

Role Statement

Chair of NHS Derby & Derbyshire Clinical Commissioning Group

1. Role Details

Role Name:	CCG Chair
Reporting to:	Governing Body and Member Practices
Accountable to:	Governing Body and Member Practices
Location:	To be confirmed
Time Commitment:	Between 2 to 3 days per week

2. Role Outline

As a member of the NHS Derby & Derbyshire CCG's Governing Body the individual 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 individual will bring their unique perspective, informed by their expertise and experience.

As leader of the Governing Body, working alongside its other members, the Chair will have specific responsibility for:

- leading the Governing Body, ensuring it remains continuously able to discharge its duties and responsibilities as set out in the CCG's constitution;
- building and developing the CCG's Governing Body and its individual membership;
- ensuring that the CCG has proper constitutional and governance arrangements in place;
- ensuring that, through the appropriate support, information and evidence, the Governing Body is able to discharge its duties;
- supporting 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
- leading and influencing clinical and organisational change to enable the CCG to deliver its commissioning responsibilities.

The 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;
- 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.

Required Attributes

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 service;
- Be committed to ensuring that the Governing Body is responsive to the views of the CCG's 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 their 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; and
- Bring to the Governing Body, the following leadership qualities:
 - **creating the vision** – effective leadership involves creating 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 each other.

Required Understanding and Skills

- a strong understanding of good governance and of the difference between governance and management;
- a strong understanding of health and an appreciation of the broad social, political and economic trends influencing it;
- the 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.

Required Experience

- previous experience of working in a collective decision-making group such as a board or committee (ideally with commissioning and previous Chair experience); and
- a track record in securing or supporting improvements for patients or the wider public.
- Have a General Practice clinical background, working within the Derbyshire area and be in good professional standing.

3. Additional Role Outline

Chair Attributes and Competencies

- Be 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;
- Have well-developed political astuteness, with highly developed skills in engaging, influencing and securing shared ownership to enable commissioning intentions to be delivered;
- The ability to communicate complex and challenging issues clearly and effectively in public meetings;
- Have the skills and experience to plan and chair large meetings with multi-professional and/or multiple stakeholder involvement;
- The ability 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;
- Be able to give an unbiased view on possible internal conflicts of interest;
- Be able to provide leadership to the CCG, ensuring its effectiveness on all aspects of its corporate responsibility and setting its agenda;
- Be 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;

- Have the ability to develop and maintain an understanding of the legal environment in which the CCG operates;
- Have the energy and enthusiasm to maintain a strong working relationship with the CCG's membership;
- Have a strong desire to see the development of the model of integrated care for Derbyshire and understand how to use the office of CCG chair to positively influence its development.

4. GB and Committee ORGANISATIONAL CHART

To be confirmed

5. COMMUNICATIONS AND WORKING RELATIONSHIPS

- CCG Clinicians, Officers, General Practices, Practice Staff
- Peer staff in NHS/FT Trusts
- Chief Executives, COOs, MDs, Executive Directors and Non Executive Directors
- SHA/NHS CB Executive Directors & Senior Managers
- Local Authority and Directors of Social Services & Senior Staff
- MPs, Councillors and other Governors
- NHS Executive Directors
- Local Clinicians & Senior Managers, other CCGs
- Commissioning Support Services
- Local NHS Providers, Foundation Trusts
- Care Quality Commission, Monitor
- Third Sector - Voluntary and Private Sector leaders
- Non NHS Bodies, i.e. HEIs
- Patients, Service Users, Carers and the Public
- The Media

CONTRACT FOR SERVICE AGREEMENT

Role Holder Signature:

Accountable Officer Signature:

Date: