



Job Title:	Lay Member – Chair of Audit
Responsible to:	CCG Chair and Board
Accountable to:	CCG Chair and Board
Location:	Required to work at any establishment at any time throughout the duration of their contract, normally within the location of the CCG, or as set out under the terms of their contract.
Salary:	£13,136 per annum

1. **Job Summary**

- The role of the Lay Member – Chair of Audit of the CCG's governing body 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 constitution as agreed by its members. The post holder is there to bring their unique perspective, informed by their expertise and experience.
- The Chair of Audit will be a voting member of the CCG's governing body
- The Chair of Audit will have a lead responsibility for Finance and Performance.
- The role the Chair of Audit will be to bring specific expertise and experience to the work of the governing body. Their 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. Their role will be to oversee key elements of governance including audit, remuneration and managing conflicts of interest. They will need to be able to chair the audit committee.
- The Chair of Audit will have a lead role in ensuring that the governing body and the wider CCG behaves with the utmost probity at all times and will:
 - have the skills, knowledge and experience to assess and confirm that appropriate systems of internal control are in place for all aspects of governance, including financial and risk management;
 - an understanding of the resource allocations devolved to NHS bodies and a general knowledge of the accounting regime within which a CCG will operate;
 - have the ability to chair meetings effectively;

- be able to give an independent view on possible internal conflicts of interest; and
- recent and relevant financial and audit experience is essential – sufficient to enable them to competently engage with financial management and reporting in the organisation and associated assurances.

The Chair of Audit will support decisions made by the governing body as a whole and will help ensure that:

- A new culture is developed 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 acts 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;
 - 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;
 - Good governance remains central at all times.
- The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager.
 - The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department or Directorate and the Organisation.

2. Key Working Relationships

- The post holder will be required to have regular contact with internal and external stakeholders and will often need to engage with them over sensitive, complex, contentious and confidential issues.
- Participate in relevant internal and external working groups/projects, services and initiatives to provide project, information and analytical advice and expertise.

3. Key Duties and Responsibilities

- Demonstrate commitment to continuously improving outcomes, tackling health inequalities and delivering the best value for money for the taxpayer;
- 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 the NHS principles and values as set out in the NHS Constitution;
- 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;
- Be committed to ensuring that the organisation values diversity and promotes equality in all aspects of its business
- Understand and analyse complex issues, drawing on the breadth of data that needs to inform CCG deliberations and decision-making, and the wisdom to ensure that it is used ethically to balance competing priorities and make difficult decisions;
- Have confidence to question information and explanations supplied by others, who may be experts in their field;
- Influence and persuade others articulating a balanced, not personal, view and to engage in constructive debate without being adversarial or losing respect and goodwill;

The post holder will bring to the governing body, the following leadership qualities:

Creating the vision - effective leadership involves compelling vision for the future and communicating this within and across organisations;

Working with others - effective leadership requires the post holder 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 – to be 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 the post holder to draw upon their values, strengths and abilities to commission high standards of service;

Leadership essence - can best be described as someone who demonstrates presence and engages people by the way they communicate, behave and interact with others.

Lay Member – Chair of Audit Person Specification

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Assessment
Experience	<ul style="list-style-type: none"> • Previous experience of working in a collective decision-making group such as a board or committee, or high-level awareness of 'board-level' working; and 	✓	A/I
	<ul style="list-style-type: none"> • A track record in securing or supporting improvements for patients or the wider public 	✓	
	<ul style="list-style-type: none"> • Be highly regarded as a leader, probably across more than one discipline and/or speciality – demonstrably able to think beyond their own professional viewpoint; 	✓	A/I
Skills/ Knowledge	<ul style="list-style-type: none"> • a general understanding of good governance and of the difference between governance and management; 	✓	A/I
	<ul style="list-style-type: none"> • a general understanding of health and an appreciation of the broad social, political and economic trends influencing it; 	✓	A/I
	<ul style="list-style-type: none"> • capability to understand and analyse complex issues, drawing on the breadth of data that needs to inform CCG deliberations and decision-making, and the wisdom to ensure that it is used ethically to balance competing priorities and make difficult decisions; 	✓	A/I
	<ul style="list-style-type: none"> • the confidence to question information and explanations supplied by others, who may be 	✓	A/I

	<p>experts in their field;</p> <ul style="list-style-type: none"> • 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; • the ability to take an objective view, seeing issues from all perspectives, especially external and user perspectives; • the ability to recognise key influencers and the skills in engaging and involving them; • 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 the governing body and how this will enable you to participate effectively as a team member. 	✓	A/I
		✓	A/I
		✓	A/I
		✓	A/I
		✓	A/I
Personal Attributes	<ul style="list-style-type: none"> • Determined to make a difference 	✓	A/I
*Assessment will take place with reference to the following information			
A=Application form		I=Interview	
		T=Test	
		C=Certificate	