

**Role Description: Lay member on the governing body
with a lead role in championing patient and public involvement –
appointed via election through the Patient Congress of member practices**

1. Introduction: lay membership of the governing body

NHS Milton Keynes Clinical Commissioning Group (CCG) has established three lay roles on the governing body, two of which take a lead role in championing patient and public involvement.

The Public and Patient Engagement Champions not only share responsibility with the other members of the Board for all aspects of CCG governing body business, but also bring specific expertise and experience, as well as their knowledge as a member of the local community, to the work of the governing body. Their role is to help to ensure that, in all aspects of the CCG's business the public voice of the local population is heard and that opportunities are created and protected for patient and public empowerment in the work of the CCG. Their focus will be strategic and impartial.

The national guidance requires one such role. However, locally developed best practice has demonstrated that patient and public involvement is strengthened by enabling more than one person to participate in key decision-making groups. This widens engagement and brings additional skills. Accordingly, the Board has agreed to appoint two Lay Public and Patient Engagement Champions, as below.

- Public and Patient Engagement Champion nominated via election from the Patient Congress
- Public and Patient Engagement Champion co-opted via the CCG Board, at its discretion.

These roles are in addition to the formal appointment to the post of Lay Vice Chair, which takes a lead role in overseeing key elements of governance, and is made in line with national guidance based on best practice developed by the Appointments Commission.

2. Elected representative from the Milton Keynes Patient Congress

Milton Keynes Patient Congress consists of a representative member of each of the CCG's member GP Practice Patient Participation Groups (PPGs). These representatives provide the communication link from the Congress to their respective PPG. The Congress also provides a mechanism to ensure appropriate involvement of patients from member practices in the work of the CCG's commissioning Programme Boards, and associated projects, providing advice on effective public and patient engagement in commissioning.



The CCG Board has approved a recommendation for the appointment of one lay member to the Board via election through the Patient Congress. This elected representative provides a communication link from the Congress to the CCG's Board relating to opportunities for PPG engagement and involvement in commissioning decisions being made.

The Congress has agreed that the Chair will be their nominated member serving on the CCG Board. The Chair is appointed for the two years at a time.

The Congress works very closely with the CCG's four Neighbourhood groups, and LINK:MK (during the current transition arrangements) and each provides channels for wider public engagement and involvement.

2.1 Specific role

As the nominee of the Milton Keynes Patient Congress, which brings together representatives of Patient Participation Groups of member practices, this lay member of the Board will bring specific expertise and experience of public and patient engagement, as well as knowledge as a member of the local community, to the work of the governing body.

You will help to ensure that, in all aspects of the CCG's business the public voice of the local population is heard and that opportunities are created and protected for patient and public empowerment in the work of the CCG. In particular, you will ensure that:

- public and patients' views are heard and their expectations understood and, as far as possible, met;
- the CCG draws on existing patient and public engagement and involvement expertise in the community
- the CCG builds and maintains an effective relationship with the CCG's Patient and Public Advisory Forum, of which you will be a member
- the CCG builds and maintains an effective relationship with the local Health Watch
- an effective communication link from the Congress to the Board relating to opportunities for PPG engagement and involvement in commissioning decisions
- 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



Your focus will be strategic and impartial, providing an independent view that is external to the day-to-day running of the CCG as an organisation.

2.2 Specific attributes and competencies

As the Milton Keynes Patient Congress representative on the governing body, with a lead role in championing patient and public involvement, you will -

- Show demonstrable understanding of the local arrangements for listening and responding to the voices of patients, carers and patient organisations
- Live within the local community (or be able to demonstrate how you are otherwise able to bring that perspective to the governing body).
- Have an understanding of effective involvement and engagement techniques and its application in practice
- Have a track record of successfully involving patients, carers and the public in the work of a public sector organisation
- Be able to give an independent view on possible internal conflicts of interest

2.3 Key relationships

You will work collaboratively with your fellow Public and Patient Engagement Champion, who is co-opted at the discretion of the CCG Board to bring Board level experience of the workings of either the NHS or the Local Authority, and able to bring a strategic focus to the work of the governing body.

You will also work closely with the CCG's appointed public and patient engagement team, under the steer of the CCG's nominated Executive lead for public and patient engagement.

3. Core role outline of members of the governing body

As a member of the CCG's governing body the Public and Patient Engagement Champion will share responsibility as part of the team to ensure that the CCG exercises its functions effectively, efficiently and with good governance and in accordance with the terms of the CCG constitution as agreed by its members.

Each individual is there to bring their unique perspective, informed by their expertise and experience. This will support decisions made by the governing body as a whole and will help ensure that:

- 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 of the local population at all times;
- the CCG commissions the highest quality services and best possible outcomes for their patients within their resource allocation;
- good governance remains central at all times.

3.1 Core attributes and competencies

Each individual needs to:

- demonstrate commitment to the Clinical Commissioning Group and to the wider NHS
- display the values of honesty and integrity, and respect confidentiality
- be committed to ensuring that the organisation values diversity and promotes equality in all aspects of its business
- bring to the governing body:

Patient and community focus A high level of commitment to patients, carers and the community, especially to (disadvantaged) groups

Strategic direction The ability to think and plan ahead, balancing needs and constraints

Holding to account The ability to accept accountability, and probe and challenge constructively

Effective influencing and communication Be able to influence and persuade others

Team working Be committed to working as a team member

Self belief and drive The motivation to improve NHS improvement and the confidence to take on challenges

Intellectual flexibility The ability to think clearly and creatively

3.2 Core understanding and skills

- General understanding of good governance, and of the difference between governance and management



- General understanding of health and an appreciation of the broad social, political and economic trends influencing it
- The ability to understand and analyse often complex issues, including technical data, and use it to 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 and especially external and user perspectives
- The ability to recognise key influencers, and the skills in engaging and involving them
- An ability to communicate effectively, listening to others and actively sharing information

3.3 Core personal experience

- Previous experience of working in a collective decision-making group such as a board or committee, or high-level awareness of 'board-level' working
- A track record in delivering improvements for patients or the wider public
- Able 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

4. Voting rights

The Lay member on the governing body with a lead role in championing patient and public involvement has a vote.

5. Reimbursement of expenses

The Lay Public and Patient Engagement Champion members of the Board are reimbursed for expenses incurred in fulfilling their role.

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