
**MK Commissioning Clinical Commissioning
Group**

**Constitution Appendix 7
Vice Chair of the Board Job Description**

13 December 2011

Appendix 7

MK Commissioning Clinical Commissioning Group

Job Description for the Vice-Chair of the Board

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

Job Summary

The Vice Chair will be appointed by the Chair of MK Commissioning Clinical Commissioning Group (CCG).

The specific responsibilities of the Vice-Chair of MK Commissioning CCG will be to:

1. attend formal and informal meetings of the Board.
2. provide supportive and developmental leadership to the full Board and to the CCG and offer constructive challenge to strategic and operational thinking.
3. 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.
4. 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.
5. 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.
6. bring independent judgement to bear on issues of strategy, performance, key appointments and accountability, ensuring the Board adheres to all MK Commissioning strategic policies and governance procedures.
7. support the handling and monitoring of non-clinical complaints, providing informed and impartial conciliation and ensure complaints procedures are operated effectively and that lessons learned are implemented.
8. support relations with the general public and media.
9. participate in conduct and competency enquiries and staff disciplinary appeals.
10. support the procurement of information management and technology.
11. act as Chair if the Chair is unable to perform their duties until a new Chair is appointed or until the existing Chair resumes their duties.

12. adhere to the Data Protection Act 1998 and the CCGs procedures and protocols on confidentiality, and during their term, and thereafter, treat the CCGs business in the strictest of confidence.

13. discharge their duties to conform to the requirements of Standing Orders.

14. the Vice Chair will Chair the remuneration and Terms of Service Committee and ensure this is conducted in accordance with national and local policy.

Time Commitment

Vice-Chair: Minimum 3 sessions ie 1.5 days per week

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

Reporting To

To the Chair of MK Commissioning CCG

Accountability

Accountable Officer for MK Commissioning CCG

Remuneration

In accordance with the CCGs remuneration policy

Tenure

Upon appointment, the Vice Chair will sit on the Board for 2 years.

The Vice Chair may resign from office at any time by giving notice in writing to the Chair.

Person Specification

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

Qualifications	Desirable: Advanced leadership/management experience, preferably supported by evidence of leadership development and/or qualification
Experience	<ul style="list-style-type: none">• Experience of leadership in a complex and dynamic environment• Experience of implementing robust governance processes
Governance	<ul style="list-style-type: none">• Understanding of relevant legislative, regulatory and

and assurance	<p>ethical frameworks and requirements</p> <ul style="list-style-type: none"> • Understanding and willingness to declare and manage personal conflicts of interest • Knowledge of the values of the NHS including the NHS constitution • Understanding the CCGs responsibilities in Safeguarding
Leadership	<ul style="list-style-type: none"> • Strategic understanding of national and local commissioning challenges, systems and processes • Good understanding of NHS priorities, policy making and strategic planning • Awareness of external drivers affecting local health and care commissioning and delivery • Ability to set direction, monitor deliver and drive for results to ensure high standards of quality, safety and financial management are maintained • Ability to interpret data • Ability to gather and interpret conflicting evidence to design new health services • Demonstrating a commitment to seek integrated health and care solutions to meeting population needs • Being receptive to opportunities to gain new skills in order to lead effective commissioning
Working with Others	<ul style="list-style-type: none"> • Ability to chair and lead management teams • Ability to performance manage and hold individuals to account • Experience of working in a multi-disciplinary planning environment • Able to encourage consensus across organisations and professions • Understanding and ability to manage real and potential conflicts
Personal Attributes	<ul style="list-style-type: none"> • Strong commitment to transparent and accountable decision-making and excellent governance processes • Ability to communicate verbally and in writing effectively to internal and external stakeholders • Understand and can demonstrate corporacy in decision-making • Willingness to challenge and to be challenged on views held and to constructively challenge others • Enthusiastic to deliver real change • Ability to put personal motivations and objectives aside for

	<p>the purpose of achieving a collective result</p> <ul style="list-style-type: none">• Demonstrates commitment to an open, supportive 'can do' culture and to embracing change to improve and develop high quality clinical services.
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Document Details

Publication Date	31 January 2012
Approved/Draft	Draft
Version	V8
Audience	CCG members, staff, NCB, stakeholders, patients and public
Review Date	31 July 2012
Contact	Sue Lacey-Bryant Head of Commissioning Support and Organisational Development MK Commissioning 01908 278761
Organisation information	© MK Commissioning Sherwood Place Sherwood Drive Bletchley Milton Keynes MK3 6RT 01908 278660