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**MK Commissioning Clinical Commissioning  
Group**

**Constitution Appendix 6  
Chair of the Board Job Description**

13 December 2011

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## Appendix 6

MK Commissioning CCG Board Chair – Job Description

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# MK Commissioning Clinical Commissioning Group

## Job Description for the Chair of the Board

Job Title: Chair of the Board, MK Commissioning Clinical Commissioning Group

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### Job Summary

The specific responsibilities of the Chair of MK Commissioning Clinical Commissioning Group (CCG) will be:

- Attend and chair formal and informal meetings of the Board.
- To provide supportive, developmental and challenging leadership to the full Board and to the CCG.
- Act as the principal spokesperson for the CCG across the health economy, attending the Cluster Board, Milton Keynes Health and Wellbeing Board and key meetings with other stakeholders.
- Secure agreed results as set out in Milton Keynes Commissioning Strategic and Operational Plans, ensuring that the Group discharges both its healthcare and financial responsibilities, keeping expenditure within the delegated revenue resource limit.
- Ensure transparency of decision-making and good governance in accordance with the Nolan principles of public life, and ensure the Board is familiar with these requirements.
- Ensure local adherence to agreed pathways and commissioning policies.
- Lead an effective outcome orientated CCG Governing Body, agreeing personal objectives and work programmes with each Member of the Board.
- Establish agreed portfolios of work to deliver the Group's vision and ensure each member of the Board takes responsibility for an agreed portfolio.
- Meet regularly with the Accountable Officer (the Chief Executive of the Cluster Board) to review progress on deliverables and strategic planning.
- Hold regular appraisal meetings with Board members.

- Establish arrangements for the continuing governance of the Board when the chair is not available.

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## **Role of the Governing Body**

The work of the Governing Body has the following broad aims:

- Provide clinical leadership, development and responsibility for meeting the CCG's commissioning objectives in Milton Keynes across the range of acute, mental health, community, and children's services, and public health and medicines management.
- The development and implementation of strategic plans that enable the CCG to commission health care and services that meet the current and future needs of the population of Milton Keynes to the highest quality within available resources.
- To develop a comprehensive understanding of the health and care needs of the population of Milton Keynes, paying particular attention to health inequalities and the needs of excluded groups.
- To reduce inequalities in health within Milton Keynes, paying attention to the needs of excluded and minority groups who experience difficulty in accessing services and ensuring available resources are targeted at deprived areas.
- Install robust financial controls and systems of risk management and assuring that the CCG delivers within these.
- The setting and meeting of challenging objectives for improving its performance across the range of its functions.

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## **Principal Responsibilities of All Members of the Board, Including the Chair**

- Develop the vision and strategy for improving and delivering the health care of the population of Milton Keynes in consultation with patients, the public, health and wellbeing Governing Body and other key local Stakeholders.
- Secure, through effective commissioning and within available resource allocation a range of safe and effective community, secondary and specialised services (as determined by national definition) which offer quality and value for money.
- To ensure that measures of quality outcomes, cost, efficiency and patient experience are established, and monitor and ensure remedial action.
- To ensure the CCG meets its responsibilities in safeguarding children and vulnerable adults.

- Work closely with Milton Keynes Borough Council to ensure integrated commissioning of health and social care.
- Maintain a current and good understanding of the national and regional perspective and future strategy for the NHS and related areas of Health and Social Care.
- To bring a clinical leaders perspective to discussions and decision-making.
- To take a key role and champion the design and implementation of quality, innovation, productivity and prevention (QIPP) schemes for Milton Keynes.
- To promote effective patient and local community involvement and act with a view to enabling patients to make choices in respect of their care, adopting innovative approaches to engagement and actively participate in Health and Wellbeing Governing Body meetings and activities and key stakeholder groups.
- To take a key role in deciding on the level of public involvement necessary in relation to any proposed service changes.

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## **Leadership & Influencing**

- Establish strong relationships and communication channels with member practices. Facilitate two way dialogue to bring practice views into the work of the Board and clearly communicate back Board decisions.
- Lead and influence frontline health professionals to achieve clinical and organisational change to deliver the CCG's commissioning intentions.
- Work with colleagues in member practices to develop commissioning understanding and skills to ensure succession planning within the clinical community.
- To work collaboratively with local GPs and primary healthcare teams through the CCG's quality and performance arrangements, and with other key stakeholders, in shaping and delivering the local QIPP and Operating Plans so as to ensure financial balance.
- To play a leadership role and actively support the decommissioning of services that are ineffective/fail to provide value for money/ satisfactory quality or level of service.
- To provide clinical leadership for improving quality in primary care.

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## **Supporting Operational Commissioning**

- To ensure connectivity between strategic plans and operational delivery of commissioning intentions.

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## **Personal Development and Commitment**

- Agree with Board members their annual personal objectives and a work programme of deliverables for this role and actively participate in a regular appraisal process.
- In discussion with the Board and Accountable Officer undertake a programme of personal development to meet your individual learning needs in order to further develop commissioning knowledge, skills and expertise.

- Participate in any development programmes commissioned by the CCG.
- To personally attend formal and informal CCG meetings and workshops.
- To attend other local meetings with stakeholder organisations as agreed with the Board and Accountable Officer.

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## **Time Commitment**

Chair: Minimum 3 days per week

Board members: Minimum 3 sessions i.e. 1.5 days per week

Sessions will need to be worked flexibly, and may be aggregated to maximise flexibility.

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## **Reporting To: To the Chair of the Cluster**

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## **Accountability**

The Chair has dual accountability:

- To the Chair of the Cluster to ensure the CCG discharges its healthcare and financial responsibilities on behalf of taxpayers and patients.
- To members of the CCG for ensuring that MK Commissioning discharges its healthcare and financial responsibilities on behalf of taxpayers, patients and practices.

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## **Remuneration**

In accordance with the CCGs remuneration policy

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## **Tenure**

Elections to the Board will be held every 2 years

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## **Person Specification**

In addition to the skills highlighted above, applicants will be expected to evidence the following core knowledge, skills and experience.

Qualifications	<p><b>Essential:</b> A GP registered on the Milton Keynes Performers List with adequate clinical commitment (currently practicing for a minimum of 2 days in Milton Keynes?)</p> <p><b>Desirable:</b> Advanced leadership/management experience supported by evidence of leadership development and/or qualification</p>
Experience	<ul style="list-style-type: none"> <li>• 5 years or more in healthcare</li> <li>• Evidence of significant experience within commissioning environment</li> <li>• Experience of leadership across clinical/professional groups in a complex and dynamic environment</li> <li>• Experience of chairing/high profile involvement in one or more strategic level groups</li> <li>• Experience of implementing robust governance processes</li> </ul>
Commissioning Leadership	<ul style="list-style-type: none"> <li>• Strategic understanding of local commissioning challenges, systems and processes</li> <li>• Understanding of local health and care systems and pathways and using that to inform service planning and redesign</li> <li>• Excellent understanding of NHS priorities, policy making and strategic planning</li> <li>• Awareness of external drivers affecting local health and care commissioning and delivery</li> <li>• Ability to set direction, monitor deliver and drive for results to ensure high standards of quality, safety and financial management are maintained</li> <li>• Ability to interpret data and draw on clinical experience and skills to develop patient pathways</li> <li>• Ability to gather and interpret conflicting evidence to design new health services</li> <li>• Demonstrating a commitment to seek integrated health and care solutions to meeting population needs</li> </ul>
Governance and Assurance	<ul style="list-style-type: none"> <li>• Understanding of relevant legislative, regulatory and ethical frameworks and requirements</li> <li>• Understanding and willingness to declare and manage personal conflicts of interest</li> <li>• Knowledge of the values of the NHS including the NHS constitution</li> <li>• Willingness to be held personally accountable to local stakeholders including the public and patients for the stewardship of the CCG's resources</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding the CCGs responsibilities in Safeguarding</li> </ul>
Working with Others	<ul style="list-style-type: none"> <li>• Ability to performance manage and hold individuals to account</li> <li>• Experience of working in a multi-disciplinary planning environment</li> <li>• Able to encourage consensus across organisations and professions</li> <li>• Understanding and ability to manage real and potential conflicts</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Results oriented – demonstrates resilience and stamina to achieve personal and collective results</li> <li>• Demonstrates commitment to an open, supportive “can do” culture and to embracing change to improve and develop high quality clinical services.</li> <li>• Strong commitment to transparent and accountable decision-making and excellent governance processes</li> <li>• Ability to communicate verbally and in writing effectively to internal and external stakeholders</li> <li>• Understanding and can demonstrate corporacy in decision-making</li> <li>• Willingness to be challenged on views held and to constructively challenge others</li> <li>• Enthusiastic to deliver real change</li> <li>• Ability to put personal motivations and objectives aside for the purpose of achieving a collective result</li> </ul>

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## Document Details

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