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# Lay partner contact details

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| **Contact details** |
| First name: |  |
| Surname: |  |
| Email address: |  |
| Address:  | Number: Address 1 (street/building): Address 2 (street):Town/city:Postcode:  |
| Landline number: |  | Mobile: |  |
| Date of birth (DD/MM/YYYY): |  |
| Do you have any special mobility, sensory or dietary requirements?  |  |
| Are there any health issues that could affect your ability to collaborate or you would like to share?  |  |
| Next of kin: | Name: Mobile: Email:Relationship:  |
|  |  |
| **Interests** |
| General interests: |  |
| Specialist skills:  |  |
| Health areas you are interested in:  |  |
| Are you involved in any business that works with the NHS? Do you have any conflicts of interest?  |  |
| Other NHS involvement or volunteering? We welcome this and it’s useful for us to know |  |
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| **Office Identification (to be completed at the induction)** |
| Type of ID verified: |  Date: |
| Verified by: |  | Name on ID, if different from above: |  |

**Monitoring information**

We want to ensure that we meet the aims and commitment set out in our equality policy. This includes not discriminating under the Equality Act 2010, and ensuring that our lay partners reflect the diverse communities that we serve.

We monitor our success in working with people from different backgrounds. Your information will be treated confidentially in line with data protection laws. It has no effect on your application to get involved.

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| **I would describe my ethnic origin as…** |
| **Asian or Asian British**[ ]  Bangladeshi[ ]  Indian[ ]  Pakistani[ ]  Any other Asian background **Black or black British**[ ]  African[ ]  Caribbean[ ]  Any other black background | **Mixed**[ ]  White and Asian[ ]  White and black African[ ]  White and black Caribbean[ ]  Any other mixed background**White**[ ]  British [ ]  Irish[ ]  Any other white background | **Other ethnic group**[ ]  Chinese[ ]  Any other ethnic group |
| [ ]  I do not wish to disclose this |

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| **Equality Act 2010** |
| Please select the option which best describes your sexual orientation[ ]  Lesbian [ ]  Heterosexual [ ]  Gay [ ]  Pansexual [ ]  Asexual[ ]  Bisexual [ ]  I do not wish to disclose this |
| Please indicate your religion or belief [ ]  Atheist [ ]  Buddhist [ ]  Christian [ ]  Muslim [ ]  Jain[ ]  Sikh [ ]  Jewish [ ]  Hindu [ ]  I do not wish to disclose this[ ]  Other (please add): |
| Do you consider yourself to have a disability? [ ]  Yes [ ]  No [ ]  I do not wish to disclose this information  |
| Do you require any adjustments (related to the Disability Discrimination Act (DDA) to enable you to carry out your role effectively: [ ]  Yes [ ]  No |

**Working with us as a lay partner**

We are really excited and very grateful that you are willing to give us your time and energy to improve our work and make our care more patient-focused. Lay partners are one of the ways we want patients and the public to get involved.

**Next steps**

After completing this form, we will have a short telephone interview with you and if we all see this as an appropriate way for you to get involved, we plan a more detailed induction meeting. You will meet Trust staff and the chair of our strategic lay forum and hear more information about projects and ways of working. This is also give you a chance to ask any questions. We also need to see some photo identification.

In addition to following the role, there are three key areas that we need to lay partners to agree to:

1. Being a lay partner involves operating at a strategic level and being a ‘critical friend’ to the Trust to assure we have listened to, understood and responded to what patients and the community want, need and prefer. The foundation of this is a relationship based on everyone being collaborative, kind and solution-focused. As part of this, the project group you join will brief you on the background and challenges.
2. While a lot of the information you may hear is accessible under the Freedom of Information Act, we ask that information is not shared. In some instances, the information may be very sensitive, for example early versions of reports that are not yet published. In this instance, we ask that lay partners are very mindful not to share this information. Lay partners will not have access to any confidential or patient-identifiable information as part of their collaboration.
3. Lay partners declare any of their conflicts of interest. If the lay partner is employed by a business, they should not have any direct links with the Trust as part of their role, for example as a supplier to the Trust. If the organisation has any links with the NHS, clinical commissioning groups or government healthcare establishments in general, these should be declared. They are not usually considered a conflict of interest.

By signing the below, you confirm that you agree to follow these principles.

**Communicating with you**

We would like to send you our bimonthly email newsletter so you can stay up to date with Trust news and events. Please tick here to confirm you would like to receive it: [ ]

Signed:

Name:

Date: