

Role Title: Independent Governing Body Lay Member (Strategic Finance)		
Responsible to: Clinical Chair	Place of Work: South Plaza, Bristol	Hours of Work:
<p>Role Summary</p> <p>To be an independent member of the BNSSG CCG’s Governing Body, which is responsible for commissioning health services for approximately one million people who live in Bristol, North Somerset and South Gloucestershire, in line with health needs and within available resources.</p> <p>This member of the Governing Body will be a qualified, experienced and well-regarded finance professional with a proven track-record in the financial management of similar-sized organisations. They will provide an impartial, independent view of the CCG’s approach to financial planning, in-year financial management and major procurements, with the aim of supporting the CCG to achieve excellence in these areas. They will chair the CCG’s Strategic Finance Committee.</p> <p>This is an important role on the Governing Body, and the lay member (strategic finance) will be expected to play a leading role in the Governing Body’s responsibilities for assuring that the CCG is securing good value for money in its use of resources.</p>		
<p>Generic Responsibilities for Independent Governing Body Members</p> <p>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, economically, with good governance and in accordance with the terms of the CCG’s constitution as agreed by its members. Each individual is there to bring their unique perspective, informed by their expertise and experience. This will support decisions made by the Governing Body as a whole and will help ensure that:</p> <ul style="list-style-type: none"> • the CCG’s organisational culture is one 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 with 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 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 that health services are provided in a way which promotes the NHS Constitution, that it is there to improve our health and wellbeing, supporting 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; and • good governance remains central at all times. 		

Specific Role Responsibilities

- To chair the CCG's Strategic Finance Committee. As chair, the lay member (strategic finance) will be expected to provide an independent and impartial view and constructive challenge on the CCG's work in the following areas:
 - oversight for the development of the CCG's medium term and operational plans together with their associated financial plans, including system financial recovery processes and plans where necessary;
 - ensuring that all plans are consistent with associated enabling strategies (workforce, estates, IM&T, communications and engagement);
 - considering all draft strategic and financial plans prior to their submission to the Governing Body for approval;
 - Monitoring overall implementation of the CCG's medium term financial plan and the delivery of savings plans developed by the CCG and the wider BNSSG health and care system;
 - Monitoring the CCG's in year financial performance;
 - Ensuring risks are assessed and mitigating actions are in place; and
 - give oversight to major procurements with a value of at least £1 million.
- The lay member (strategic finance) will be a member of the Audit, Governance and Risk Committee and a member of the Remuneration Committee. They may attend other committees as agreed.

Core Attributes and Competencies for a Member of the Governing Body

Each individual needs to:

- demonstrate commitment to continuously improving outcomes, tackling health inequalities and delivering the best value for money for the taxpayer.
- embrace effective governance, accountability and stewardship of public money and demonstrate an understanding of the principles of good scrutiny.
- demonstrate commitment to clinical commissioning, the CCG and to the wider interests of the health services.
- be committed to ensuring that the Governing Body remains "in tune" with the member practices.
- bring a sound understanding of, and a commitment to upholding, the NHS principles and values as set out in the NHS Constitution.
- demonstrate a commitment to upholding The Nolan Principles of Public Life <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2> along with an ability to reflect them in his/her leadership role and the culture of the CCG.
- be committed to upholding the Professional Standards for members of NHS Boards and Governing Bodies in England <https://www.professionalstandards.org.uk/docs/default-source/publications/standards/standards-for-members-of-nhs-boards-and-ccgs-2013.pdf?sfvrsn=2&sfvrsn=2>
- be committed to ensuring that the organisation values diversity and promotes quality and inclusivity in all aspects of its business.

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

Leadership Qualities

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.

Appointment to Governing Body Roles – Disqualification Criteria

Schedule 5 of the NHS (CCG) Regulations 2012 state that the following are disqualified from membership of CCG governing bodies:

- MPs, MEPs, members of the London Assembly, and local councillors (and their equivalents in Scotland and Northern Ireland);
- Members including shareholders of, or partners in, or employees of commissioning support organisations;
- A person who, within the period of five years immediately preceding the date of the proposed appointment, has been convicted:
 - d) In the United Kingdom of any offence,
 - e) Outside the United Kingdom of any offence which, if committed in any part of the United Kingdom, would constitute a criminal offence in that part, and
 - f) In either case, the final outcome of the proceedings was a sentence of imprisonment (whether suspended or not), for a period of not less than three months without the option of a fine;
- A person subject to a bankruptcy restrictions order or interim order;
- A person who within the period of five years immediately preceding the date of the proposed appointment has been dismissed (other than because of redundancy), from paid employment by any of the following: the board, a CCG, SHA, PCT, NHS Trust or Foundation Trust, a Special Health Authority, a Local Health Board, a Health Board or Special Health Board, a Scottish NHS Trust, a Health and Social Services Board, the Care Quality Commission, the Health Protection Agency, Monitor, the Wales Centre for Health, the Common Services Agency for the Scottish Health Service, Healthcare Improvement Scotland, the Scottish Dental Practice Board, the Northern Ireland Central Services Agency for Health and Social Services, a Regional

Health and Social Care Board, the Regional Agency for Public Health and Wellbeing, the Regional Business Services Organisation, Health and Social Care trusts, Special Health and Social Care Agencies, the Patient and Client Council, and the Health and Social Care Regulation and Quality Improvement Authority;

- A healthcare professional who has been subject to an investigation or proceedings, by any regulatory body, in connection with the persons fitness to practice pf any alleged fraud, the final outcome of which was suspension or erasure from the register (where this still stands), or a decision by the regulatory body which had the effect of preventing the person from practicing the profession in question or imposing conditions, where these have not been superseded or lifted;
- A person disqualified from being a company director; or
- A person who has been removed from the office of charity trustee or removed or suspended from the control or management of a charity, on the grounds of misconduct or mismanagement.

Person Specification

Post: Independent Governing Body Lay Member (Strategic Finance)

		Essential (E) or Desirable (D)	How assessed (AF App form, I Interview, P presentation)
Qualifications and Training	<ul style="list-style-type: none"> Hold a professional accountancy qualification 	E	AF
Eligibility	<ul style="list-style-type: none"> To not be subject to any of the disqualification criteria for Governing Body members 	E	AF
Experience and Knowledge	<ul style="list-style-type: none"> Extensive and recent experience in a senior finance and/or accountancy role Significant successful board experience in an organisation of similar size and complexity, whether in the private, public or voluntary sectors Strong business acumen and a sound knowledge of good corporate governance, strategic planning, risk and performance management Extensive experience of holding senior individuals and teams to account Accustomed to being held to a high level of accountability Commercially and politically astute in particular area of expertise Extensive track record of organisational change and business growth Experience of building effective and lasting working relationships with a range of internal and external stakeholders 	E	AF & I
Skills and Abilities	<ul style="list-style-type: none"> Highly numerate, with an understanding of financial reporting Leadership & motivational skills Chairmanship skills and experience Strong interpersonal skills Good communication and listening skills A proven and successful strategic thinker and an ability to look beyond organisational and/or geographical boundaries Embrace effective governance, accountability and stewardship of public money and demonstrate an understanding of the 	E	I & P

	principles of good scrutiny		
Other	<ul style="list-style-type: none"> • Live within the local community or be able to demonstrate how they are otherwise able to bring that perspective to the governing body • Car driver or otherwise independently mobile with a valid driving licence and appropriate business insurance. • Capable of working hours flexibly, to include evening work on occasion 	E	AF& I