Role Description

Role Title: Lay Member – Primary Care Co-Commissioning/Deputy Chair

Responsible to: Chair

Accountable to: Chair and Governing Body

Overall Purpose of Role

As a member of the CCG governing body the Lay Member – Primary Care Co-Commissioning 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 each CCG constitution as agreed by its members. The Lay Member will also be the formal Deputy Chair for the CCG. The Lay Member – Primary Care Co-Commissioning will bring their unique perspective, informed by their expertise and experience. This will support decisions made by each CCG governing body as a whole and will help ensure that:

1. the voice of the member practices is heard and the interests of patients and the community remain at the heart of discussions and decisions;

2. that the governing body and the wider CCG act in the best interests with regard to the health of the local population at all times;

3. that 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 and innovation;

4. decisions are taken with regard to securing the best use of public money;

5. that the CCG, when exercising its functions, acts with a view to securing that health services are provided in a way which promotes the NHS Constitution, that it is there to improve patients’ health and wellbeing, supporting them to keep mentally and physically well, to get better when they are ill and when they cannot fully recover, to stay as well as they can to the end of their lives;

6. that the CCG is responsive to the views of local people; and

7. good governance remains central at all times and in particular with respect to the Deputy Chair role.

8. as a Governing Body member you will work closely with colleagues as the CCG moves forward with the NHS intention to adopt a population health management approach to commissioning and develop accountable care systems that will require flexibility of staff and the CCG.
Core Attributes and Competencies

The Lay Member – Primary Care Co-Commissioning will:

1. demonstrate commitment to continuously improving outcomes, tackling health inequalities and delivering the best value for money for the taxpayer;

2. embrace effective governance, accountability and stewardship of public money and demonstrate an understanding of the principles of good scrutiny;

3. demonstrate commitment to clinical commissioning, the CCG and to the wider interests of the health services;

4. bring a sound understanding of, and a commitment to upholding, the NHS principles and values as set out in the NHS Constitution;

5. demonstrate a commitment to upholding The Nolan Principles of Public Life along with an ability to reflect them in his/her leadership role and the culture of the CCG;

6. be committed to upholding the Standards for members of NHS Boards and CCG Governing Bodies in England;

7. be committed to ensuring that the organisation values diversity and promotes equality and inclusivity in all aspects of its business;

8. consider social care principles and promote health and social care integration where this is in the patients' best interest;

9. demonstrate leadership and chair skills to undertake the role of Deputy Chair for the CCG; and

10. bring to the governing body, the following leadership qualities:
    - **creating the vision** - effective leadership involves contributing to the creation of a compelling vision for the future and communicating this within and across organisations;
    - **working with others** - effective leadership requires individuals to work with others in teams and networks to commission continually improving services;
    - **being close to patients** - this is about truly engaging and involving patients and communities;
    - **intellectual capacity and application** - able to think conceptually in order to plan flexibly for the longer term and being continually alert to finding ways to improve;
    - **demonstrating personal qualities** - effective leadership requires individuals to draw upon their values, strengths and abilities to commission high standards of service; and
    - **leadership essence** - can best be described as someone who demonstrates presence and engages people by the way they communicate, behave and interact with others.
Core Understanding and Skills

The Lay Member – Primary Care Co-Commissioning will have:

1. a general understanding of good governance and of the difference between governance and management;

2. a general understanding of health and an appreciation of the broad social, political and economic trends influencing it;

3. capability to understand and analyse complex issues, drawing on the breadth of data that needs to inform each CCGs deliberations and decision-making, and the wisdom to ensure that it is used ethically to balance competing priorities and make difficult decisions;

4. the confidence to question information and explanations supplied by others, who may be experts in their field;

5. 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;

6. the ability to take an objective view, seeing issues from all perspectives, especially external and user perspectives;

7. the ability to recognise key influencers and the skills in engaging and involving them;

8. the ability to communicate effectively, listening to others and actively sharing information; and the ability to demonstrate how your skills and abilities can actively contribute to the work of each of the governing bodies and how this will enable you to participate effectively as a team member;

9. the ability to chair public meetings and to act as Chair in the absence of or when deputising for the Clinical Chair.

Core Personal Experience

1. previous experience of working in a collective decision-making group such as a board or committee, or high-level awareness of ‘board-level' working;

2. experience of chairing a public meeting and/or an NHS Body to enable the lay member to take on the Deputy Chair role for the CCG;

3. a track record in securing or supporting improvements for patients or the wider public.

Lay Member – Primary Care Co-Commissioning Specific Responsibilities

As well as sharing responsibility with the other members for all aspects of the CCG’s business, lay members will bring specific expertise and experience to the work of the
governing body. The focus will be strategic and impartial, providing an external view of the work of the CCG that is removed from the day-to-day running of the organisation.

The role of the Lay Member – Primary Care Co-Commissioning will be to act as chair of the Primary Care Commissioning Committee and have responsibility for ensuring appropriate arrangements are in place to ensure:

- the CCG co-commissions the highest quality primary medical services, with a view to securing the best possible outcomes for their patients within their resource allocation and maintaining a consistent focus on quality, integration and innovation;
- decisions are taken with regard to securing the best use of public money;
- proposals are developed with the involvement of all relevant stakeholders, including patients, the public and member practices; and
- good governance remains central at all times, including the appropriate management of conflicts of interest.

All lay members have a lead role in ensuring that the Governing Body and the wider CCG behaves with the utmost probity at all times.

Specific competencies & qualifications for the role:

- ability to chair committees effectively;
- experience of chairing meetings held in public; and
- experience of the commissioning environment, with a particular focus on primary medical care.

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 Nolan Principles of Public Life see link [http://www.public-standards.gov.uk/About/The_7_Principles.html](http://www.public-standards.gov.uk/About/The_7_Principles.html)

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.

Disqualification for appointment

Regulations provide that some individuals will not be eligible to be appointed to CCG governing bodies and certain individuals are not eligible to be appointed as lay members, see schedules 4 and 5 in the attached link: [http://www.legislation.gov.uk/uksi/2012/1631/pdfs/uksi_20121631_en.pdf](http://www.legislation.gov.uk/uksi/2012/1631/pdfs/uksi_20121631_en.pdf)