

## JOB DESCRIPTION

<b>Job Title:</b>	<b>GP Locality Member – Governing Body</b>
<b>Hours of Work:</b>	<b>48 sessions annually (approx. 4 sessions per month)</b>
<b>Responsible to:</b>	<b>Locality Group Member Practices/ Clinical Chair</b>
<b>Accountable to:</b>	<b>Clinical Chair</b>
<b>Base Point:</b>	<b>722 Prince of Wales Road, Sheffield</b>
<b>Contract Type</b>	<b>Fixed Term (up to 3 years)</b>

### Job Summary

As a member of the Governing Body, the GP Locality Member 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 GP Locality Member should bring their unique perspective, informed by their clinical expertise and experience. This will support decisions made by the Governing Body as a whole and ensure :

- a culture that allows the voice of the member practices to be 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 health services that are provided in a way which promotes the NHS Constitution.
- the CCG is responsive to the views of local people and promotes self-care and shared decision-making in all aspects of its business;
- good governance remains central at all times.

### Main Duties and Responsibilities

- Act on behalf of member practices to bring the unique understanding of those member practices to the discussion and decision making of the governing

body as their particular contribution

- Have the confidence of the member practices in the CCG, demonstrating an understanding of all of the member practices, of the issues they face and what is important to them;
- Be competent, confident and willing to give an unbiased strategic clinical view on all aspects of CCG business;
- Share responsibility with the other members for all aspects of the CCG governing body business;
- 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 along with an ability to reflect them in his/her leadership role and the culture of the CCG;
- Be committed to upholding the proposed Standards for members of NHS Boards and Governing Bodies in England;
- Be committed to ensuring that the organisation values diversity and promotes equality 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; and

**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.

## **General**

The post holder will:

- Develop a culture that promotes equality and values diversity. The post holder must be aware of and committed to the Equality and Diversity policies of NHS Sheffield CCG, comply with all the requirements of these policies and also actively promote Equality and Diversity issues relevant to the post.
- Ensure the principles of openness, transparency and candour are observed and upheld in all working practices.

## **PERSON SPECIFICATION**

### **Essential Experience**

- be highly regarded as a clinical leader, beyond the boundaries of a single practice or profession – demonstrably able to think beyond their own professional viewpoint;
- 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 track record in securing or supporting improvements for patients or the wider public.

### **Essential Skills**

- be able to take a balanced view of the clinical and management agenda and draw on their specialist skills to add value;
- be able to contribute a generic view from the perspective of a member practice in the CCG, whilst putting aside specific issues relating to their own practice circumstances
- 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;
- the confidence to question information and explanations supplied by others, who may be experts in their field;
- 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.

### **Essential Knowledge**

- a general understanding of good governance and of the difference between governance and management;
- a general understanding of health and an appreciation of the broad social, political and economic trends influencing it;
- have an in-depth understanding of the Locality and the NHS in Sheffield.

## **Disqualification criteria**

Regulations will provide that some individuals will not be eligible to be appointed to the Governing Body of a Clinical Commissioning Group. The indications are, at this stage, that these may include people in categories such as:

- those not eligible to work in the UK;
- a person who is subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order;
- a person who has in the last five years been dismissed from employment by a health service body otherwise than because of redundancy;
- a person who has received a prison sentence or suspended sentence of three months or more in the last five years;
- a person who has been dismissed by a former employer (within or outside the NHS) on the grounds of misconduct within the last 5 years;
- a health care professional whose registration is subject to conditions, or who is subject to proceedings before a fitness to practise committee of the relevant regulatory body, or who is the subject of an allegation or investigation which could lead to such proceedings;
- a person who is under a disqualification order under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2) of the Insolvency Act 1986 (disabilities on revocation of administration order against an individual);
- a person who has at any time been removed from the management or control of a charity.

It is also likely that the regulations will require that only one partner or spouse can be on the Governing Body.

In addition, people will not be eligible for the lay roles if they are:

- a serving civil servant within the Department of Health, or members /employees of the Care Quality Commission; or
- intending to serve as a Chair or non-executive of another NHS body beyond the formal establishment of the relevant CCG