**Are you over the age of 18 and interested in helping shape your local NHS services?**

Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) provide a range of mental, physical and community health services across Cambridgeshire and Peterborough.

We are currently looking to recruit people who have used CPFT services to our Participation and Partnership forum. Ensuring that people’s views are heard across our Trust is essential for creating and delivering better health and care services. The Participation and Partnership forum supports the Trust to increase the voice of service users within the organisation. Meetings are held for two hours every four to six weeks. Payment is £10.00 per hour and travel expenses. These positions are subject to the Disclosure and Barring Scheme and occupationlal health clearance. Informal interviews will be held on 26th June (Peterborough), 28th June (Cambridge), 1st July, (March or Wisbech), 4th July (Huntingdon). The closing date for applications is Wednesday 12th June at 9.00 AM.

For a role description and application form please see below. For further information please contact Anna Tuke, Associate Director of Involvement and Partnerships on 07929 379950 / [ppf@cpft.nhs.uk](mailto:ppf@cpft.nhs.uk) or to talk to somebody who is already on the forum please contact Lorna Evans at [ppf@cpft.nhs.uk](mailto:ppf@cpft.nhs.uk).

# Participation & Partnership Forum People with lived experience of NHS services working as equal partners to create change.

Statement of purpose

Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) provide a range of physical, mental and community health services across Cambridgeshire and Peterborough. CPFT is hosting the Participation and Partnership Forum (PPF), a group led by people who have received physical, mental or community health services. With our experiences and insights, the PPF work in partnership with CPFT and other stakeholders to help shape and direct the delivery of care we and others receive. Involvement in services can lead to enhanced quality of care, improved quality of life, improved relationships and improved outcomes for people receiving Trust services as well as peers, staff, families and the organisation.

Key objectives

* As ‘experts by experience’, we work at a strategic and operational level as equal partners to contribute to and strengthen the CPFT governance structure.
* To embed a culture of co-production and partnership working alongside staff, governors and managers at all levels.
* To add value to CPFT service design and delivery by co-designing the services. By getting it right the first time, unnecessary costs can be avoided.
* To ensure the integration between physical and mental health services truly becomes one.
* To communicate individual and diverse community opinions, insight and concerns. This will include Pop Up Forums that will engage with people and organisations.
* To provide and facilitate voices of people receiving services, ensuring that lived experience and expertise is cascaded throughout the organisation, challenging stigma and poor practice in a constructive and compassionate manner.

Required experience, knowledge and skills for this role

* Passionate about contributing to the development of the PPF and working with CPFT to develop, deliver and evaluate policy and practice.
* Ability to provide information and advice about people’s experience of Trust services to the Governors and the wider organisation whilst empowering the voices of people receiving services.
* Ability to demonstrate listening, negotiating and influencing skills.
* Ability to challenge and express views in a constructive way and create strong working relationships based on mutual respect and integrity.
* Recent personal experience of receiving Cambridgeshire and Peterborough Foundation Trust Services
* Ability to maintain confidentiality when required.
* Ability to work within and adhere to the Trust’s ‘Pride’ values.

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| CPFT ‘Pride’ values |  |

**Professionalism** - We will maintain the highest standards and develop ourselves and others by demonstrating compassion and showing care, honesty and flexibility.

**Respect** - We will create positive relationships by being kind, open and collaborative.

**Innovation** - We are forward thinking, research focused and effective by using evidence to shape the way we work.

**Dignity** - We will treat you as an individual by taking the time to hear, listen and understand.

**Empowerment** - We will support you by enabling you to make effective, informed decisions and to build your resilience and independence.

Benefits of this role

* Gain experience and skills through direct contact with patients, staff and others who have received services, while supporting the Trust in providing excellent care.
* Play a crucial part in the development of CPFT services and future care delivery at the highest level.
* Gain valuable skills that may help your personal and professional growth and self-esteem.
* Become involved in ensuring the voices of people who have received services are communicated and heard by the Trust through new and exciting projects.
* Attend Trust induction and development sessions.
* Access CPFT staff training courses that are relevant to your role.
* Enhance your CV and gain character and employment references.
* Be reimbursed for meeting time and travel expenses to meeting venues.
* Make a positive difference!

In addition, the Trust will equip and support PPF members in developing the skills and confidence needed to fulfil our objectives. We recognise that people going through periods of ill health need to be understood and supported.

How the PPF benefits the Trust

* Brings the experiences of people who have received services to the fore, contributing new and innovative ideas.
* Provides an active perspective of people receiving services embedded throughout, ensuring CPFT services meet the needs of all our communities.
* The PPF works across CPFT Adult services, breaking down barriers and ensuring equality across physical and mental health services.
* The PPF combines both professional and lived experience, creating a shared voice to help get treatment and services right the first time and predict future needs.
* Involvement in planning, commissioning and governance can improve information and access for people receiving services and have positive effects on decision-making processes and organisational culture.
* We can reach places and achieve outcomes that traditional health services have yet to attain.

We value your experience

We believe in people having their own strengths. We aim to give you tools to succeed, regardless of any diagnosis you may have had.

We are recruiting adults (aged 18+) from a variety of backgrounds, including people:

* with experience receiving health care, mental health or community care services;
* who have a learning disability;
* living with autism;
* who have a dual diagnosis of physical and mental health conditions;
* who have a physical and/or sensory impairment;
* with experience of detention under the Mental Health Act;
* who have received substance misuse services.

If you or someone you know might be interested in making a contribution to the Participation and Partnership Forum, we would be very pleased to hear from you!

Contact

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| Participation and Partnership Forum  Cambridgeshire and Peterborough NHS Foundation Trust  Elizabeth House  Fulbourn Hospital  Cambridge CB21 5EF  **Email ppf@cpft.nhs.uk**  Office 01223 219452  [cpft.nhs.uk](http://www.cpft.nhs.uk/) |

Thank you for your interest in Cambridgeshire and Peterborough NHS Foundation Trust Participation and Partnership forum. Please read the role description, complete the application form and submit it to ppf@cpft.nhs.uk or post it to Anna Tuke, Elizabeth House, Fulbourn Hospital, Cambridge CB21 5EF. If you would like to submit the application in a different format, please contact us so that we can support you with this. As part of the process you will be invited to attend an informal interview. The post is subjected to Occupational health and DBS clearance.

Name: DOB

Address:

Telephone number:

Email address:

How would you like to be contacted? Email Telephone Post

Please tell us why you would be interested in being part of the Participation and Partnership forum in up to 200 words.

Demographic information

We are required to maintain a record of those who are involved in our activities. This will enable us to review and improve how we reach out to the community and encourage wider representation, making our services more inclusive. In completing this section, you will enable us to evaluate and improve our service. Information is treated in a confidential manner. Thank you for taking your time to complete this form.

**Please tick boxes where it applies to you:**

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| **Gender** |  | **□** Male | **□** Transgender | **□** Prefer not to declare | |
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| We are required to maintain a record of those who are involved in our activities. This will enable us to review and improve how we reach out to the community and encourage wider representation, making our services more inclusive. In completing this section, you will enable us to evaluate and improve our service. Information is treated in a confidential manner. Thank you for taking your time to complete this form.  **Please tick boxes where it applies to you:**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Gender** | **□** Female | **□** Male | **□** Transgender | | | **□** Prefer not to declare | | | | |  |  |  |  | | |  | |  | | | **Sexual orientation** | **□**  Bisexual | **□** Gay | **□** Heterosexual | | | **□** Lesbian | | **□** Prefer not to declare | | | **Are you married.** | | **□** Yes | **□** No | | |  | |  | | | **Are you in a civil partnership.** | | **□** Yes | **□** No | | | | | | | | **Are you currently pregnant or on maternity/paternity leave.** | | | | | | **□** Yes | | **□** No | | |  | | | | | | | | | | | **Ethnic background – How would you describe yourself.** | | | | | | | | | | | **Asian or Asian British** | | | | | **Other Ethnic Group** | | | | | | Bangladeshi | | | | **□** | Chinese | | | | **□** | | Indian | | | | **□** | Kurdish | | | | **□** | | Pakistani | | | | **□** | Middle Eastern | | | | **□** | | Other | | | | **□** | South East Asia | | | | **□** | | **Black or Black British** | | | |  | Other | | | | **□** | | African | | | | **□** | **White** | | | | | | Caribbean | | | | **□** | British | | | | **□** | | Black Other | | | | **□** | European | | | | **□** | | **Dual Heritage** | | | |  | Irish | | | | **□** | | Black & Asian | | | | **□** | Traveller/Roma | | | | **□** | | White & Asian | | | | **□** | Other | | | | **□** | | White & Black African | | | | **□** |  | | | |  | | White & Black Caribbean | | | | **□** |  | | | |  | | Other | | | | **□** |  | | | |  | |  | | | | |  | | | |  | | **Religion or belief** | | | |  |  | | | |  | | Buddhist | | | | **□** | Jewish | | | | **□** | | Charedi | | | | **□** | Muslim | | | | **□** | | Christian | | | | **□** | Secular beliefs | | | | **□** | | Hindu | | | | **□** | Sikh | | | | **□** | | Prefer not to declare | | | | **□** | Other | | | | **□** | | Do you regard yourself as having a disability? | | | | **□** No | | | **□** Yes | | | |  | | | | | | | | | |   CPFT need to collect personal information about you in order to process your application form - It will also form the basis of a confidential personal record in electronic format. The data will be retained for administrative and statistical reporting purposes.  Following completion of your voluntary role it will be held for one year and will then be destroyed under secure conditions.  In accordance with the General Data Protection Regulation and Data Protection Act, the information provided on this form will only be disclosed to those who have a legitimate reason to see it.  The lawfulness of processing this information under the General Data Protection Regulation and the Data Protection Act is for Legitimate Purposes 6(f) and in compliance with legal obligations 6(c).  CFPT would like to make you aware that you have the following rights regarding the data we are required to collect about you:   * Make a Subject Access Request; * Rectification of any incorrect information we hold about you; * Restriction of further processing of data; * Right to be forgotten where information has been provided with consent.   Should you wish to complain about any aspects of how we have handled your personal data you can contact the Supervisory Authority (ICO) at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.  The Trusts Data Protection Officer can be contacted if you have any questions about how we handle your personal data by emailing [informationgovernance@cpft.nhs.uk](mailto:informationgovernance@cpft.nhs.uk)  **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **□** Gay | **□** Heterosexual | **□** Lesbian | **□** Prefer not to declare |