

North Central London Clinical Commissioning Group Committees Community Member Role

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Section A – Application Process Guidance

The application period for this role is 25 June - 8 July 2020. Interviews will be held over 29, 30 and 31 July 2020. To apply for the role of Community Member please complete the application form on [Citizens Space](#). CVs submitted by email will not be accepted.

The application form is your opportunity to demonstrate how you meet each of the requirements of the role (as outlined in Role Description profile document). You should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. We would encourage applicants to be clear which particular evidence you provide relates to which criteria.

The application form allows candidates to indicate their interest in being appointed to a particular CCG Committee. If you are interested in a role on a particular CCG Committee, and/or feel that you have experience that would make you more eligible for appointment to a specific Committee, please specify your interest and experience on your application form.

Applications must be received by the closing date shown in the advert for this role. Applications received after this date will not be considered.

A selection panel will review and assess all applications in accordance with the requirements of the role to consider whether the application meets the knowledge, skills and experience for the role.

Shortlisted candidates will be informed as soon as possible by email and telephone if they have been selected for interview and the interview details will be confirmed in writing. Applicants not shortlisted for interview will be informed by email.

Interview process

Informal interviews will be held across 29, 30 and 31 July. Due to the current guidelines on avoiding non-essential travel during the Covid-19 pandemic, we anticipate that interviews will be held as a videoconference (e.g. using Microsoft Teams). If you have any specific access or IT requirements which would need to be considered to join an online interview, please note these in your application form.

The interview panel will include a Governing Body Lay Member, Committee Chair and Head of Communications and Engagement.

Support during the recruitment process:

If you have any particular support requirements to enable you to participate in the recruitment process please contact NCL CCG Communications and Engagement Team by telephone 020 3688 2904 or email at the earliest opportunity to discuss these.

Confirmation of appointments

After the interview stage is complete the CCG will allocate successful candidates to a role on the five Committees. The experience and expertise of individual applicants, alongside any Committee preferences expressed by candidate, will be carefully considered during this process.

All unsuccessful interview candidates will be advised of the outcome of the selection process. If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

Terms of Engagement

The successful candidates will be appointed to the role until the end of the financial year (March) 2022. Individuals appointed to a Community Member role will be issued with a volunteer agreement. Please note that this role and agreement does not confer employment status with NCL CCG.

Whilst the role does not attract remuneration, the CCG will reimburse Community Members for reasonable travel expenses for attending CCG meetings in accordance with the CCG's Expenses Policy.

Pre-Engagement Checks

Candidates that are successful at interview will be offered the role subject to pre-engagement checks that will be undertaken in accordance with the NHS pre-employment checks.

Section B – Committee Information

This section provides an overview of the purpose and focus of the five Committees to which we are seeking to recruit Community Member roles. The full Terms of Reference for each committee can be requested via nclccg.communications@nhs.net

Strategy and Commissioning Committee

The purpose of this committee is to:

- Oversee the development and delivery of the CCG's commissioning strategy and plans;
- Oversee system-wide strategy, commissioning and implementation;
- Approve the commissioning of services including acute, mental health, community (where required), specialist services delegated to the CCG by NHS England and services not commissioned by the borough based decision making structures or by the Primary Care Commissioning Committee;
- Provide assurance to the Governing Body that the CCG is discharging its statutory commissioning functions effectively;
- Ensure that all of the CCG's strategic commissioning priorities and plans are congruent and aligned across NCL and at borough level.

Primary Care Commissioning Committee

The purpose of this committee is to carry out the functions relating to the commissioning of primary medical services. This includes commissioning GP practices and core GP services across the five boroughs as well as monitoring the performance of GP services.

Patient & Public Engagement and Equalities Committee

The purpose of this committee is to:

- Provide oversight of the CCG's compliance with statutory duties to engage effectively with patients and the public;
- Provide oversight of the CCG's strategic approach to, and plans for, engagement with patients and the public and champion best practice;
- Provide oversight of the CCG's equality, diversity and inclusion strategy, action plan and activity and champion best practice;
- Provide oversight of the CCG's compliance with the public sector equality duty and NHS mandatory equality standards.

Quality and Safety Committee

The purpose of the committee is to provide oversight, scrutiny and assurance of the following areas on behalf of the Governing Body and to provide robust recommendations and/or directions for actions:

- The quality and safety of commissioned services;
- The effectiveness of patient care and high quality patient experience;
- Provider service performance;
- Safeguarding and complaints.

Medicines Management Committee

This is a sub-committee of the Quality and Safety Committee. Its purpose is to:

- Provide oversight and assurance on the CCG's statutory functions on medicines;
- Provide oversight and assurance on medicines to ensure:
 - Safe and clinically effective use of medicines;
 - Improved clinical outcomes;
 - Best value of medicines use; and
 - The promotion of proper use of medicines;
- Oversee the development and implementation of the CCG's medicines management strategy and procedures;
- Oversee the arrangements for sponsorship and/or joint working with the pharmaceutical industry.

Section C: 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

Section D – (Adapted) The Good Governance Standard for Public Services

Good governance means focusing on the committee purpose and on outcomes for residents and service users

- Being clear about purpose and intended outcomes for residents, 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 committee
- 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 behavior.

- 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 committee to be effective

- Making sure that members of the committee have the skills, knowledge and experience they need to perform well
- Developing the capability of people with responsibilities and evaluating their performance, as individuals and as a group
- Striking a balance, in the membership of the committee, 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
- Engaging effectively with stakeholders