



## Data into Action Patient and Public Advisory Group (PPAG) member application: supporting information

### Introduction

Data into Action uses health and social care information to improve services across Cheshire and Merseyside. It is a programme of work which sees our NHS, local authorities and the University of Liverpool working together to make things better for all 2.6 million people in our region.

When people see a GP, go to hospital, or receive care in a care home, information is recorded to help them receive the best possible care.

Data into Action uses this information to see what our health and social care services are doing well, to identify how they can improve, and to support them to make positive changes.

### What we are looking for in our PPAG members

Here are some of the things we are looking for in our PPAG members:

- You have a strong passion for improving patient care.
- You have an interest in the use of healthcare data for research.
- You can work well with lots of different people with different backgrounds.
- You are good at working in a team.
- You can contribute to discussions.
- You are good at seeing both sides of an argument.
- You are good at listening and explaining your ideas.
- You think it is important to make healthcare fairer.
- You can bring your experiences or those of your family or friends into discussions in relation to healthcare.
- You have experience of being part of a network or forum (this is not essential).
- You have worked well with healthcare leaders before (this is not essential).
- You have experience of working with other groups and representing your community (this is not essential).

## PPAG activities

Below are examples of the types of activities you may be asked to carry out as a member of the PPAG:

- Providing recommendations on the programme's public engagement plans.
- Advising on public and patient priorities and perspectives in relation to core issues in health data sharing and usage.
- Advising on public and patient priorities and perspectives in relation to individual health research projects.
- Providing a patient and public perspective at meetings with leadership and operational teams for the Cheshire and Merseyside Data into Action programme.
- Reviewing and contributing to documents.
- Providing comments on messaging and design for communications, e.g., websites, leaflets, posters, social media graphics, etc.
- Evaluating how public engagement is being used to influence the Data into Action programme.

This list is not exhaustive. You may be invited to be involved in other areas of work.

## Meetings and events

PPAG members will need to attend and contribute to PPAG meetings, which will take place every other month and initially will be held at the Civic Health Innovation Labs (CHIL) at Liverpool Science Park, in the city's Knowledge Quarter (L3 5TF). However, there may be opportunities to attend virtually instead.

There will be opportunities for further paid involvement on an optional basis to take place in between meetings. This could include attending conferences and workshops, both virtually and in person.

We will support you to be prepared for meetings and events however we can. For example, we will send you briefing documents before meetings and offer you pre-briefing meetings if you need them.

## Getting rewarded for your contributions

Members of the PPAG will be rewarded and recognised for their contributions through payment and reimbursement of expenses. Members will be recompensed in line with the [National Institute for Health and Care Research \(NIHR\) public contributor policy](#).

Activity type and duration	Payment
For involvement in a task or activity such as reading and commenting on a document which equates to less than half an hour.	£12.50
For involvement in a task or activity requiring little or no preparation and which equates to <a href="#">between half an hour and</a> one hour of activity. For example, participating in a focus group to provide feedback on a proposal or reviewing a short document.	£25.00
For involvement in a task or activity likely to require some preparation and which equates to approximately two hours of activity. For example, a PPAG meeting.	£50.00

Members will be entitled to claim for reimbursement of travel and subsistence costs incurred in undertaking their role. You may also claim for the costs of a carer to cover for a person you normally care for if this is needed to enable you to attend a meeting.

If you have any special requirements which affect your ability to participate remotely, please let us know and our team will try our best to support you.

Please be aware that you are personally responsible for any income tax or National Insurance contribution liability. You will need to declare this to HMRC. The Trust does not deduct tax or National Insurance contributions from payments.

For free, confidential advice you can contact Citizens Advice. Find your local Citizens Advice at [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

## How to become a PPAG member

To apply to become a member of the PPAG, you will need to fill in an application form by visiting <https://dataintoaction.cheshireandmerseyside.nhs.uk/involving-the-public/>

To find out more about getting involved, please email: [mlcsu.dia@nhs.net](mailto:mlcsu.dia@nhs.net)

To request a paper version of the application, please email: [mlcsu.dia@nhs.net](mailto:mlcsu.dia@nhs.net)

If you would like support to help you apply, or if you would like this information in another format, please contact 07341 792998.

We want to hear from lots of different people with different skills and experience, so please make sure to tell us as much as you can about yourself on your application form.

## Treating everyone fairly

Part of the application form is about making sure that everyone is treated fairly. This is sometimes called an equal opportunity monitoring form.

It should be as easy for disabled people to be involved as it is for people who are not disabled. This is called making reasonable adjustments.

Please let us know if you require any reasonable adjustments, such as information in different formats or having a telephone conversation before meetings to help you prepare.

## What happens when we get your application

When we get your application form, we will contact you in the way that works best for you to say we have received your application. If you don't hear from us within 5 working days, please get in touch.

If we plan to offer you the role, we may contact you to have an informal conversation to find out a little more about you and to give you the opportunity to ask some questions about the role.

We will tell you whether you have been chosen for the role.

If you have questions or want to talk about the role or application, please email [mlcsu.dia@nhs.net](mailto:mlcsu.dia@nhs.net)

## Submitting your application

To submit your application via email, please send your completed form to **mlcsu.dia@nhs.net**

Applications close at **5pm on Monday 28 October 2024**.

If you are submitting a paper version, please post your completed form to:

Civic Data Cooperative  
Civic Health Innovation Labs  
Liverpool Science Park  
Liverpool, L3 5TF

**Thank you for taking the time to read the Data into Action Patient and Public Advisory Group supporting information.**