

Role Description & Person Specification

Role Title: Lay Member of the Governing Body with a Lead Role for Patient and Public Involvement

Organisational Relationships

Responsible to: The Chair and Members of the CCG Shadow Board

Role Summary

The Clinical Commissioning Groups' Shadow Boards were established as Committees of the Board of the Staffordshire Cluster of PCTs in April 2011. The CCG Board has delegated budget responsibilities for a commissioning budget from 1 April 2012 and is aiming to achieve early authorisation during 2012 to be formally established from 1 April 2013.

A Shadow Accountable Officer and a Chair are being appointed to the CCG and it is therefore necessary to appoint a Lay Member responsible for championing patient and public involvement. This role may also be the Deputy Chair of the Governing Body.

Core Functions

As a member of the CCG's Governing Body each individual will share responsibility as part of the team to ensure that the CCG exercises its functions effectively, efficiently and with good governance and in accordance with the terms of the CCG constitution as agreed by its members. The lay member will bring their unique perspective, informed by their expertise and experience. This will support decisions made by the Governing Body and will help ensure that:

- The interests of patients and the community remain at the heart of discussions and decisions
- The Governing Body and the wider CCG acts in the best interests of the local population at all times
- The CCG commissions the highest quality services and best possible outcomes for their patients within their resource allocation
- Good governance remains central at all times

Role as Lay member with a lead role in Championing Patient and Public Involvement

As well as sharing responsibilities with the other members for all aspects of the CCG Governing Body business, as a lay member on the CCGs Governing Body you will bring specific expertise and experience as well as your knowledge as a member of the local community, to the

work of the Governing Body. Your focus will be strategic and impartial providing an independent view of the work of the CCG that is external to the day to day running of the organisation. You may be asked to fulfil the role of Deputy Chair or Chair of the Governing Body.

You will help to ensure that in all aspects of the CCGs business the public voice of the local population is heard and that opportunities are created and protected for patient and public empowerment in the work of the CCG. In particular you will ensure that ;

- Public and patient views are heard and their expectations understood and, as far as possible, met
- The CCG builds and maintains an effective relationship with local Health Watch and draws on existing patient and public engagement and involvement expertise
- The CCG has appropriate arrangements in place to secure public and patient involvement

Key Relationships

Commissioning Group constituent practices

Other Clinical Commissioning Group organisations

Local Authorities including Staffordshire County Council & Stoke on Trent City Council

Local patient and public groups

Local MPs

Third sector organisations

NHS Midlands and East of England

Staffordshire Cluster of PCTs

NHS Commissioning Board

Commissioning Support Service

Department of Health

Providers of Health care in all sectors

Providers of Social Care in all sectors

Members of the CCG Shadow Board

Professional Bodies

Regulatory Bodies

Role Description Agreement

Role Holder (Please print name)

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Role Holders Signature

..... **Date**

CCG Chair

..... **Date**

**Clinical Commissioning Group
PERSON SPECIFICATION
Lay Member Championing Patient and Public Involvement**

Specific Attributes and Competencies

Essential	Desirable	Means of Assessment
<ul style="list-style-type: none"> • Exceptional leadership qualities, with the skills and experience to plan and chair large meetings with multi-professional and/or multiple stakeholder involvement • Able to establish credibility and command respect from clinicians, stakeholders, partners, and especially patients, healthcare professionals and service providers • Understanding of the resource allocations devolved to NHS bodies, and a general knowledge of the accounting regime within which a CCG will operate • Understanding of how to build corporate accountability and social processes • Demonstrable understanding of the local arrangements for listening and responding to the voices of patients, carers and patient organisations. You should also have an understanding of effective involvement and engagement techniques and its application in practice • Have a track record of successfully involving patients, carers and the public in the work of a public sector organisation <p>To be tested at interview</p> <ul style="list-style-type: none"> • Ability to take a balanced view across the whole of the CCG's business 		<p>Application and Interview</p>

<ul style="list-style-type: none"> • Able to bring different perspectives, drawn from personal professional roles, background and experience. • Able to give an unbiased view on possible internal conflicts of interest • Live within the local community or be able to demonstrate how you are otherwise able to bring that perspective to the Governing Body 		
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Disqualification Criteria

Some individuals are not eligible to be appointed to CCG Governing bodies. These include people who:

- Are not eligible to work in the UK
- Have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- Are the subject of a bankruptcy restriction or order or interim order
- Have been dismissed (except by redundancy) by any NHS body
- Are under a disqualification order under the Company Directors Disqualification Act 1986
- Have been removed from trusteeship of a charity

People will not be eligible if they are:

- A serving Civil Servant within the Department of Health, or members/employers of the Care Quality Commission
- A Chair or Non-Executive of an NHS body.
- A Councillor

Person Specification Agreement

Role Holder (Please print name)

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Role Holders Signature

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Date

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CCG Chair Signature

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Date

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