

**Governing Body Lay member Recruitment
NHS Ealing CCG**

Candidate information pack

March 2017

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The Health and Social Care Act 2012 put GPs and other healthcare professionals at the forefront of commissioning health services for local people and from April 2013 Clinical Commissioning Groups (CCGs) became responsible for the quality of local health services and the health budget for its residents.

We now have exciting opportunities for people to get involved in shaping their local NHS and supporting the work of the clinicians in the development of the local CCGs by becoming a non-clinical member of the local Governing Body.

The role of the lay members will be to:

- Ensure the Governing Body and the wider CCG acts in the best interests with regard to the health of the local population at all times
- Ensure the interests of patients and the community remain at the heart of discussions and decisions
- Ensure the Governing Body and the wider CCG behaves with the utmost probity at all times
- Bring an independent view of the work of the CCG that is removed from the day to day running of the organisation.

Specifically we are looking to appoint to the following role:

- **A lay member for NHS Ealing CCG with knowledge in primary care;**

Five CCGs in NW London work in a collaborative way and share a number of functions. These are: Central London, West London, Hammersmith and Fulham, Hounslow, and Ealing CCGs (CWHHE). Appendix 4 has further information on this arrangement.

This pack provides candidates with information on the lay member role, the appointment process and some background information on our Clinical Commissioning Group.

This role will play a crucial part in ensuring that the CCGs successfully deliver the ambitious improvements to patient care for the people we are here to serve.

We look forward to receiving your application.




Dr Mohini Parmar
Chair of NHS Ealing CCG

Role Description

Role Title: Lay member of the CCG Governing Body – Primary Care Commissioning

Hours: 2-5 days per month

Salary: £10,500

Responsible to: CCG chair

As a member of a CCG Governing Body, lay members will share responsibility as part of the team to ensure that the CCG exercises its functions effectively, efficiently, economically, with good governance and in accordance with the terms of the CCG's constitution as agreed by its members. The role holder will support decisions made by the governing body as a whole and will help ensure that:

- A culture is developed that ensures the voice of the member practices is heard and the interests of patients and the community remain at the heart of discussions and decisions;
- The governing body and the wider CCG act in the best interests and with due regard to the health of the local population at all times;
- The CCG commissions the highest quality services with a view to securing the best possible outcomes for their patients within their resource allocation and maintains a consistent focus on quality, integration of services and innovation;
- Decisions are taken with regard to securing the best use of public money;
- The CCG, when exercising its functions, acts with a view to securing health services that are provided in a way which promote the NHS Constitution, that are there to improve our health and wellbeing, support us to keep mentally and physically well, to get better when we are ill, and when we cannot fully recover, to stay as well as we can to the end of our lives;
- The CCG is responsive to the views of local people and promotes self-care and shared decision-making in all aspects of its business;
- Good governance remains central at all times; and
- An independent voice is heard that helps to mitigate the risk of conflicts of interest arising from clinicians being both commissioners and providers.

This post holder will be a voting member of the CCG's Governing Body. The focus of the role will be on Primary Care and this post holder will join other existing lay members on the governing body. As well as sharing responsibilities with the other members for all aspects of the CCG governing body business, as a lay member this role holder will bring specific expertise and experience. The role will focus on providing strategic and impartial independent scrutiny to the work of the CCG.

This role holder may be asked to fulfill the role of deputy chair or chair of a CCG committee and/or a chair/member of a committee working across multiple organisations such as a collaborative committee. Each CCG in the collaborative has a clinical chair and lay members will not be asked to fulfill this function.

Lay member of the CCG Governing Body – Primary Care Commissioning

The Lay Member Lead for Primary Care must have an understanding of how primary care supports the wider NHS services commissioned by Ealing CCG. The role will be to provide challenge, scrutiny and support to enable the CCG to achieve its statutory requirements in line with national policy, evidence based guidance and other statutory obligations including information governance.

As the Chair of the Ealing CCG Primary Care Committee the post holder will work collaboratively with members and officers to support continuous quality improvement of primary care manage conflicts of interests and provide the Governing Body with assurance that processes are robust and fulfill the strategic agenda of the CCG. In particular, this role holder will:

- Act as a Lay Member lead and champion for primary care
- Chairing of the local Primary Care commissioning committee support lay member duties for CWHHE committees as appropriate
- Contribute to the oversight of governance, risk, and remunerations management
- Lay lead for areas of primary care transformation
- Support in other areas of Primary Care business as usual and emerging priorities
- Ensure effective mechanisms exist for enabling quality improvement and assurance ensuring appropriate levels of challenge and support.
- As a Lay Member lead for primary care, proactively contribute to clinical commissioning activities encompassing pathway redesign, assurance of current commissioned services and contracts.
- Forge strong collaborative relationships with key internal and external stakeholders

Person Specification

We are looking for someone who is able to operate on a corporate board and who is passionate about protecting high quality and safe NHS services and improving patient experience through various means. We require a good communicator who can challenge constructively. The role will require the ability to assimilate complex information and pull out the salient points. Previous experience of working in a health care focused environment within the specific role areas would be a valuable asset.

Essential criteria required:

A lay member will need to demonstrate the following attributes and competencies:

- demonstrable understanding of the local arrangements for listening and responding to the voices of patients, carers and patient organisations;
- have a track record of successfully involving patients carers and the public in the work of a public sector organisation;
- have an understanding of effective involvement and engagement techniques and its application in practice;
- live within the local community or be able to demonstrate how they are otherwise able to bring that perspective to the governing body; and be competent to chair meetings.

Competencies

To be suitable for the role of lay member there are clear competencies that individuals would need and are outlined below:

Criteria	Essential	Desirable
Embrace good governance	<p>Able to hold others to account and probe and challenge constructively</p> <p>The confidence to question information and explanations supplied by others, who may be experts in their field</p> <p>Understand the difference between governance and management</p> <p>Able to assess and confirm that appropriate systems of internal control and assurance are in place for all aspects of governance</p> <p>Able to give an independent view on possible internal conflicts of interest</p> <p>Have a good understanding of risk strategies and processes</p> <p>Experience of working with of complex governance arrangements</p> <p>Able to uphold the standards of conduct set out in “The Seven Principles of Public Life”</p>	<p>Previous experience of working in a collective decision making group such as a board or committee</p>

<p>Patient and community focus</p>	<p>Have an understanding of effective involvement and engagement techniques and its application in practice</p> <p>Able to ensure that the CCG has appropriate arrangements in place to ensure public and patient involvement</p>	<p>A track record in securing or supporting improvements for patients in the wider community</p>
<p>Influencing and communication</p>	<p>Excellent interpersonal and communication skills</p> <p>Ability to influence and persuade others articulating a balanced view and provide constructive challenge and feedback without being adversarial or losing respect or goodwill</p> <p>Able to listen to others and actively share information</p> <p>Ability to recognise key influencers and possess the skills to engage and influence them</p>	<p>Confident public speaker</p> <p>Experience of working with and influencing in a political environment</p>
<p>Intellectual flexibility</p>	<p>The ability to think clearly and creatively for the long term, continually identify opportunities for improvement.</p> <p>Ability to take an objective view, seeing issues from all perspectives</p> <p>Able to balance competing priorities and make difficult decisions.</p> <p>Capability to understand and analyse complex issues- drawing on a range of data</p>	
<p>Self-belief and knowledge and understanding</p>	<p>The motivation to improve NHS performance and confidence to take on challenges</p> <p>Be committed to working as a team member</p> <p>An understanding of health and social care, and an appreciation of the broad social, political and economic trends influencing them.</p>	

Residency Criteria

It is desirable that applicants live in the London Borough of Ealing or have strong connections with the area. The CCG will also consider applicants from the wider North West London area if they demonstrate relevant experience.

Appointment Details

On appointment

You may be required to commence an induction programme before the official start date.

This role is an appointment and not a job. It is therefore not subject to the provisions of employment law except where discrimination is alleged.

Time Commitment

You will be expected to be available for approximately 2-5 days per month, including some evening engagements depending on the needs of the service.

Remuneration

The remuneration for this post is £10,500 + up to £4000 additional depending on additional roles undertaken

Members are also eligible to claim allowances for travel and subsistence costs incurred necessarily on CCG business.

Period of appointment

Appointments will be made for 3 years in the first instance. After this you may be considered for a further term, subject to consistently good performance and the needs of the organisation.

Training and development

This will be discussed in line with individual requirements.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Seven Principles of Public Life (Appendix 2) and the Good Governance Standard for Public Life (Appendix 3).

You should note particularly the requirement to declare any conflict of interest that arises in the course of governing body business and the need to declare any relevant business interests, positions of authority or other connections with commercial, public or voluntary bodies.

You will be expected to comply with the CCG's policies and procedures where they apply such as information governance and health and safety. You will be issued with a secure nhs.net email address to be used for all your CCG business.

Disqualification for appointment

Regulations mean that some individuals will not be eligible to be appointed to CCG governing bodies. These include people in categories such as those who:

- Are not eligible to work in the UK;
- Have received a prison sentence or suspended sentence of three months or more in the last five years;
- Are the subject of a bankruptcy restriction 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.

In addition people will not be eligible for the lay roles if they are:

- A serving Civil Servant within the Department of Health, or members /employees of the Care Quality Commission.
- Currently serving as a chair or non-executive of an NHS body.

Applying for the Post(s)

The selection for the lay member roles on the governing body of the collaborative CCGs will take place as follows:

Applications

To apply for the post please complete the on-line application on NHS Jobs.

The closing date for applications is: 14th April 2017

Selection process

Preliminary Selection Process

1. Your completed form will be reviewed to assess the extent to which you have the qualities and expertise specified for the role.
2. Shortlisted candidates will be informed if they have been selected for interview.
3. The Interview Panel will require references for all shortlisted candidates covering a period of the last 3 years. References will be sought in advance of the interviews so please ensure your referees are advised of this.
4. All unsuccessful interview candidates will be advised of the outcome of the selection process

Final Selection Process

- CCGs will write to those candidates that meet their specific criteria and invite them to a panel interview of CCG members
- The successful candidates will be contacted by the chair or the chief officer of the organization
- All unsuccessful interview candidates will be advised of the outcome of the selection process.

Appendix One

Ealing Clinical Commissioning Group

NHS Ealing Clinical Commissioning Group (CCG) is the GP-led organisation responsible for planning and buying (commissioning) health services for the people living in the borough of Ealing.

Established on 1 April 2013, our vision is to develop, commission and deliver high-quality, cost-effective clinical services for the local population through patient-centered commissioning and by working in partnership. NHS Ealing CCG is made up of 76 GP member practices that serve a registered patient population of 436,624. We are committed to improving the care provided to patients, reducing health inequalities and raising the quality and standards of GP practices whilst achieving a financial balance.

We work with clinicians, patients and carers to make sure health and social care services are effective and coordinated. With an annual budget of £426million we buy a range of services including:

- Planned surgery (elective hospital care)
- Rehabilitation care
- Urgent care and emergency care
- Most community health services
- Mental health and learning disability services

Our aim is to ensure the highest quality of care is delivered by those organisations best qualified to do so for the diverse needs of our patients, carers and the public, and at the best value for money so that we spend public money wisely.

Appendix Two

The Seven Principles of Public Life

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

1. Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

2. Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

3. Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

4. Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

5. Openness

Holders of public office should be open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

6. Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

7. Leadership

Holders of public office should promote and support these principles by leadership and example.

Appendix Three

The Good Governance Standard for Public Services (Adapted from the Good Governance Standard for Public Services)

Good governance means focusing on the organisation's purpose and on outcomes for citizens and service users:

- Being clear about purpose and intended outcomes for citizens and service users
- Making sure that patients receive a high quality service
- Making sure that taxpayers receive value for money

Good governance means performing effectively in clearly defined functions and roles:

- Being clear about the functions of the governing body
- Being clear about the responsibilities of individual roles and making sure that those responsibilities are carried out
- Being clear about relationships between the organisation and the public

Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behaviour:

- Putting organisational values into practice
- Individuals in leadership roles behaving in ways that uphold and exemplify effective governance

Good governance means taking informed, transparent decisions and managing risk:

- Being rigorous and transparent about how decisions are taken
- Having and using good quality information, advice and support
- Making sure that an effective risk management system is in operation

Good governance means developing the capacity and capability of the governing body to be effective:

- Making sure that members of the governing body have the skills, knowledge and experience they need to perform well
- Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group
- Striking a balance, in the membership of the governing body, between continuity and renewal

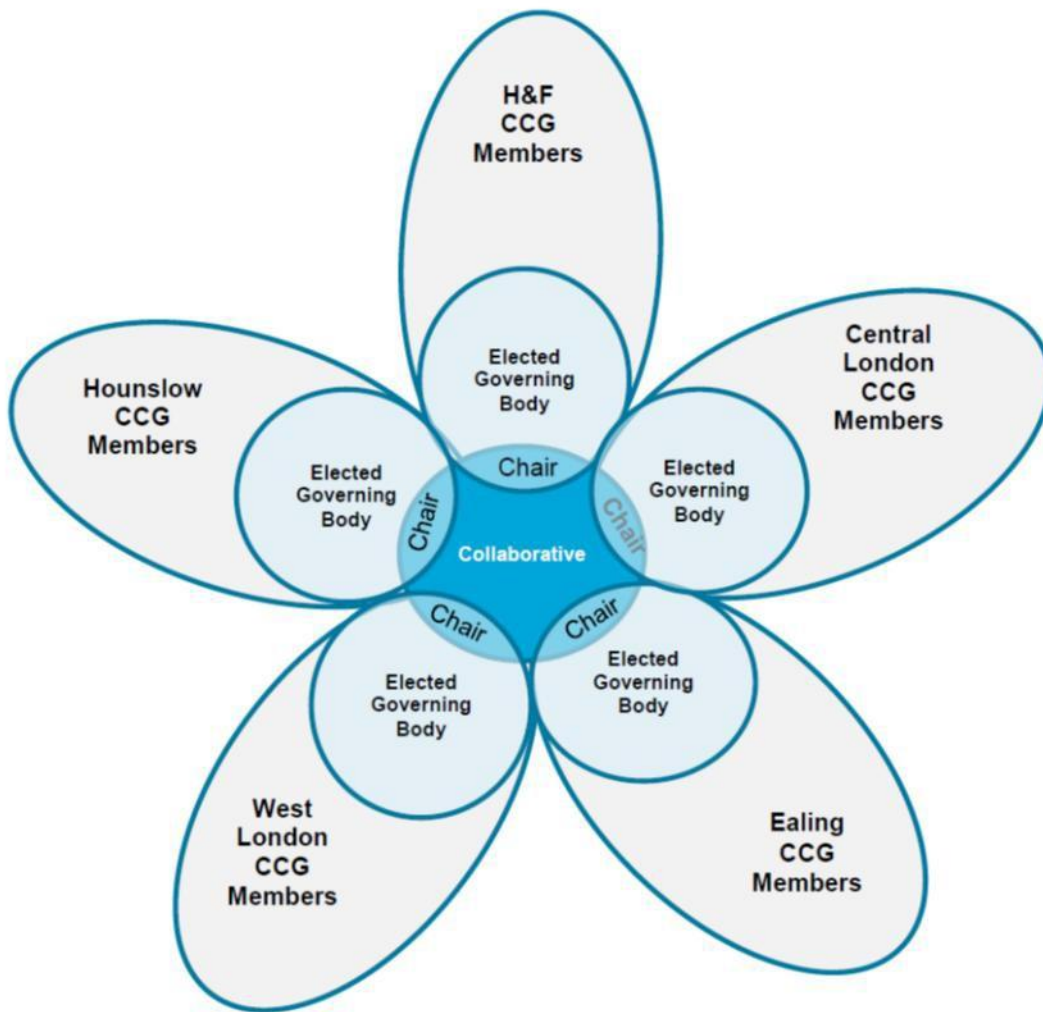
Good governance means engaging stakeholders and making accountability real:

- Understanding formal and informal accountability relationships
- Taking an active and planned approach to dialogue with, and accountability to, the public
- Taking an active and planned approach to responsibility to staff

Appendix Four

The CWHHE Collaborative

The CWHHE collaborative is a collaboration between Central London, West London, Hammersmith and Fulham, Hounslow and Ealing Clinical Commissioning Groups. Working together allows us to deal with the challenges and risks faced by the health service in North West London in a more holistic way than we could if each CCG was working entirely independently. It also enables us to provide greater scrutiny and challenge to each other’s work. The collaborative is responsible for shaping healthcare of over 1.2 million patients and a programme budget of about £1.2 billion.



Model of the interconnected relationship between the CCGs, the Elected Governing Bodies and the Collaborative