Appointment of Lay Member to the Achieving Better Access programme - Acute Mental Health Care for Adults Expert Reference Group

Supporting information for applicants

Closing date for applications: 9th September 2016 at 5pm
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Introduction

Thank you for your interest in the role of Expert Reference Group (ERG) member on the Achieving Better Access programme- Acute Mental Health Care for Adults.

This project is part of a wider programme of work being developed by the National Collaborating Centre for Mental Health (NCCMH) who have been commissioned by NHS England to develop implementation guidance for mental health services. This guidance will describe evidence-based treatment pathways and recommended response times for receiving NICE-recommended treatment. The programme of work is part of the government’s commitment to achieving parity of esteem for mental and physical health. NHS England set out a plan for immediate action to improve access to mental health services and create waiting times for NICE-recommended treatment as set out in their 2014 publication Achieving Better Access to Mental Health Services by 2020 (NHS England and the Department of Health, 2014).

The roles advertised here are relating only to mental health services for adults in acute care.

About the posts

The ERG and NCCMH team will be responsible for the development of implementation guidance and supporting implementation tools, designed to assist those responsible for providing and commissioning acute mental health care services in England. This guidance will include pathways, outlining recommended response times and evidenced-based treatment.

The role description and person specification are given in the Lay member Role Description and Personal Specification document.

Role of the ERG members

The ERG can comprise NHS staff, healthcare professionals, local government staff, social care practitioners, patients, service users and carers, and academics. They are expected to use their professional and personal experience to advise the NCCMH on the evidence based treatment pathway.
ERG members are appointed because of their relevant experience and their specific expertise. Members are not appointed to act as representatives of a particular organisation.

ERG members agree to:

- set aside enough time to attend meetings
- use their professional knowledge to inform the development of the guidance
- raise any concerns about process or details in the draft guidance with the reference group, and try to resolve these issues within the group, with support from the NCCMH team
- contribute positively to the work of the group and to developing the implementation guidance and supporting tools
- take full account of the evidence in developing the implementation guides
- consider the analysis and interpretation of evidence prepared by the evidence review team
- act in a professional manner, show good manners and be courteous to colleagues and staff at all times
- be impartial and honest in conducting their duties for NCCMH, use public funds entrusted to them to the best advantage of NCCMH, and avoid deliberately damaging the confidence of the public or stakeholders in NICE/NHS England
- ensure strict adherence to NICE’s social value judgements
- read and adhere to NCCMH’s policies on hospitality and travel and subsistence and NICE’s policy on declarations of interests.

**Remuneration**

Payment will be offered to lay ERG members. Payment will be offered at the following rates (which will be subject to review):

- £150 per full-day meeting (4 hours or longer)
- £75 per half-day meeting (shorter than 4 hours).
Expenses

Members will be asked to adhere to the NCCMH expenses policy. There is also further information in the Role Description and Person Specification document for the vacancy you are applying for.

Time commitment

ERG members are expected to attend three ERG meetings (lasting a full day in the 1st week of October, 2nd week of November and 2nd week of January).

ERG members will have to spend time reading substantial documents and helping to produce consultation documents. In addition, ERG members might be contacted by the team between the meetings for advice.

The anticipated completion of this project is March 2017. ERG members may be required to provide ongoing advice beyond this date.

Equality monitoring

We recognise that you may be wary about giving us personal information, and be concerned about how we use it and how well we protect it. You may also feel that some of the questions on the monitoring form are intrusive.

Why we need this information

NCCMH’s guidance and other quality improvement products aim to help the NHS and the health and social care community and other planners and practitioners to give all sections of their communities an equal opportunity to benefit from health and social care services. More evidence on how interventions affect particular groups would help us to do this better. But we also believe it’s important that our advisory bodies reflect the diversity of the population. Not only is it right in principle, but it also means that they can draw on a broader range of knowledge, experience and insight, and so produce better guidance.

We encourage people with the right qualifications from all parts of the population to join advisory bodies. This is why we want you to answer all the questions in the monitoring form.
We are legally required to avoid unlawful discrimination and to consider how to advance equality. Monitoring the impact of our recruitment policies is essential to meet these duties.

**How we use the information**

We use the information you give us only for monitoring the diversity of applicants and appointees to our committees. We will not use it in the selection process, and our interview panel will not see it. We detach this information from the application form so that you can’t be identified. It is important for us to collect this information and we very much hope you will want to complete this form.

**How to apply**

The following documents must be submitted as part of your application to be a lay member:

- A completed application form
- A completed declaration of Interests form.

As noted above, applicants are also asked to include the equality monitoring form. Send applications to Polly Cosens: Polly.Cosens@rcpsych.ac.uk.

Applications **must** be received by **5 p.m. on 9th September 2016**. We will not consider applications arriving after this date.

Your application will be acknowledged by email (or another way, if requested).

**Selection process**

All appointments are made on merit. We have adopted NICE’s Recruitment and Selection to Advisory Bodies Policy and Procedure. This policy observes the Code of Practice of the Office of the Commissioner for Public Appointments, which monitors appointments to public bodies and ensures that all appointments are made on merit after fair and open competition.

After the closing date for applications:

- A panel will assess candidates’ application forms to decide who best meet the criteria for the role. The panel will rely only on the information you give in your application to assess whether you have the skills and experience required. Please
ensure that you provide evidence to support how you meet all the essential criteria.

- We anticipate that by mid-September the panel will have decided who will be selected for the post of member.
- The panel will choose only the strongest applicants who it feels have demonstrated that they best meet the criteria in the person specification.
- If your application is successful, you will receive a letter/email from the recruiting team to confirm the terms on which an appointment is offered.
- The recruiting team will notify you if you are unsuccessful.

Please see Appendix B, which sets out the criteria for automatic disqualification from the selection process.

**Conflict of interests**

We are expected to achieve and maintain high standards of fairness in the way we conduct our business. These standards include impartiality, objectivity and integrity, and effective handling of public funds. Managing potential conflicts of interests is an important part of this process.

Managing conflicts of interests effectively is an essential element in developing the guidance and advice that we produce. Without this, professionals and the public will lose confidence in our work.

We give particular consideration to interests involving payment or financial inducement or any reputational interest related to academia that may be affected by the matters under discussion.


**Standards in public life and code of conduct**

ERG members are expected at all times to act in good faith and observe the highest standards of impartiality, integrity and objectivity in in conducting the committee’s
business (see appendix A). Members will be required to sign to accept the terms of appointment relating to conduct (appendix B).

How we manage your personal information

Your personal data will be held by us in accordance with the Data Protection Act 1998 only for the purpose of recruitment to the advisory committee. It will not be given to third parties. Anonymised statistical information, including equalities data, may be held in order to monitor our recruitment process.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and as far as possible, make sure that nobody has access to it who shouldn’t
- ensure you know that you have a choice about giving us information
- make sure we don’t keep it longer than necessary
- only use your information for the purposes that you have authorised.

We ask that you:

- give us accurate information
- inform us as soon as possible of any changes, or if you notice mistakes in the information we hold about you.

Useful links

Policy on conflicts of interests

National Collaborating Centre for Mental Health (NCCMH)

How to complain

If you have a complaint about our recruitment process you may submit this to:

Tom Ayers, Senior Associate Director
National Collaborating Centre for Mental Health
Royal College of Psychiatrists
Appendix A: The Committee on Standards in Public Life: the seven principles of public life

Selflessness
Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership
Holders of public office should promote and support these principles by leadership and example.
Appendix B: Standards of business conduct

1. We have adopted NICE business standards for ERG and technical team members\(^1\). Standards include conforming to the Nolan Principles (see Appendix A) and declaring any interests in accordance with the NICE code of practice for declaring and dealing with conflicts of interest.

2. NICE business standards additionally set out circumstances in which it may be inappropriate for a person to serve on a NICE committee. This may result in automatic disqualification from membership of a committee on a temporary or permanent basis.

3. Anyone meeting 1 or more of the categories below will be automatically disqualified from membership of any committee or ERG:
   - a doctor who is under investigation\(^2\) by the General Medical Council, and who has had interim restrictions placed on their practice, or who has been removed from the Medical Register
   - other professionals who are under investigation for professional misconduct, or have been found to be in breach of appropriate professional standards by the relevant professional body
   - anyone who has received a prison sentence or a suspended sentence of 3 months or more in the last 5 years.

4. Anyone who meets any of the categories below will not be automatically disqualified, but they may be asked to step down from membership of a committee at the sole discretion of the NCCMH:
   - a doctor who is under investigation by the GMC but has not been subject to any interim restrictions
   - people who are the subject of a bankruptcy restrictions order or interim order
   - anyone who has been dismissed (except by redundancy) by any NHS body
   - in certain circumstances, people who have had an earlier term of appointment terminated

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\(^1\) ‘Committees’ includes any formally constituted body involved in developing NICE guidance including advisory bodies, Guideline Development Groups, panels and guidance committees

\(^2\) GMC ‘Investigation’ is defined as an investigation into whether the practitioner’s fitness to practice is impaired by reason of one or more of the heads of impairment set out in section 35c(2) of the Medical Act 1983
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986
- anyone who has been removed from trusteeship of a charity.

5. After an investigation, if a person is considered fit to practise by the investigating body, they will automatically be eligible for committee/ERG membership.

I accept the above conditions for membership:

Name:………………………………………………………………………

Signature:……………………………………………………………………

Date:…………………………