

North Central London Clinical Commissioning Group Committees Community Member Role

Responsibilities of the Community Member Role & Eligibility Criteria

Role Responsibilities

Community Members sitting on a North Central London CCG (NCL) Committee will be expected to demonstrate the highest standards of integrity and commitment, and to use their skills and personal experience as patients, carers or members of the public to:

- Actively participate during Committee meetings to represent and advocate for patients and residents, ensuring that the patient and public voice is heard and informs the Committee's work
- Bring your views, perspective and challenge into the group, championing a service user, patient and carer viewpoint
- Provide independent judgement and experience from a resident perspective and apply this to the benefit of the Committee
- Constructively support and help the Committee to scrutinise topics from a commissioning and risk perspective
- Engage positively and collaboratively in discussion of agenda items and act as an ambassador for patient and public voice, working alongside other Committee members as equals

Community Members will play an important role in helping the CCG to join up the breath of resident and patient engagement work undertaken at a borough-level across NCL. As part of this, Community Members sitting on Committees will have opportunities, and be supported, to build links with others in similar roles sitting on the CCG's borough-level engagement groups, and with local voluntary and community partners.

Time commitment

It is estimated that as a minimum the role requires around a day a month. This would include preparing for and attending a two-hour Committee meeting every other month, and participating / supporting Committee business in between meetings.

Eligibility criteria

To be considered, you must:

- Be a resident of Barnet, Camden, Enfield, Haringey, Islington; and
- Be registered with a general practice in one of these boroughs; and
- Be able to commit to approximately one day a month to Committee activity.

Please review the following carefully and include evidence in your application statement outlining how you meet the following:

Skills, knowledge and experience requirements

The following skills, knowledge and experience are essential:

- Ability to work as an effective member of a formal committee
- Relevant previous experience and/or ability to evidence a passion for improving healthcare or health outcomes for residents
- Ability to understand and evaluate a range of information, evidence and reach informed judgement
- Good oral and written communication skills and interpersonal skills, including the ability to communicate with a range of stakeholders
- Awareness of and commitment to equality, diversity and inclusion

The following understanding/ knowledge is desirable:

- An understanding of public service values and accountability
- An understanding of the structures of the NHS and the wider environment in which it operates

Role Accountability

Community Members will be accountable to the Chair of each committee for carrying out their responsibilities as a Community Member.

Role Support

Community Members will be provided with a general induction to the CCG and Committee role. This will provide an opportunity for you to meet key people and ask questions before the first meeting. Ongoing support will be offered to you from the committee and NCL CCG communications and engagement team, to enable you to participate confidently and fully in committee business.

To help support our Community Members, we will offer the opportunity for training. The aim is to support you to develop the skills required to fulfil the role. We will ensure that you will be supported to understand the content of the reports and documents and any use of NHS / commissioning terminology will be explained. If you require any additional support such as: BSL interpreter for the meetings, hard papers copies, etc. we will ensure that appropriate support is in place for you to be able to carry out your role, but we encourage you to clearly state your needs on the application form so we can discuss your needs with you at the recruitment stage.

Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of a Committee, and which could lead to a real or perceived conflict of interest were you to be appointed as a Community Member, please provide details in your application.

Should you be successful in your application, if there is anything in your professional history that if brought into the public domain may cause embarrassment or disrepute to the organisation, please provide further details in your application. Failure to disclose such information could result in the CCG terminating the honorary/voluntary agreement. You should particularly note the requirement for you to declare these interests on appointment, which will be entered into a register available to the public.

Equality, diversity and inclusion

In line with the Public Sector Equality Duty, the CCG is committed to an Equal Opportunities Policy which affirms that all individuals engaged by the CCG should be afforded equality of treatment and opportunity in employment irrespective of sex, sexual orientation, age, marital status, pregnancy and maternity, race, religion or belief, gender reassignment or disability. All individuals engaged by the CCG are required to observe this policy in undertaking the responsibilities of their role and their conduct and conduct towards internal and external stakeholders.

Confidentiality

All those engaged by the CCG shall at all times keep confidential and not use (except to the extent that disclosure and/or use is authorised by the CCG and/or is required for the proper performance of their responsibilities) any information obtained by them during the term of office which is of a confidential nature and of value to the CCG.

Health and Safety

All those engaged by the CCG have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. All accidents must be reported and all office holders must participate in accident prevention by reporting hazards and following relevant policies and procedures.

Acceptance of Gifts and Hospitality

The conduct of Community Members in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with the NCL CCG Head of Governance, prior to acceptance.