

HEALTH TRAINER SERVICE SPECIFICATION

The Health Trainer Post is employed by **(insert)**

INTRODUCTION

The Health Trainer programme contributes to tackling inequalities in health through promoting and supporting people to develop healthier behaviours and lifestyles in the context of their own local communities. It focuses on engaging with individuals in communities and offering them practical support to change their behaviour to achieve their own choices and goals.

1.

Health trainers are a practical resource to help connect people into services at a local level. The work focuses on communities who are marginalised and who experience the greatest inequalities in health.

2.

Health trainers are not expected to have specialist knowledge in any one area of health / illness. However workers will have a focus on working with the most vulnerable groups with risk factors for diabetes, heart health, smoking cessation, weight management and healthy eating.

Health Trainers are recruited from the local community as it is important to draw on their skills, knowledge and experience of deprived communities and their ability to be accepted by the community. Published evidence from evaluation of schemes across the country is that they are cost effective and achieve cost benefit, they also achieve a high proportion of behaviour change which is sustained, and they have also been successful at supporting people in the most deprived communities to achieve change.

This type of intervention which works with those at high risk, or patients already being treated for a chronic condition, can impact upon the number of acute events, which will save money on the cost of acute hospital admissions and the future capacity required for acute care in this area.

The Sheffield Health Trainer Service is embedded in the Community Wellbeing Programme which is lead and commissioned by Sheffield City Council and the **(insert)** programme is provided by **(insert)**

GENERIC HEALTH TRAINER SERVICE

SERVICE AIMS

This Health Trainer post will offer personal support to individuals to help them to make healthy choices, initially working with members of the community in **(insert)**. The post will be part of the Sheffield Health Trainer service described above. Health trainers will work closely with Health Champions coordinated through Sheffield Cubed.

OBJECTIVES

To improve access to primary care particularly for disadvantaged groups and areas.

To encourage greater participation in self-care through appropriate support mechanisms.

To coach and motivate clients to change behaviour and self manage long term conditions

To coordinate, facilitate and support links between primary care and the Voluntary and Community sector, increasing their capacity to work together

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2.2 HEALTH TRAINER POST SERVICE SPECIFICATION

This Health Trainer post will offer personal support to individuals to help them to make healthy choices, initially working with those from disadvantaged communities suffering the poorest health status. The post will be part of the Sheffield Health Trainer service described above.

The post holder will work within the requirements of the national HT Handbook:

- Provide up to 6 sessions per client of health trainer one to one support working within HT protocols. The post holder will encourage motivate and support achievable behaviour change.
- Work with individuals from the target population to carry out a lifestyle health risk assessment;
- Advise clients about possible risks to health as a result of their lifestyle;
- Enable clients to make changes in their behaviour to achieve a positive impact on their health;
- Bring clients into more effective contact with mainstream health improvement and other local services such as smoking cessation, weight management, opportunities for exercise, screening and wider health and social care services.
- Keep up to date records on the DCRS
- Attend Sheffield Health Trainers Service team meetings
- Work closely with Health Champions as appropriate.

This will require (insert) to

- Employ a 0.5 WTE Health Trainer for x months/years from xx.xx.xxxx
- Provide clear information for service users (clients and the referral network) to ensure that the Health Trainer service is used to optimum effect
- Hold and manage the budget for Health Trainer related costs including pay, accommodation, travel and telecommunications
- Liaise with local GP Practices in collaboration with NHS Sheffield Clinical Commissioning Group in order to gain referrals to Health Trainers and have Health Trainer sessions provided at the practice
- Provide line management and supervision for the Health Trainers in collaboration with Sheffield City Council who will coordinate the service and provide specialist management
- Provide all necessary information to enable the postholder to achieve the specified indicators and milestones within the allocated budget.
- Ensure health trainers provide accurate and up to date information about the service provided particularly meeting the information requirements on the National Health Trainer Database - DCRS
- Provide monthly non-clinical supervision for H/T's.
- Feedback to H/T co-ordinator any necessary information.

Sheffield City Council will:

- Provide good quality management support to the postholder, in collaboration with the line management provided by the Sheffield Health Trainer Manager.
- Ensure the establishment of data collection and management systems.

- Provide support from a strategic level from the Community Development and Health Commissioner to work alongside the Health Trainer Manager to establish and position the Health Trainer service. The Health Trainer Manager will then ensure the establishment of a Health Trainer service that will deliver to disadvantaged communities and maintain good contact with Local Authority and NHS services.
- Provide an approachable, skilled and flexible workforce;
- Develop effective relationships with local partners including a referral network of health improvement and other local services
- Provide all necessary information and materials to enable the said provider to complete the specified work via the Community Development and Health Commissioner and/or the Health Trainer Manager
- Pay the community organisation such sums as may be agreed in respect of Management fee or other disbursements in respect of their acting as employer to a Health Trainer for the period from xx.xx.xxxx until xx.xx.xxxx or as may be otherwise agreed.
- The Health Trainer will be jointly line managed and accountable to the Health Trainer manager at Sheffield City Council and by (insert) and will work in accordance with the policies and procedures of Sheffield City Council. In addition the Health Trainer will also follow the policies and procedures of (insert). Should such policies and procedures conflict both parties will work together to determine which policy should take precedent in the circumstances.
- Health Trainers will be provided with a package of training through Sheffield City Council for accreditation and to support their role with regard to individual behaviour change. The postholder will be required to undertake this training.

POPULATION TO BE SERVED

The population of the (insert) HCP areas.

SERVICES TO BE PROVIDED

(insert) is responsible for:

Employing one 0.5 FTE Health Trainer to work in the (insert) areas

Ensuring that the said staff has access to such training as may be necessary to enable them to carry out their work effectively and safely

The health trainer is responsible for:

- Offering services in accessible locations at venues and times to suit clients;

- Collecting and maintaining accurate records and data systems to ensure high quality performance management information is available; This will include providing data for the national data base and EIA data as specified by Sheffield City Council
- Contributing to an evaluation of the service

Implementing the following process:

- Initial assessments should be face to face and could take up to an hour;
- Long term follow up support should be offered to those clients who identify a desired change and complete a personal health plan (minimum length of contact should be 3 months);
- In agreement with the client, the review process should occur at an intermediate time(probably half way point) and at the end of a specific intervention;
- A maximum of 6 Health Trainer contacts should be held with each client; after initial assessment some of these contacts may be by telephone or correspondence (as preferred by the client)
- A face to face sign off session should ensure the client completes the pathway and should occur for one of two reasons: achievement of Primary Goal or Health Trainer assessment of non-compliance. Ideally clients should be signed off after 12 months and therefore systems compliant with Data Protection legislation must be implemented.
- Completion of evaluation paperwork should be undertaken with service clients at initial assessment and sign off.

SCHEDULE 3

ACTIVITY AND FINANCE

FORECAST PROGRAMME COSTS

Please list the Programme costs that you will be spending the funding on
(Headings below are indicative only and may be changed)

Please list the Programme costs that you will be spending the funding on
(Headings below are indicative only and may be changed)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Staff Pay 0.5 WTE					tbc
Staff non pay inc Management Fee					tbc
Contribution to overall management Net					(tbc)
					tbc

Salary calculated at NHS Agenda for Change band 3 rates

Contribution to overall management costs will be retained by NHS Sheffield/Sheffield City Council

SCHEDULE 4A

QUALITY STANDARDS

All organisations should adhere to best practice, guidance and utilise the evidence based practice including NICE guidance.

Requirements	Evidence
<p>1. SERVICE USER SAFETY</p> <p>1a. INCIDENT REPORTING Clear systems are in place to ensure all untoward incidents / near misses are reported, investigated, action plans in place, implemented and monitored.</p> <p>1b. Serious untoward incidents</p>	<p><i>Policy in place</i> <i>Incidents/significant event reports and reviews - evidence of learning and change in practice</i> <i>Practice / team meeting notes</i></p> <p><i>Reported to Sheffield City Council</i></p>
<p>2. RISK MANAGEMENT</p> <p>2a. Systems are in place to ensure premises, environment and equipment are fit for purpose</p>	<p><i>Evidence of H&S checks</i> <i>Risk assessments</i> <i>Fire safety checks</i> <i>Equipment maintenance checks</i></p>
<p>3. EDUCATION / TRAINING</p> <p>3a. Systems are in place to ensure staff receive Continuous Professional Development, relevant training</p>	<p><i>Annual Appraisal of staff</i> <i>Personal Development plans</i> <i>Supervision /mentoring arrangements</i></p>
<p>4. PUBLIC ENGAGEMENT</p> <p>4a. Systems are in place to ensure all complaints are investigated, appropriate action taken and learning takes place</p> <p>4b. Systems are in place to ensure Service user opinion is sought used for improvement</p>	<p><i>Policies / procedures</i> <i>Compliments / Complaints</i> <i>Action plans</i> <i>Evidence of learning from incidents and or change in practice</i></p> <p><i>Service User/ Community input into planning services</i> <i>Service User surveys and action plans</i></p>
<p>5. STAFF MANAGEMENT</p> <p>5a. Systems are in place to ensure all the necessary employment checks are undertaken.</p> <p>5b. Systems are in place to ensure job descriptions and contracts and appropriate HR policies are in place and reviewed appropriately</p>	<p><i>Procedure /Policies for checking:</i> <i>CRB</i> <i>Indemnity public liability certificates</i></p> <p><i>Job descriptions</i> <i>Contracts</i> <i>Health and Safety policy</i> <i>Equal Opportunities Policy</i> <i>Recruitment and Selection Policy</i> <i>Grievance and Disciplinary Policy</i> <i>Lone Working Policy</i></p>

Schedule 4B

PERFORMANCE INDICATORS

(NB: Sample document as per 0.5 wte post. Actual numbers to be agreed)

	Quarter one	Quarter two	Quarter three	Quarter four	Cumulative
Number of new links to primary care services and other services to gain referrals. Maintain existing links	4	4	4	4	16
Number of clients seen	20	20	20	20	80
Number of organisations to be referred into (not GP)	8	8	8	8	32
Number of events, meetings and workshops attended to raise awareness of service	2	2	2	2	8

PROGRAMME MANAGEMENT & MONITORING ARRANGEMENTS

Please explain how the Programme will be managed & monitored, how funds will be controlled and accounted for

All data collected from and relating to service users will be held securely in accordance with the terms of the Data Protection Act 1998 and the policies and procedures of Sheffield City Council including the Confidentiality Policy. Where data is shared with host organisations this will be anonymised and not explicitly or implicitly attributable to any individual service user unless this is at the request of and with the explicit consent of the service user.

The type of information that is shared will be limited to quantitative data such as the number of people using the service, demographical information and the nature and outcome of the intervention delivered.

Information collected will be maintained on the National Database (Data Collection and Reporting System)

SCHEDULE 5

VARIATION PROCEDURE

Part 1: Variation Procedure

Any request for a Service Variation must be made in writing and shall give, unless otherwise agreed:

at least 3 months notice to the other where the request or proposal arises out of circumstances within the control of the Party requesting or proposing the Service Variation; or

as much notice as possible where the circumstances leading to the request or proposal for a Service Variation are outside the control of the Party requesting or proposing the Service Variation

On receipt of a request for a Service Variation, the Provider and the Commissioners shall discuss the proposal where appropriate and the receiving Party shall respond in writing as soon as is reasonably practicable.

The Parties shall use all reasonable endeavours to agree the Service Variation as soon as reasonably practicably. If the variation is refused, the receiving Party shall give notice in writing to the other that the Service Variation is refused, setting out reasonable grounds for such refusal.

Agreement of any Service Variation must include agreement on the costs directly attributable to and associated with implementing the proposed Service Variation and an appropriate amendment/addition to this Agreement or its Schedules.

Where the Provider requests or proposes a Service Variation, including for the avoidance of doubt additional activity, new treatments, drugs or technologies, that would have a cost implication for any Commissioner then:

the Commissioners shall, after consultation with the Provider, in its absolute discretion have the right to decline the requested or proposed Service Variation; and

the Commissioners shall have no liability to the Provider whatsoever for the costs in any way arising from the requested or proposed Service Variation should the Provider decide to implement the requested or proposed Service Variation following the decision of the Commissioners to decline the requested or proposed Service Variation under paragraph 5.2.

Where the Provider requests or proposes a Service Variation that involves the withdrawal of a Service or Services:

discussion of the variation shall commence as soon as possible;

if the requested or proposed Service Variation is agreed the Provider shall give all reasonable assistance to the Commissioners in the planning, implementation and execution of any service exit plans proposed by the Commissioners; and

where the Provider has given less than 3 months' notice under paragraph 1 of the Service Variation, the Provider shall be liable to the Commissioners unless otherwise agreed in writing, for all reasonable

losses and costs directly attributable to replacing the Service or Services being withdrawn; and

Any Service Variation made under this Schedule or the Agreement must be made having due regard to the impact of the Service Variation on other Services.

Following agreement of a Service Variation in accordance with the provisions of this Schedule 5 Part 1, the Service Variation shall be given effect as a Variation to this Agreement in accordance with Clause 20 (*Variations*).

Part 2: Recorded Variations and Dispute Resolutions

SCHEDULE 6

SERIOUS AND UNTOWARD INCIDENTS

It is a condition of participation in this LES that practitioners will notify the Council's Risk, Health and Safety Adviser of all emergency admissions or deaths of any service user's covered under this service, where such admission or death may be due to the usage of the drug(s) in question or attributable to the underlying medical condition. This must be reported within 72 hours of the information becoming known to the practitioner. This is in addition to a practitioner's statutory obligations.

SCHEDULE 7 (applicable to NHS funded posts)

NHS COUNTER FRAUD AND SECURITY MANAGEMENT

NHS Counter-fraud and Security Management for non-NHS Providers

1.

Counter-Fraud and Security Management Provisions

1.1 The Provider shall:

(a) from the date of this Agreement, put in place appropriate arrangements:

(i) for the security of Staff providing NHS funded services shall do so with reference to the NHS Security Management Service strategy and the NHS Security Management Service national framework.

(b) on request by the Commissioner permit any of:

(i) the Local Counter Fraud Specialist nominated by each Commissioner from time to time;

(ii) a person duly authorised to act on a Local Counter Fraud Specialist's behalf;

(iii) the Local Security Management Specialist nominated by each Commissioner from time to time;

(iv) a person duly authorised to act on a Local Security Management Specialist's behalf;

(v) a person duly authorised to act on behalf of the NHS Counter Fraud And Security Management Service;

to review the arrangements put in place by the Provider pursuant to paragraphs 1 (a)(i) and 1(a)(ii) of this Schedule 13 and the Provider shall make such changes as a person described in paragraphs 1(b)(i) to 1(b)(v) of this Schedule 13 may reasonably require;

(c) promptly, upon becoming aware of any suspected fraud or corruption involving service users or public funds, report such matter to the Local Counter Fraud Specialist of the relevant NHS Body; and

(d) promptly upon becoming aware of any security incident or security breach involving Staff who deliver NHS-funded services or involving NHS resources, report such matters to the Local Security Management Specialist of the relevant NHS Body (with a copy of such report being sent by the Provider to the Local Security Management Specialist of the Commissioner).

Access

- 1.2 Upon the request of the Secretary of State for Health, or the Commissioner or the NHS Counter Fraud And Security Management Service, the Provider shall ensure that the NHS Counter Fraud And Security Management Service is given access as soon as is reasonably practicable, and in any event not later than five (5) Operational Days from the date of the request, to:
- (a) all property, premises, information (including records and data) owned or controlled by the Provider relevant to the detection and investigation of cases of fraud and/or corruption; security incidents; and/or security breaches directly or indirectly connected to this Agreement;
 - (b) all members of the Staff who may have information to provide that is relevant to the detection and investigation of cases of fraud and/or corruption; security incidents; and/or security breaches directly or indirectly in connection with this Agreement.

APPENDICES

Appendix 1

HEALTH TRAINER – GENERIC JOB DESCRIPTION

- **Job summary**

- This post will contribute to tackling inequalities in health through promoting and supporting people to develop healthier behaviours and lifestyles in the context of their own local communities. It focuses on engaging with individuals in communities and offering them practical support to change their behaviour to achieve their own choices and goals. Health trainers will be a practical resource to help connect people into services at a local level. The work will focus on communities who are marginalised and who experience the greatest inequalities in health. Health trainers are not expected to have specialist knowledge in any one area of health / illness. However workers will have a focus on: diabetes, heart health, smoking cessation and healthy eating.

- **Specifically the health trainer will:**

- engage with individuals in local communities which have identified health inequalities
- communicate with individuals about health and health improvement
- enable individuals to change their behaviour to improve their health
- manage and organise their time and activities to support individuals in the community.

- **Health trainers will be supported in their work by:**

- supervision in the workplace
- direct contacts with the local health team
- other health trainers.

- **Specific activities**

1. **Engage with individuals in local communities where health inequalities have been identified**

- a) Identify and make contact with people within the local community with whom to work
- b) Work with existing groups and support the development of new groups in order to identify and engage with individuals

- c) Develop and maintain relationships with individuals who are experiencing the greatest inequalities in health
- d) Promote the equality and value the diversity of individuals
- e) Build up and maintain knowledge of contacts within the community.

2. Communicate with individuals about health and health improvement

- a) Provide information to individuals about health and wellbeing
- b) Provide information to individuals about the relationship between behaviours and health
- c) Enable individuals to develop their knowledge and skills about health and wellbeing
- d) Signpost individuals to other agencies for information, support and resources.

3. Enable individuals to change their behaviour to improve their health

- 2.
- a) Help individuals identify how their behaviour and context might affect their health and wellbeing
- b) Help individuals develop a personal health plan to make the changes they want to
- c) Support individuals in achieving their personal health plan
- d) Support individuals in maintaining their behaviour change
- e) Help individuals to access and use local services.

- **4. Manage and organise own time and activities to support individuals in the community**

- a) Plan own time and activities around the needs of individuals in the community
- b) Respond effectively to referrals – self-referrals from the individuals, and those from colleagues /other workers
- c) Keep adequate records of the work undertaken as agreed with line manager
- d) Alert line manager to any issues in work (including concerns about individuals or work in the community)
- e) Inform line manager of ways in which local services can be improved to improve the health and wellbeing of the local community / barriers that individuals are experiencing in changing their behaviour
- f) Take an active part in developing own knowledge and skills
- g) Seek advice and support as and when appropriate
- h) Monitor and maintain health, safety and security of self and others
- i) Adhere to organisational policies and procedures

PERSON SPECIFICATION

• Requirements	Essential	Desirable
<ul style="list-style-type: none"> • Education/qualifications/ experience • • No formal qualifications are needed but you must be willing to be trained as a Health Trainer • • Good knowledge of English • • Knowledge of one or more language that is used by local people • • Experience of working with local community groups in some capacity • • Experience of working in a diverse community in some capacity 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<ul style="list-style-type: none"> • Knowledge • • Know about the things that make people healthy and unhealthy • • Know about local communities • • Know about the broad health and health services needs of the local community • • Know how to find out about local services and how to support individuals to use them • • Know about behaviour change methods • • Know your own limits of skills, competences and responsibilities and work within them • 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<ul style="list-style-type: none"> • Skills and abilities • • Able to talk to people face-to-face • • Ability to write down information in clear accurate English • • IT skills • • Good at listening to people • • Able to get on with different kinds of people • • Supportive and encouraging to people in difficult situations without making a judgement about them • • Able to respect confidentiality even in difficult situations • • Respectful and value people regardless of background • • Able to find information to help people 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>

<ul style="list-style-type: none"> • • Able to use what you have learnt from a situation to help others • • Interested in helping people to find ways to solve their problems • • Able to learn from your own experiences • • Able to identify, assess and manage risks • 	<p>X</p> <p>X</p> <p>X</p>	
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Appendix 2

NHS Sheffield intends to embed its equality and diversity values into every day practice, policies and procedures so that equality becomes the norm.

In order to ensure that we provide the best service for all of our communities, and to ensure that we do not knowingly discriminate against any section of society, it is important for us to gather the following information.

You do not have to answer any of these questions, but we would be grateful if you would.

Age:	<input type="checkbox"/> I prefer not to say
Race (taken from the proposed 2011 census categories)	
White	
<input type="checkbox"/> English/ Welsh/ Scottish/ Northern Irish/ British	
<input type="checkbox"/> Irish	
<input type="checkbox"/> Gypsy or Irish Traveller	
<input type="checkbox"/> Any other White background, write in:	<input type="text"/>
Mixed/ multiple ethnic groups	
<input type="checkbox"/> White and Black Caribbean	
<input type="checkbox"/> White and Black African	
<input type="checkbox"/> White and Asian	
<input type="checkbox"/> Any other mixed/multiple ethnic background, write in:	<input type="text"/>
Asian/ Asian British	
<input type="checkbox"/> Indian	
<input type="checkbox"/> Pakistani	
<input type="checkbox"/> Bangladeshi	
<input type="checkbox"/> Chinese	
<input type="checkbox"/> Any other Asian background, write in:	<input type="text"/>
Black/ African/ Caribbean/ Black British	
<input type="checkbox"/> African	
<input type="checkbox"/> Caribbean	
<input type="checkbox"/> Any other Black/ African/ Caribbean/ Black British background, write in:	<input type="text"/>
Other ethnic group	
<input type="checkbox"/> Arab	
<input type="checkbox"/> Any other ethnic group, write in:	<input type="text"/>
<input type="checkbox"/> I prefer not to say	

Please turn over and answer the questions on the other side

<p>Language What is your main language?</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Other (including sign languages), write in:</p> <p>_____</p>													
<p style="text-align: center;">How well can you speak English?</p> <p>Very well Well Not well Not at all</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>													
<p>Religion/belief</p> <p><input type="checkbox"/> No religion</p> <p><input type="checkbox"/> Christian (including Church of England, Catholic, Protestant and all other Christian denominations)</p> <p><input type="checkbox"/> Buddhist</p> <p><input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Hindu</p> <p><input type="checkbox"/> Muslim</p> <p><input type="checkbox"/> Sikh</p> <p><input type="checkbox"/> Agnostic</p> <p><input type="checkbox"/> I prefer not to say</p> <p><input type="checkbox"/> Any other religion/ belief, write in: _____</p>													
<p>Disability Do you consider yourself to have any of the following? (Please tick all that apply)</p> <table border="0"> <tr> <td><input type="checkbox"/> Mental health condition</td> <td><input type="checkbox"/> Speech impairment</td> </tr> <tr> <td><input type="checkbox"/> Physical impairment</td> <td><input type="checkbox"/> Sensory impairment</td> </tr> <tr> <td><input type="checkbox"/> Cognitive impairment</td> <td><input type="checkbox"/> Learning disability</td> </tr> <tr> <td><input type="checkbox"/> Long standing illness</td> <td><input type="checkbox"/> Learning difficulty</td> </tr> <tr> <td><input type="checkbox"/> I do not have a disability</td> <td><input type="checkbox"/> I prefer not to say</td> </tr> <tr> <td><input type="checkbox"/> Other, please state: _____</td> <td></td> </tr> </table>		<input type="checkbox"/> Mental health condition	<input type="checkbox"/> Speech impairment	<input type="checkbox"/> Physical impairment	<input type="checkbox"/> Sensory impairment	<input type="checkbox"/> Cognitive impairment	<input type="checkbox"/> Learning disability	<input type="checkbox"/> Long standing illness	<input type="checkbox"/> Learning difficulty	<input type="checkbox"/> I do not have a disability	<input type="checkbox"/> I prefer not to say	<input type="checkbox"/> Other, please state: _____	
<input type="checkbox"/> Mental health condition	<input type="checkbox"/> Speech impairment												
<input type="checkbox"/> Physical impairment	<input type="checkbox"/> Sensory impairment												
<input type="checkbox"/> Cognitive impairment	<input type="checkbox"/> Learning disability												
<input type="checkbox"/> Long standing illness	<input type="checkbox"/> Learning difficulty												
<input type="checkbox"/> I do not have a disability	<input type="checkbox"/> I prefer not to say												
<input type="checkbox"/> Other, please state: _____													
<p>Sexual orientation</p> <p><input type="checkbox"/> Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Bisexual</p> <p><input type="checkbox"/> I prefer not to say</p>													
<p>Gender</p> <p><input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> I prefer not to say</p> <p><input type="checkbox"/> Do you live and work permanently in a gender other than that assigned at birth?</p>													

Thank you for your cooperation.
Please contact the Equality and Diversity Lead on 0114 305 1326 if you have any questions about this questionnaire.