



## APPLICATION FOR MEMBERSHIP OF THE REGIONAL SUB-COMMITTEES OF THE ADVISORY COMMITTEE ON CLINICAL EXCELLENCE AWARDS 2016 AWARDS ROUND

### Notes on completing the form

#### Note 1

There are 13 regional ACCEA sub-committees, based on the boundaries of the previous Strategic Health Authorities:

- Cheshire & Merseyside
- East of England
- East Midlands
- London North East
- London North West
- London South
- North East
- North West
- South
- South East
- South West
- West Midlands
- Yorkshire & Humberside

You should select the Region where you live or work and you should have a detailed working knowledge of the NHS. Professional members should select the region where they are employed if that is different to the region they live.

#### Note 2

Regional sub-committees normally have twenty-four members. Membership comprises of:

**Professional members** (50% of total membership including the Medical Vice-Chairman) are consultants and Academic GPs who are eligible for awards. They are not appointed as representatives of any individual specialty or employer and are there to advise on individual consultants applications. The Medical Vice-Chairman is responsible for co-ordinating the work of the sub-committee.

**Employer members** (25% of total membership) act as a channel for the views of employers generally within the sub-committee areas. They need to

ensure that employers are satisfied that the claims of individual consultants are not overlooked and that their views about the award-worthiness of individual consultants are known. They are not appointed to represent the views of any particular organisation or employer. Employer members may be health professionals, eg medical or nurse directors.

**Lay members** (25% of total membership) are knowledgeable about the working of the NHS as it is currently constituted and have informed lay involvement in health care and the patient's perspective. Non-Executive Directors of Trusts would be eligible for this category. Lay members give the lay perspective to complement the perspective of the professional and employer members.

Please indicate clearly, the type of membership for which, you are applying.

### **Note 3**

Please fill in your occupation. Consultants or academic GPs applying for vacancies as Professional Members should indicate their speciality.

### **Note 4**

Applicants for professional membership should indicate what level of either Distinction Award or Clinical Excellence Award they hold. Applicants for the posts of Medical Vice-Chairs should hold at least an A Distinction Award or Gold Clinical Excellence Award. The number of Discretionary points should also be included if no Clinical Excellence Award or Distinction Award is held. Applicants who recently retired but were in receipt of at least a Gold CEA or A Distinction Award could also be considered for the posts of Medical Vice-Chairs.

### **Note 5**

All applicants should indicate any real or perceived conflict of interests. Professional members can apply for Clinical Excellence Awards while they are members of Regional Sub-Committees but should leave the room while applications at their level are being considered. They should also leave the room if their existing awards are being considered for review, if their partners (or other family members) are applying for awards, or if their awards are also being reviewed.

### **General Information**

Professional and employer members receive no payment from ACCEA for attending committee meetings or for reading time. However, lay chair and lay members do receive an honorarium and can claim expenses; further information is at Annex A. Professional and employer members should claim expenses from their trusts.

The term of service on a regional sub-committee is for the 2016 Awards round, in the first instance, but may be extended if further awards rounds are held under the current scheme.

Please note that the names of committee members are published on the ACCEA website: <https://www.gov.uk/government/organisations/advisory-committee-on-clinical-excellence-awards/about/our-governance>.

## Committee Lay Members' Rates From 1 April 2016

<b>Honoraria for Lay Committee Members</b>		
<b>75 or less applications (new and renewals)</b>		
<b>Honoraria for:</b>	<b>No of days**</b>	<b>Amount per day</b>
Meetings	1 + *1 training day	£135
Scoring	2	£135
Reading	1	£135
<b>150 - 76 applications (new and renewals)</b>		
<b>Honoraria for:</b>	<b>No of days**</b>	<b>Amount per day</b>
Meetings	2 + *1 training day	£135
Scoring	3	£135
Reading	1	£135
<b>151 or more applications (new and renewals)</b>		
<b>Honoraria for:</b>	<b>No of days**</b>	<b>Amount per day</b>
Meetings	2 + *1 training day	£135
Scoring	4	£135
Reading	2	£135

<b>Honoraria for Lay Chairperson</b>		
<b>Honoraria for:</b>	<b>No of days**</b>	<b>Amount per day</b>
Meetings	2 + *1 training day	£200
Scoring	4	£200
Reading	2	£160

<b>Expenses</b>		
<b>Type</b>	<b>Amount</b>	
<b>Train fares</b>	Standard rate	
<b>Car parking</b>	Reasonable cost	
<b>Taxis</b>	Reasonable cost	
<b>Car mileage rate</b>	45p per mile	
<b>Motor cycle rate</b>	24p per mile	
<b>Bicycle rate</b>	20p per mile	

\* For new members

\*\* If there is more than one meeting scheduled on the same day then members will only be able to claim for one day's attendance.