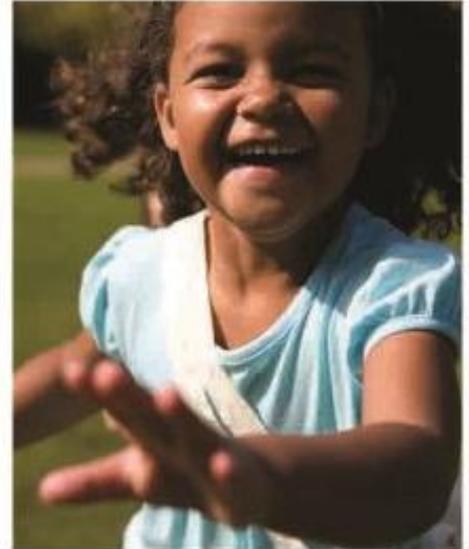


South West  
Maternity and  
Children's Strategic  
Clinical Network

Patient, Public and  
Carer Engagement  
Recruitment  
Information Pack



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## 1. Introduction

Thank you for your interest in participating in the South West Maternity and Children's Strategic Clinical Network (SCN) and for taking the time to read this information pack. The SCN is committed to ensuring that patients, service users, public, carers and family members, of all ages and backgrounds, are an integral part of our vision and will be active partners in our work.

## 2. Overview of the South West Maternity and Children's Strategic Clinical Network

The vision of the South West Maternity and Children's SCN is to work with partners to deliver improved experience and outcomes for patients and families needing access to maternity and children's services in the South West. The Network has the following aims:

- Provide strategic advice to service providers and commissioners
- Deliver service quality improvement
- Promote consistency of practice and minimise variation
- Promote and disseminate good practice
- Put patient and public engagement at the core of our work

Engaging with patients and the public is a core part of the work of the Network as it will help let us know about the needs of our population and help hold us to account over our aims.

## 3. Network Structure

On April 1<sup>st</sup> 2013, NHS England established twelve Strategic Clinical Networks. NHS England describes the role of SCNs as focussing on priority service areas to bring about improvement in the quality and equity of care and outcomes of their populations, both now and in the future<sup>1</sup>.

### NHS England

The main aim of NHS England is to improve the health outcomes for people in England. NHS England state on their website<sup>2</sup>:

*"We believe the new approach we are taking will really make a difference and deliver the improved health outcomes we all want to see. Central to our ambition is to place the patients and the public at the heart of everything we do. We are what we want the NHS to be – open, evidence-based and inclusive, to be transparent about the decisions we make, the way we operate and the impact we have."*

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<sup>1</sup> <http://www.england.nhs.uk/ourwork/part-rel/scn/>

<sup>2</sup> [www.england.nhs.uk](http://www.england.nhs.uk)

The South West Maternity and Children's SCN consists of a Steering Group which oversees the activities of the Network and six Working Groups which address the Network's priorities.

## **Working Groups**

The Working Groups meet every two months and are focussed on the following:

- **Maternity**  
Improving the health of mothers and babies and their experience of maternity care
- **Perinatal and Infant Mental Health**  
Improving the mental health of mothers and infants through early identification and expert management
- **Long Term Conditions**  
Improving the quality of life for children and young people with long term conditions, e.g. asthma, diabetes, epilepsy and special educational needs
- **Reducing Avoidable Unplanned Hospital Admissions**  
Lowering the number of children and young people who are admitted to hospital as emergencies with conditions that do not usually require hospital stays
- **Palliative/End of Life Care**  
Providing accessible care for all children and young people who need care towards the end of their lives
- **Transition to Adult Services**  
Providing young people a smooth change from children's to adult services

## **Steering Group**

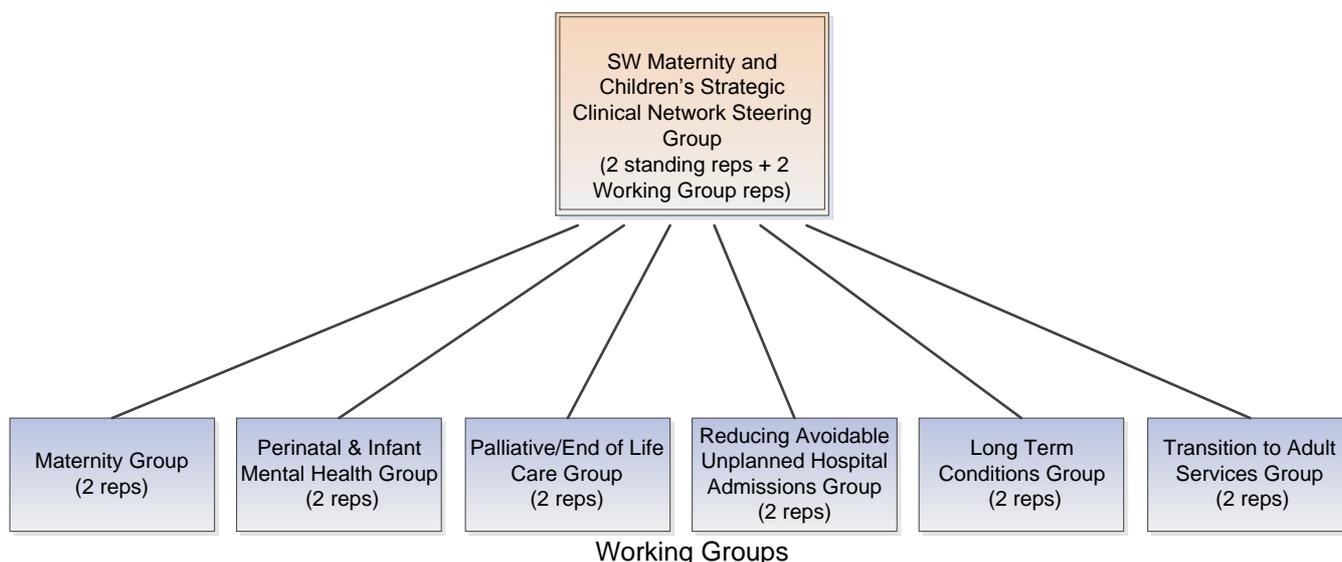
The Steering Group oversees the activities of the Network and supports the delivery of the work programme. This group meets every three months.

## **Providing a Patient, Public and Carer Voice**

In order to ensure continued patient and public engagement with our work, two representatives will be selected through an interview process to sit on each of the six network Working Groups and the Steering Group detailed above.

The work of the Network is overseen by a Steering Group which meets quarterly. Working Group Representatives will be invited to attend Steering Group meetings when appropriate. This structure of engagement is shown in figure 1 which follows.

**Figure 1 – Network Structure**



## 4. What we are looking for

### Qualities and requirements for the role

- ✓ Are passionate about helping to develop and shape maternity and children's services across South West England
- ✓ Have the ability to communicate effectively with a wide range of people
- ✓ Are willing to provide objective input and display sound judgment about the needs of the local community, patients and carers whilst representing your organisation at network meetings
- ✓ Are able to participate in meetings during the working day and occasionally at other times. These will usually take place in Taunton or Exeter.
- ✓ Are willing to initially commit to a two year term in this role (we recognise that circumstances may change for individuals, and this will be accommodated)
- ✓ Have the ability to understand and evaluate a range of information and evidence, including potentially complex strategic documents and data
- ✓ Have an awareness of, and commitment to, equality and diversity
- ✓ Have some awareness of health and social care issues
- ✓ Are willing to complete a declaration of interests, and to declare relevant interests as appropriate during group deliberations

## **Responsibilities of a Patient, Public and Carer Representative**

- ✓ To attend Working Group meetings bi-monthly and Steering Group meetings as appropriate (this should equate to no more than 28 hours of meetings per year)
- ✓ To bring important views, perspective and appropriate challenge to the Network meetings
- ✓ To read papers and proposals, which may be circulated via email, and give a service-user or carer perspective on the contents
- ✓ To champion the diversity of patient, public and carer views, as well as representing their own personal views and those of their organisation
- ✓ To consider becoming a member of their Local Healthwatch<sup>3</sup> if not already
- ✓ To identify their own support, training and development needs, and seek appropriate support from the SCN team when necessary
- ✓ To comply with The Seven Principles of Public Life (Appendix A) and respect the confidential nature of discussions and business when it is made clear by the Chair of the meeting that this is required

NB – We are looking for a broad range of individuals. If you have concerns about your suitability or any other aspect of your application, please contact Kelle-Marie Dunn, Network Administrator, for an informal chat ([kdunn1@nhs.net](mailto:kdunn1@nhs.net)).

## **5. Support for you**

Representatives will be offered support for their role. This will include:

- An induction pack for all members
- An induction/training session for all members, which will include meeting with senior members of the Strategic Clinical Network
- Support of a named person
- Effectively facilitated meetings where all have the opportunity to speak and be heard.
- Every effort will be made to avoid jargon at meetings and glossaries will be made available for use when reviewing documents.
- An assurance that members will be able to influence meeting agendas

## **6. Diversity and equality of opportunity**

We value and promote diversity and are committed to equality of opportunity for all. We also ask you to let us know if you have special needs that would require support to enable you to participate fully.

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<sup>3</sup> <http://www.healthwatch.co.uk/find-local-healthwatch>

## 7. Eligibility

Current NHS employees/contractors are not eligible for consideration. This includes honorary or unpaid medical or dental posts and practicing healthcare professionals within the wider NHS, including practicing GPs, general dental practitioners and their employees.

If you have a query about your eligibility in relation to other positions held, please contact Network Administrator, Kelle-Marie Dunn ([kdunn1@nhs.net](mailto:kdunn1@nhs.net)).

## 8. Becoming a Patient, Public and Carer Representative for the South West Maternity and Children's Strategic Clinical Network

### 8.1 Recruitment

If you are interested in applying for the role of representative, please complete the application form included in this pack as well as the declaration of interests form.

### 8.2 Expenses

Membership of the South West Maternity and Children's Strategic Clinical Network Working Groups and Steering Group is a voluntary role and will not be salaried. However, expenses incurred as part of your contribution for the Network will be reimbursed in line with NHS England policy. This includes travel expenses, childcare and any further incurred costs.

Travel expenses for meetings will be routinely covered. All other expenses must be pre-authorized by the Network Manager. The conduct of business online between meeting dates is designed to reduce the costs associated with face-to-face meetings.

### 8.3 Time Commitment

Overall the time commitment is expected to amount to no more than 28 hours of meetings per year.

### 8.4 Meeting format, location and timing

Due to the geography of the South West region, Network Patient, Public and Carer Representatives need to be prepared to communicate via email and phone, including conference calls. Individuals who may find this difficult should contact Kelle-Marie Dunn, Network Administrator, ([kdunn1@nhs.net](mailto:kdunn1@nhs.net)), to assess the possibility of alternative arrangements.

Most meetings will be held in Taunton or Exeter as they are central to the South West region. Meeting dates planned for 2014 are:

#### Maternity Group

Tuesday 9th September	10am - 1pm	Taunton
Thursday 11th November	10am - 1pm	Taunton

### **Perinatal and Infant Mental Health Group**

Tuesday 9th September	1.30pm - 4.30pm	Taunton
Thursday 11th November	1.30pm - 4.30pm	Taunton

### **Long Term Conditions**

Tuesday 30th September	1.30pm - 4.30pm	Taunton
Tuesday 4th November	1.30pm - 4.30pm	Taunton

### **Reducing Avoidable Unplanned Hospital Admissions**

Tuesday 30th September	10.00am - 1.00pm	Taunton
Tuesday 4th November	10.00am - 1.00pm	Taunton

### **Palliative/End of Life Care**

Tuesday 23 <sup>rd</sup> September	1.30pm - 4.30pm	Taunton
Tuesday 25 <sup>th</sup> November	1.30pm - 4.30pm	Taunton

### **Transition to Adult Services**

Thursday 17 <sup>th</sup> July	10am - 1pm	Taunton
Tuesday 23 <sup>rd</sup> September	10am - 1pm	Taunton
Tuesday 25 <sup>th</sup> November	10am - 1pm	Taunton

### **Steering Group**

Thursday 10th July	10am - 3pm	Taunton
Tuesday 14th October	10am - 3pm	Exeter

## **9. Standards of conduct and conflict of interest**

All representatives will be asked to subscribe to the Seven Principles of Public Life (Appendix A) and to declare any potential conflicts of interest. Examples of conflict of interest might include:

- Membership of a patient group campaigning on a single issue, such as against closure of a local service
- Membership of a charity or health trust that provides services that may come under discussion in meetings.

We hope that this information pack has provided you with the information needed to decide whether you would like to apply to join us in our work. If you would like to apply, please fill out the application form included. If you have any further questions regarding the role, please do not hesitate to contact us using the contact details below.

Richard Harris, Network Manager, [richard.harris13@nhs.net](mailto:richard.harris13@nhs.net)

Kelle-Marie Dunn, Network Administrator, [kdunn1@nhs.net](mailto:kdunn1@nhs.net), 0113 825 3625

## Appendix A

### The Seven Principles of Public Life (from the Standing Committee on Standards in Public Life)

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **Leadership**  
Holders of public office should promote and support these principles by leadership and example.

## Information Table

Category	Actions	Target date	Person responsible and their Directorate
Involvement and consultation	This document was adopted from the Clinical Reference Group Information Pack & East Of England SCN where it was co-produced with a patient and public project group, followed by a wider consultation exercise.	November 2013	Claire Bullock PPE Lead South West SCN
	Adapted for the SW Maternity and Children's SCN	March/April 2014	Amy Warren, Claire Bullock and Richard Harris, SW Maternity and Children's SCN
	Amended after feedback from Network Executive Team, Chair of Citizens' Assembly and Members of Working Groups and Steering Group	April 2014	Amy Warren, SW Maternity and Children's SCN
Monitoring, evaluating and reviewing	Review in two years	May 2016	Richard Harris, Network Manager
Transparency (including publication)	This is a public document, which will be widely distributed to stakeholders across the South West of England region.		