

ROLE PROFILE

Role Position:	Lay Member (Public Engagement and Involvement)
Responsible to:	Chair of the East and North Hertfordshire CCG governing body
Accountable to:	Chair of the East and North Hertfordshire CCG governing body, CCG GP Practice members
Location:	Charter House, Parkway, Welwyn Garden City, AL8 6JL
Time Commitment:	Between 3 and 4 days per month
Remuneration:	£10,000 per annum (pro-rata)

ROLE PURPOSE

The Lay Member for public engagement and involvement on the East and North Hertfordshire Clinical Commissioning Group governing body will be responsible for ensuring that the voice of the local population is heard in all aspects of the CCG's business. The Lay Member will create opportunities for public empowerment and involvement and support in contributing to and delivering the CCG's public involvement strategy and playing its part as a member of the Sustainable Transformation Partnership in Hertfordshire and west Essex.

Working closely with the rest of the governing body, the Lay Member will play a key role in ensuring that the CCG acts in the best interests of the health of our population at all times; commissioning high quality services which are responsive to the views of local people, improving patient outcomes, and making the best use of public money, in line with the NHS Constitution.

This includes supporting the CCG to build and maintain effective relationships with community and voluntary organisations, providers of services, Healthwatch, local authorities and other partners and stakeholders.

As an independent member of the governing body, the Lay Member will bring previous experience of working in a collective, decision-making group to the role. The Lay Member will give their impartial focus and views to the CCG, focusing on the strategic direction of the organisation, rather than its day-to-day running. They will also have a shared responsibility for ensuring 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.

RESPONSIBILITIES

Patient and Public Engagement

- Champion public involvement within the East and North Hertfordshire CCG governing body, the CCG's member GP practices and the wider organisation.
- Ensure that, in all aspects of the CCG's business, the voice of the local population is heard, their expectations understood and where appropriate, met.

- Work with the CCG's Communications and Engagement team to deliver the organisation's engagement strategy.
- Ensure that the CCG responds in an effective and timely way to feedback and recommendations from patients and the public.
- Support the CCG in building and maintaining effective relationships with community, voluntary and other stakeholder or partner organisations.

Alongside these responsibilities there are core expectations and eligibility requirements for CCG lay members (October 2012) which can be downloaded from the NHS England website: <https://www.england.nhs.uk/wp-content/uploads/2016/09/ccg-members-roles.pdf>

Governing Body member duties include:

- Attending Governing Body meetings in line with its terms of reference.
- Acting in the best interests of the health of our local population at all times.
- Contributing to the setting and delivering of the commissioning strategy for the CCG, bringing independence and an external perspective to that strategy.
- Ensuring a consistent focus on service quality, integration and innovation.
- Encouraging transparency, inclusiveness, fairness and accountability in decision making as part of an open and transparent process.
- Demonstrating commitment to continuously improving outcomes, tackling health inequalities and securing the best use of public money.
- Participating in and if required chairing sub-committees that support accountability.
- Providing appropriate, purposeful, constructive scrutiny and challenge across the governing body at all times
- Providing a confidential referral route to the governing body for whistle-blowers.
- Ensuring that the organisation values diversity and promotes equality and inclusivity in all aspects of its business.
- Representing and upholding the values of the CCG as a role model for all its patients, staff and other stakeholders.

This is an outline of the main tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by the Chair of the CCG. All appointments are governed by legislation which details the circumstances in which individuals may be disqualified.

OUR GOVERNING BODY

Find out more about the Governing Body of East and North Hertfordshire CCG at: www.enhertsccg.nhs.uk/ccg-governing-body

For further information on this role please call: 01707 685 242 or email: enhertsccg.engagement@nhs.net