Additional Information

The term for membership is for 3 years (subject to a twice-yearly review to see how things are going, what support you need to fulfil your role, or if another engagement and involvement opportunity is more suitable for you). After the initial three-year term, there will opportunity to extend for a further 3 years.

You will be required to undertake training. This will include a mix of online, peer-to-peer, and knowledge-based training.

There will be additional specific training for Council members, such as how to use social media, how to use our intranet and developing acceptable behaviour.

- You will be required to commit to a minimum of 4 hours every quarter to attend a Council meeting and read any associated papers.
- Any additional hours you will be required to commit will be dependent on the additional work created by the Council; work you want to be involved with and/or the stage the project is at. Being involved with one project requires on average between 1 and 4 hours per month.
- The Trust must be able to contact you by telephone, post, or email.
- You may be required to attend meetings held within normal working hours.
- You will have review meetings with the Chair and Head of Patient Experience and Involvement to talk about how things are going, any areas that require improvement and to discuss if there is anything you need to effectively carry out your role or if you would be more suited to another role.

## Training and Support for Lived Experience Partners

All Partners will be required to attend Trust induction which is an online induction. In addition to this you will be required to undertake training via our ULearn online training portal or via a workbook on the following areas:

- Information Governance & Confidentiality
- Equality and Diversity
- Infection, Prevention and Control
- Safeguarding – Adults and Children
- Health and Safety
- Fire Safety
- PREVENT (training developed by the UK Government to address terrorism and non-violent extremism).

There will be a range of learning and development opportunities available to Partners. These will be shared throughout the time in post which may include:

- Patient Leadership Programme
- Introduction to Quality Improvement
- Experience Based Co Design
- Facilitation skills

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

Partners can also be supporting in producing a portfolio of skills and learning which can be collated into a C.V or portfolio of skills which could be used to support applications for employment or further education.

Partners will also have access to the Trust Health and wellbeing support offers and access to staff support networks. Partners will also be able to connect with fellow Lived Experience Partners through a Peer Support Group and 1:1 peer mentoring.

We want our Lived Experience Partners to be reflective of the population that we serve. We therefore welcome applications from across all communities including but not exclusive to Black and Asian Minority Ethnic groups, people from different religions, LGBTQ+, people with both physical and learning disabilities, children, and young people and those from socially and economically disadvantaged communities.

## Recruitment Process

To apply for a role as People's Council Lived Experience Partner, you will be required to apply. Support will be available to anyone who wishes to apply and can be found in our application pack. The recruitment process will work as follows:

- Application submitted
- Application shortlisted against criteria and person specification
- If shortlisted you will be invited to attend an informal interview, either face to face or online, based upon your preference

If successful, you will be required to submit information as part of your application process, as this is a requirement for the Trust. This will include:

- Verbal character references
- Eligibility to work in the UK check
- DBS check
- Occupational health assessment (to identify if you need any additional support to undertake your role as a Lived Experience Partner)
- Bank details so we can pay your involvement payment, if you choose this, and any out-of-pocket expenses

## Disclosure Barring Service (DBS)

Please note that this role will require a DBS check.

You will be required to declare any spent or unspent criminal convictions, cautions, reprimands, or warning on your application form, and you may be questioned about this during your interview or afterwards.

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

Please note that having a criminal record will not necessarily bar you from working within our Trust although this will depend on the nature of your offences.

## Expenses and Remuneration

Partners are in senior expert adviser roles that demonstrate strategic and accountable leadership and decision-making activity.

Remuneration will be discussed and agreed on an individual basis as we recognise that recognition means different things to different people. You can choose not to receive an involvement payment. For those who wish to take an involvement payment this will be paid at a rate of £20.00 per hour. Payments will be paid through the Trust's payroll system and will be subject to statutory deductions including tax and national insurance (NI), although this will be dependent on individuals' earnings and tax code.

If you are in receipt of state benefits, you should seek advice from the relevant agency, for example Jobcentre Plus, ideally in advance of applying and certainly before accepting an offer of a role which attracts an involvement payment, even if you intend to decline the payment

All Partners will be able to claim for out-of-pocket expenses including support for those with caring responsibilities and can also include payments towards broadband costs and travel.

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

## Diversity and equality of opportunity

### Lived Experience Partner Equal Opportunities Monitoring Form

Why we are asking you to complete this form

Leicestershire Partnership NHS Trust are committed to promoting equality and eliminating unlawful discrimination, and we are aiming to achieve diversity in the range of people we involve. You do not have to answer these questions, and we understand that some of this information is personal and sensitive in nature. However, gathering this data helps us to understand if we are involving different groups of people, and to make improvements if some groups are not represented.

Equal opportunities information

Thank you for completing these equal opportunity monitoring questions. Please return this together with your application form to [LPT.Patient.Experience@nhs.net](mailto:LPT.Patient.Experience@nhs.net)



Equality  
Monitoring Form lat

### Additional Information

- We would not expect individual applicants to have all capabilities and skills
- A DBS check and references will be required for this role
- We value and promote diversity and are committed to equality of opportunity for all and appointments are made on merit
- Applicants are advised to seek further financial advice as involvement payments may have tax implications as the payments may be regarded as earning whether they are employed, unemployed, retired, or receiving state benefits.

### It is advisable to consider:

- Why you are interested, including personal experiences or processes in the NHS (or other organisations)
- What skills, past experiences, and insights you feel you can bring to the role.
- Any potential conflicts of interest we should consider
- Any accessibility issues we need to adjust for
- Please also indicate what days and times of the week are best suited and if there are any you are unable to commit to.

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

## How to apply:

We are also offering anyone interested in becoming a partner an **informal discussion**. Please **tick one of the boxes below** to tell us which session you would like to attend or if you would like an informal chat, please contact us at [LPT.Patient.Experience@nhs.net](mailto:LPT.Patient.Experience@nhs.net) and we will be happy to arrange this for you.

- 4.00pm – 5.00pm – 1<sup>st</sup> June 2023
- 2.30pm – 3.30pm 8<sup>th</sup> June 2023
- I am not able to make the dates above and would like to arrange a call
- I am happy to submit my application without attending an introduction session

When you are ready, please complete the application form included with this information pack.

Once you have completed your form you can either:

Post it to us at: **FREEPOST LPT Patient Experience**

Or you can email it to: [LPT.Patient.Experience@nhs.net](mailto:LPT.Patient.Experience@nhs.net)

The deadline for sending us your application form is end of day Friday 30th June 2023.

Informal interviews will take place between **17th and 21st July 2023**, the date, time, and venue for your informal interview will be confirmed if you are shortlisted.

## Supporting you with your application

If you would like support in completing your application form, we would be happy to help. Please contact us in the first instance at [LPT.Patient.Experience@nhs.net](mailto:LPT.Patient.Experience@nhs.net)

You can apply using a video or by **submitting your application in person** via an Online meeting with a member of the team. This would allow you to answer the questions on the form in person, these would then be recorded on the form by a member of the team for you.

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

## Application Form to become a People’s Council Lived Experience Partner

<b>SURNAME:</b>		
<b>FORENAME(S):</b>		
<b>PREFERRED NAME (how do you prefer to be addressed):</b>		
<b>TELEPHONE:</b>	<b>DAY:</b>	<b>EVENING:</b>
<b>EMAIL ADDRESS:</b>		
How do you prefer to be contacted?		
Are there any reasonable adaptations we would need to consider when offering you a role of a Lived Experience Partner?		

Please identify if you are also able to represent any of the following communities (tick all that apply):

BME South Asian	Single Parents	
BME Black Caribbean and African	Families with young children	
BME Eastern European	Homeless	
Asylum Seekers & Refugees	Carers	
Students	LGBTQ+	
Physical Disabilities	Gypsy, Roma, and Traveller	
Older People	Domestic Violence	
Low income	Neurodivergent and Autism	

Please indicate which of the following conditions you would wish to represent through your lived experience on the People’s Council, this includes as a carer supporting someone who uses or has used one of our services (tick all that apply):

Learning disabilities	Long Term Conditions	
Sensory impairment	Substance misuse	
Physical disabilities	Adult Mental Health Services	
Children’s Services	Child and Adolescent Mental Health Services	

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People’s Council, for supporting us in the development of our Patient and Carer Partner roles.

**Referring to the Essential and Desirable criteria throughout all of your answers, please tell us:**

Why would you like to become a Lived Experience Partner with the People's Council



What skills and experience do you bring to this role? (This includes experience your work and personal life)



We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

Please use this space to provide us with any further information you would like to tell us as part of your application

I certify, to the best of my knowledge, that the information provided on this Application form is correct.

Signed: ..... Date: .....

Print Name: .....

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.



# Lived Experience Partner Helpful Information

## What type of role is a Lived Experience Partner?

Lived Experience Partners are experts by their lived experience. Partners can work with the Trust in a range of ways, all of which will be discussed with you on your application. The Trust will support you to choose which way works best for you.

## Will I get paid?

Remuneration will be discussed and agreed on an individual basis as we recognise that recognition means different things to different people. You can choose not to receive an involvement payment.

For those who wish to take an involvement payment this will be paid at a rate of £20.00 per hour. Payments will be paid through the Trust's payroll system and will be subject to statutory deductions including tax and national insurance (NI), although this will be dependent on individuals' earnings and tax code.

If you are in receipt of state benefits, you should seek advice from the relevant agency, for example Jobcentre Plus, ideally in advance of applying and certainly before accepting an offer of a role which attracts an involvement payment, even if you intend to decline the payment

All Partners will be able to claim for out-of-pocket expenses including support for those with caring responsibilities and can also include payments towards broadband costs and travel.

## Does being a Partner mean that I am classed as an employee of the Trust?

No being a Partner does not constitute a contract of employment. Nothing in the arrangements between the Trust and Partners shall render a Partner as an employee or agent of the Trust.

All Partners will be recruited on the Trust's Bank which means that there will be a recruitment process. As a member of the Trust's bank the following terms will apply:

- There is no obligation on the part of the Trust to offer any work to you
- There are no regular or fixed hours of work
- You will be required to submit timesheets if you are claiming involvement payments (via our Easypay app)
- You will be required to undertake recruitment checks
- You will be required to undertake formal induction
- You will be required to undertake mandatory training
- You will be required to sign an agreement based on terms and conditions with the Trust to be a member of the bank

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## Can I become a Partner as a Volunteer?

Yes, you can become a Partner as a Trust volunteer. However, it is important to note that Trust volunteers do not receive any financial payment in respect of their time.

## How else can I be recognised for my work as a Partner?

We understand that not everyone will wish to receive any payment for their time and that recognition can be given in many ways. As a Partner we will be happy to discuss this with you, for example you may wish to build up a C.V. of your work, receive individual certificates for your work or use your Partner work to get the skills and experience to return to work. We will be happy to support you in a way which best suits your wishes.

## Will I be offered training to support me as a Partner?

Yes. All Partners will be offered a range training, and this will be discussed with you during the application process. All Partners will be required to attend Trust induction. In addition to this you will be required to undertake training via our ULearn online training portal or via a workbook on the following areas:

- Information Governance & Confidentiality
- Equality and Diversity
- Infection, Prevention and Control
- Safeguarding – Adults and Children
- Health and Safety
- Fire Safety
- PREVENT (training developed by the UK Government to address terrorism and non-violent extremism).
- Essentials for Patient Safety (Level 1) and Access to Practice (Level 2)

All Partners will be required to attend our Patient Leadership Programme (2 days) on 21<sup>st</sup> and 28<sup>th</sup> June 2023.

## What if I need any specific adaptations for me to a Partner?

These will be discussed with you at your application. As part of our recruitment if needs are identified these will be discussed with our Occupational Health Service who will then advise and support you with any specific adaptations required to allow you to undertake your role. These will include accessibility needs, both for attending regular meetings and one-off events. Information which maybe be needed in an accessible format for you e.g., in large print.

## Can I have more than one Partner role within the Trust at the same time?

Partners should hold **no more than three** Partner roles at the same time where they are receiving a payment and **no more than five** roles if those roles do not attract an involvement payment.

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

### How long can I work as a Partner?

The Trust has set a limit to the length of time Partners can be in their role. This is limited to a **maximum of four years continuous involvement**. By doing this we aim to ensure that our Partners contribute effectively to our work and that we continue to make opportunities available for a diversity of people to support our work.

### Will I need special equipment to become a Partner?

Yes. As many of the activities you will be involved with are online you will require access to a computer and the internet. Support with this will be discussed with you on your application and we may be able to provide you with a laptop and equipment to help you undertake your role. You will also require access to a telephone so that we can contact you.

### Will I need to undertake a Disclosure Barring Service (DBS) application?

Yes. Please note that this role will require a DBS check.

You will be required to declare any spent or unspent criminal convictions, cautions, reprimands, or warning on your application form, and you may be questioned about this during your interview or afterwards.

Please note that having a criminal record will not necessarily bar you from working within our Trust although this will depend on the nature of your offences.

### Will I have to use my personal email address in my role?

All Partners will be issues with a NHS email account which they will be required to use in all work with the Trust. By having an NHS email address, you can access a range of offers and support such as NHS Discounts, Health and Wellbeing support and regular communications with the Trust.

### How much time will I have to commit to in my role as a Partner?

This is up to you. Partners will be required to commit to around 10 hours per month, however this will depend upon the work that you are doing. We will discuss this with you on your application to becoming a Partner and at each activity you are involved with. You will never be expected to do more hours without any prior discussion and agreement with you first.

### What if I cannot attend a meeting or am unwell?

Not a problem. We appreciate that our Partners will be balancing their own health and wellbeing whilst working as a Partner and it is important that Partners feel able to step away if they need to. All we will ask is that our Partners let us know if they are feeling unable to work, or need a break from their role, this way we can also ensure that we can provide support if needed.

We would like to acknowledge Lesley Preece, David Gilbert, Sussex MSK Partnership (Central) and Azar, Tasha, and Mark from our People's Council, for supporting us in the development of our Patient and Carer Partner roles.

If you in receipt of involvement payments and you are unable to provide bank work that you have agreed to do because you are unwell it is your responsibility to notify the Bank Manager of any absence. As a bank worker you are not entitled to contractual sick pay. Statutory sick pay will be assessed on a case-by-case basis on production of relevant medical certification.

### **Am I entitled to annual leave pay?**

You are not entitled to any contractual leave. However, you will be entitled to 5.6 weeks annual leave in a year under the Working Time Regulations which equates to 12.5 % of your basic rate of pay. Pay for annual leave will be paid automatically. This will show on your payslip as "WTD" payment. You will not be entitled to any further payment in respect of this leave entitlement.

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