

Public and Patient Involvement Assurance Group submitted questions & answers

In order to create a fair and transparent recruitment process, all submitted questions and answers will remain anonymous but be published on the website for all candidates to access. This document will be updated with any additional questions every Friday PM.

Question	Answer
The application pack refers to the group's terms of reference. Is this a separate document or are the terms of reference covered by the section of the pack entitled Role of the PPIAG?	The terms of reference will be a separate document. As you outline the role of the PPIAG members is outlined in the application pack.
I assume that one or some of the BCT partners will attend each group meeting. Is this correct? Would they also handle administrative issues such as chairing, minute taking etc?	The BCT partners who attend each meeting will be shaped by the area of work that is being assured at the meeting. The NHS will handle administrative functions of the group. Initially the group will have an interim Chair. Once established the group will appoint a Chair.
How much time would you expect group members to commit to reading papers prior to each meeting? I know this is tricky to estimate but it is important for me to know the volume of work involved. Would such papers include research tools (e.g. survey and interview questions) and information about specific consultations processes, as well as reports on findings?	This is difficult to estimate and will depend on the areas of work being assured and the level of insights and data. We do appreciate that this is a volunteer role, therefore would keep the meeting preparation time at a reasonable level. This is also something we will discuss with groups members as we progress.
Can you tell me more about the content of the recruitment event? e.g. Will this involve meeting a range of BCT partners? Will short listed candidates be interviewed?	The main part of the recruitment event will be set up in the same way we would expect a Public and Patient Involvement Assurance Group meeting. The group will discuss a real topic for assurance. Obviously as this is an exercise, the set-up and conclusion will provide support to interested volunteers. BCT partners attendance will be pertinent to the topic being assured.
Where will the group meetings be held?	Similar to the day and time we will discuss with group whether a permanent location in central Leicester is convenient or whether this are other options.

Will BCT PPIAG meet in public?	The BCT Public and Patient Involvement Group will not meet in public. The engagement insights that they will assure will have had involvement from patients and the public which will have been undertaken in the public arena..
Will the minutes/notes of meetings be published on the BCT web site?	The minutes of the Public and Patient Involvement Assurance Group will be published on the BCT website.
Will the decisions/recommendations of BCT PPIAG to the BCT Senior Leadership Team and to the BCT Partnership Board be published?	The PPIAG is accountable to the Better Care Together Senior Leadership Group and also reports into the Partnership Board currently in development. The BCT Senior Leadership Team minutes will continue to be published on the BCT website. The Partnership Board is currently in development. When agreed further information about the board will be circulated.
Will members of PPIAG be required to sign confidentiality agreements?	<p>BCT Public and Patient Involvement Group members will not be require to sign confidentiality agreements however as outlined in the recruitment pack they will be required to:</p> <ul style="list-style-type: none"> • Observe the highest standards of impartiality, integrity and objectivity in relation to the assurance they provide; • Stand by the recommendations of the Group and not seek to publicly undermine them; • Uphold organisational policies and principles in the promotion of equality • Uphold the Nolan principles of public service.
Will the proceedings of PPIAG be communicated to the public through media releases?	<p>The minutes of the Public and Patient Involvement Group will be published on the BCT website which will outline the proceedings of each meeting.</p> <p>We are committed to feeding back information to public and patients to ensure that they are aware of how their insights and experiences have impacted on the decision being made, which will be the topic of discussions at Group meetings. We are also committed to communicating decisions about changes or modification to services. This will take many forms of communications which if appropriate will include media releases.</p>

Do you expect applicant CVs to include names of people to whom reference can be made?

As outlined in the Recruitment Pack your CV should include:

- Your full name, title, home address, personal contact telephone numbers (and line or mobile) and personal email address;
- Brief details of your current or most recent post and the dates you occupied these roles.

We do not require people to include the details of people who will provide references.