

**NHS EALING CLINICAL COMMISSIONING GROUP
JOB DESCRIPTION**

POST DETAILS

Post Title:	Lay Member – Primary Care Commissioning
Directorate:	Governing Body
Location:	Ealing CCG with travel required within North West London Collaboration of CCGs (CWHHE)
Reports to:	Governing Body Chair
Accountable to:	Governing Body Chair
Time Commitment:	2.5 days per month
Tenure:	2 – 4 years

JOB PURPOSE

To provide a lay perspective to the committees of the CCG.

To ensure that the CCG exercises its functions effectively, efficiently, economically, with good governance and in accordance with the terms of the CCG constitution as agreed by its members.

To bring specific expertise and experience, as well as their knowledge as a member of the local community, to inform the work Primary Care Commissioning and the CCG's public engagement responsibilities.

To provide an impartial, independent view of the work of the CCG that is external to the day-to-day running of the organisation.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST

The lay member will provide impartial advice to the CCGs committees in the following areas:

- Primary Care Commissioning
- Standards of Business Conduct
- Public Interest Disclosures impact on the CCG and its commissioning remit
- Assurance of Counter Fraud systems through commissioning and procurement
- Patient safety and quality of care
- Homicide reviews related to services commissioned by the group

The lay member will:

- commit to attend and actively contribute to Primary Care Commissioning and other working groups as directed
- be aware of the Terms of Reference of the CCG committees or groups to adhere to those at all times
- approach the role with objectivity and a balance approach, drawing on and using their experience and knowledge to inform discussions and decisions
- provide constructive challenge and be attuned to the potential for conflicts of interest in the work of clinicians engaged in commissioning and provision of services
- review agenda and papers in advance of the meetings and prepare any comments or questions in advance
- contribute to the agenda for meetings
- attend relevant mandatory training and related governance training as needed for the role

COMMUNICATION AND WORKING RELATIONSHIPS

As a Lay Member you will bring the following personal and professional qualities:

- **working with others** – effectively work with others from the viewpoint of continually improving services for patients;
- **being close to patients** – this is about truly keeping in mind the perspective of how we engage and involve patients and communities in our commissioning approach;
- **intellectual capacity and application** – able to think conceptually in order to probe and challenge decision making for the longer term sustainability of health services;
- **demonstrating personal qualities** – effectively draw upon core values, strengths and abilities to commission high standards of service

PERSON SPECIFICATION

Lay Member – Primary Care Commissioning

	Essential	Desirable
Attributes/ Competencies	<ul style="list-style-type: none"> • Skills, knowledge and experience to assess and confirm that appropriate systems of internal control and assurance are in place for all aspects of governance, including financial and risk management; • Experience of operating at Board level or equivalent • CCAB or CIMA financial qualification; • understanding of the role of audit in wider accountability frameworks; • understanding of the resource allocations devolved to NHS bodies and a general knowledge of the accounting regime within which a CCG will operate; • ability to chair meetings effectively • able to give an independent view on actual and potential/perceived conflicts of interest • recent and relevant financial and audit experience – sufficient to enable them to competently engage with financial management and reporting in the organisation and associated assurances. 	

<p>Understanding/ Skills</p>	<ul style="list-style-type: none"> • A general understanding of good governance and of the difference between governance and management; • a general understanding of health and an appreciation of the broad social, political and economic trends influencing it; • capability to understand and analyse complex issues, drawing on the breadth of data that needs to inform CCG deliberations and decision-making, and the wisdom to ensure that it is used ethically to balance competing priorities and make difficult decisions; 	
	<p>Essential</p>	<p>Desirable</p>
	<ul style="list-style-type: none"> • the confidence to question information and explanations supplied by others, who may be experts in their field; • the ability to influence and persuade others articulating a balanced, not personal, view and to engage in constructive debate without being adversarial or losing respect and goodwill; • the ability to take an objective view, seeing issues from all perspectives, especially external and user perspectives; • the ability to recognise key influencers and the skills in engaging and involving them; • the ability to communicate effectively, listening to others and actively sharing information; and 	

	<ul style="list-style-type: none"> • the ability to demonstrate how your skills and abilities can actively contribute to the work of the governing body and how this will enable you to participate effectively as a team member. 	
<p>Personal experience</p>	<ul style="list-style-type: none"> • Previous experience of working in a collective decision-making group such as a board or committee, or high-level awareness of 'board level' working; • a track record in securing or supporting improvements for patients or the wider public 	