



Job Title:	Lay Member – Vice Chair
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 – Vice Chair 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 Vice Chair will be a voting member of the CCG’s governing body
- The Vice Chair will have a lead responsibility for Quality.
- The Vice Chair of the governing body will have specific responsibility for:
 - Support the Chair in leading the governing body, ensuring it remains continuously able to discharge its duties and responsibilities as set out in the CCG’s constitution;
 - Support the Chair in building and developing the CCG’s governing body and its individual members;
 - Support the Chair in ensuring that the CCG has proper constitutional and governance arrangements in place;
 - Support the Chair in ensuring that, through the appropriate support, information and evidence, the governing body is able to discharge its duties;
 - Support the Chair and the Accountable Officer in discharging the responsibilities of the organisation;
 - contributing to the building of a shared vision of the aims, values and culture of the organisation; and
 - Support the Chair in leading and influencing clinical and organisational change to enable the CCG to deliver commissioning responsibilities.

The Vice Chair will also have a key role in overseeing governance and particularly ensuring that the governing body and the wider CCG behaves with the utmost transparency and responsiveness at all times. They will ensure that:

- public and patients' views are heard and their expectations understood and, where appropriate, met;
- that the organisation is able to account to its local patients, stakeholders and the NHS Commissioning Board; and
- the CCG builds and maintains effective relationships, particularly with the individuals involved in overview and scrutiny from the relevant local authority/ies.

Where the Vice Chair of the governing body is also the lead clinician of the CCG they will also have the following responsibilities:

- lead the CCG ensuring it is constantly committed to and be able to discharge its functions;
- be the senior clinical voice of the CCG in interactions with all stakeholders including the NHS Commissioning Board; and
- have the respect and authority of the member practices.

The Lay Member – Vice Chair 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 – Vice Chair 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"> • able to engage visibly and effectively, commanding respect from a wide range of stakeholders including clinicians, patients and the public and in particular, ensuring effective two-way communication with the member practices; 	✓	A/I
	<ul style="list-style-type: none"> • well developed political astuteness, with highly developed skills in engaging, influencing and securing shared ownership to enable commissioning intentions to be delivered; 	✓	A/I
	<ul style="list-style-type: none"> • ability to communicate complex and challenging issues clearly and effectively in public meetings; 	✓	A/I
	<ul style="list-style-type: none"> • have the skills and experience to plan and chair large meetings with multi-professional and/or multiple 	✓	A/I

	<p>stakeholder involvement;</p> <ul style="list-style-type: none"> • able to facilitate and encourage active engagement and appropriate challenge across their governing body; • enable the governing body to continually review established thinking to ensure long-term value and sustainability; • able to give an unbiased view on possible internal conflicts of interest; • able to provide leadership to the CCG, ensuring its effectiveness on all aspects of its corporate responsibility and setting its agenda; • able to oversee all governance matters to ensure they are conducted in accordance with best practice and ensure that there is a clear structure for, and effective running of, the CCG and, where relevant, its committees; • 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; • have an understanding of the resource allocations devolved to NHS bodies, and a general knowledge of the accounting regime within which a CCG will operate; and • have the ability to develop and maintain an understanding of the legal environment in which the CCG operates. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Personal Attributes	<ul style="list-style-type: none"> • Determined to make a difference 	<p>✓</p>	<p>A/I</p>
*Assessment will take place with reference to the following information			
A=Application form		I=Interview	
		T=Test	
		C=Certificate	