

Information pack to help you apply for the Learning Disability and Autism Advisory Group



**Hello, thank you for thinking about
joining our Learning Disability and
Autism Advisory Group**



**This information tells you about our
group and about how you tell us you
would like to join**



**Please read this information pack before
completing the form**



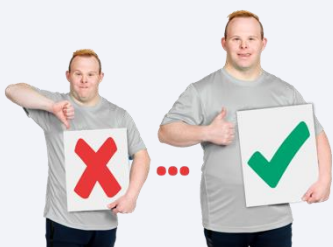
If you want any help with reading this information or filling in the form, you can contact us on engage@nhs.net or phone 0113 824 9686



The group advises NHS England to make sure the work we do improves the health of autistic people and people with a learning disability



It aims to include more voices of people with a learning disability, autistic people and family carers in the work of the NHS



We want to improve people's health and the healthcare they receive



You can see some examples of the work the group has been involved in and the difference it has made at:

[You said we did](#)



There are 2 documents in this information pack



1. Information about filling in the expression of interest form



2. The expression of interest form to tell us about yourself and why you want to join the group

Who we are looking for



We would like 11 new members to join the group



We are looking for autistic people, people with a learning disability and family carers



People may be a combination of these

For example, an autistic person who is a family carer or someone who is autistic and also has a learning disability

We are looking for people



- who can share their experiences with others to improve the health system



- who can work with other people



- who want to make a difference to healthcare



- with experience of different health and social care services



- with links to groups and networks of people from all backgrounds and communities



We are looking for members with lived experience rather than professional experience



We do not usually have members who work on the frontline in the NHS or work in healthcare



People can only have up to 3 voluntary engagement roles at NHS England

In the free text box near the end of the form, please write about these things described in the bullet points



Also explain why you would be good to have on our advisory group

You can write up to 500 words for the answer to this question. We will not read anymore than this



Please be careful as you cannot save your answers as you go along

Make sure to write up your answer in a document first, and then copy and paste into the online form



We want lots of different people on the group, with different life experiences

For example:



- **people of different ages, including young people**



- **people from different ethnic backgrounds**

By this we mean people who are Black, Asian or from other groups who are not White British



- **people who have experienced inpatient mental health care**

Either as patients or as people whose loved ones have stayed in mental health hospitals



- **people of different genders for example, male, female, non-binary or other**



- **we will ask for your pronouns for example, he, she, they or other**

This is so we know how to refer to you



- **people of different sexual orientations**



- **family carers of children or young people**



- family carers of people whose voices are not often heard

For example, people with a severe learning disability or who don't or can't speak



- people with a learning disability or who are autistic who are also parents



- people or family carers of people who have 3 or more support staff with them, all of the time



- people from different parts of England



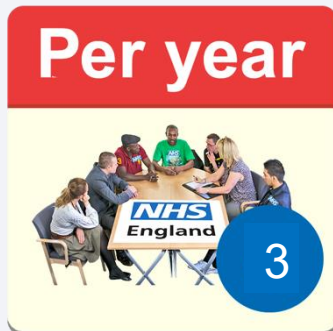
- people who have had a loved one pass away within the last 3 years



- people who take psychotropic medication

This is medication for the mind. For example, medicine for epilepsy or depression

We need members to be available



You must attend at least 3 meetings each year



Some of these meetings are half day meetings online. We can help you set this up



Some of these meetings are full day meetings in person



We can make reasonable adjustments if needed



In person meetings are usually in Leeds



Advisory Group members can stay in the group for up to 4 years



You can choose to leave before this if you want to

What will you get out of joining the group



- **It's a chance to make a difference to the NHS**



- **You will meet interesting and supportive people who also want to make the NHS better**



- **You will develop your skills**



- **We will pay the costs of your involvement in the group**



This can include travel, accommodation if needed, support worker costs and an involvement payment



We may be able to support with costs for a personal assistant or support worker to help you with meetings



We are unable to pay unpaid support such as family or friends for their time, but we can pay their expenses

How we choose people to join the group



Tell us about yourself and why you want to join the group



There are 4 ways you can tell us that you are interested in this role



Only do one of these things

You can:



1. Fill in the online expression of interest form

Expression of interest form

or



2. Contact us to arrange a videocall or phone call for a member of the team to help you fill in the form on engage@nhs.net or phone 0113 824 9686

or



3. Print out the form, fill it in and post it to:

**NHS England
Learning Disability and Autism
Engagement team
The Post Room
7 and 8 Wellington Place
Leeds
West Yorkshire
LS1 4AP**



If you would like us to send you a paper copy of this information and the form, we will post them to you

or



4. Answer the questions in the form by making a video of yourself. You can be on or off camera



Phone or email us and we will help you send the video to us



If you would like more information or have any questions, we really encourage you to get in contact with us at

engage@nhs.net or phone 0113 8249 686



You need to send one of these types of your expression of interest before 9am on Monday 30 September 2024



We will contact you to let you know we have got your form

This will usually be by email unless you have told us to contact you a different way



We will use the information you give us to decide who should join the group as not everyone can join



We will choose a group of people with lots of very different experience, skills, knowledge and family backgrounds



We will let you know if you have been chosen or not by Monday 4 November 2024



This will usually be by email unless you have told us to contact you in a different way



The law tells us that we must keep your information on record for at least 6 months

If you are not chosen, we will keep your form for 2 years if you have told us this is ok



Your information will be kept safe

We will only use this information to contact you, if we have more places to offer



We do this in case another space comes up in the advisory group and we can invite you to fill that space



We need to do a DBS check. DBS stands for Disclosure and Barring Service

This lets us check if you have a criminal record if we want you to join the group

Next steps to joining the group



The people we choose to join the group will be invited to come to a trial, online advisory group workshop



We will ask you before the meeting if you need any reasonable adjustments or can't attend online



This is to meet the team and some current advisory group members and get a feel for what the meetings will be like



After the trial advisory group workshop, we will have a call with each new member to discuss:



- **how the workshop went**



- if there is anything we can do to support people in future meetings



- if they still want to be part of the advisory group

References

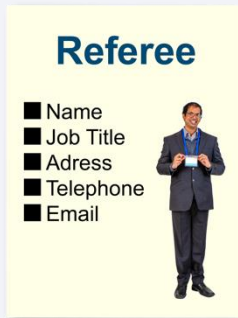


A referee is someone who knows you and can tell us how good you would be if you joined the group

We need to have 2 references for you



They should not be family members



Please include the name, job title, address, telephone number and email address of both of your references



We will contact the 2 people you have given details for, to give references before you can start work with the group



Thank you for thinking about joining the group!