

Citizen Chair and Deputy Citizen Chair Role Description: Senate Council and Citizens' Assembly

Role of the Clinical Senate

On April 1st 2013, NHS England established 12 Strategic Clinical Network (SCN) and Senate teams. NHS England describes the Clinical Senate as ‘the body that brings together a range of professionals to take an overview of health and healthcare for local populations and provides a source of strategic, independent advice and leadership on how services should be designed to provide the best overall care and outcomes for patients. The South West Clinical Senate has a vision:

“The Senate will serve as the collective conscience of health and social care in the quest to develop high quality and sustainable health for the population of the South West”.

Senate Council

This will be the ‘steering group’ of the Clinical Senate, led by the Senate Chair and consisting of a core membership of senior health and social care leaders, clinical experts and patient and public representatives. As far as possible, the selection of Clinical Senate Council members will be geographically and professionally distributed. The Clinical Senate Council will take an overview of the strategic direction and business of the Clinical Senate by;

- Agreeing the Terms of Reference for the Clinical Senate
- Developing and publishing a set of principles and values that guide the Clinical Senate
- Being responsible for the formulation and provision of independent advice to Commissioners
- Agreeing the key priorities for the Clinical Senate in consultation with the health and social care system

Senate Council membership

- Independent Chair
- Deputy Chair
- 12 members drawn from the Senate Assembly
- Area team Medical Director (hosts the Senate and is an ex officio member)
- Director of Public Health (1)
- Director of Adult Social Care (1)
- Director for Children and Young people (1)
- Health Education England (1)

- Public Health England (1)
- AHSN representative (1)
- Citizen representative(s) (4 including the appointed Citizen Chair)
- Strategic Clinical Network Directors (4)
- The SCN and Senate Associate Director, Senate Manager and an administrator will be in attendance
- Additional council members will be co-opted as required for deliberative sessions

N.B. The number of citizen representatives on the Senate Council is likely to change to one plus the Citizen Chair in due course once the Senate Council membership review is implemented.

Citizens' Assembly

The Citizens' Assembly will provide a strong patient and public voice to support the work of the Clinical Senate. A core membership of representatives will be nominated by the 13 South West Healthwatch and from other health and social care related organisations from across the South West. The vision is that the Citizens' Assembly will be an integral part of the infrastructure of the Clinical Senate enabling it to deliver its advice to commissioners with the full involvement of patients and members of the public.

The Citizens' Assembly will debate issues of strategic importance and look at wide areas of concern to patients and the public across South West England.

The Citizens' Assembly will be chaired by the Citizen Chair who will be appointed through a selection process. S/he will sit on the Clinical Senate Council alongside other members from the Citizens' Assembly as appropriate. They will participate in the full deliberations of the Clinical Senate alongside other professional members of the Clinical Senate Council giving voice to the representations of patients, service users and carers. If the Citizen Chair is unable to Chair the Citizens' Assembly or to attend the Clinical Senate Council meeting, the Deputy Citizen Chair will attend instead.

Responsibilities of a Citizen Chair on the Clinical Senate Council

The Senate Council Citizen Chair will be expected to make a significant contribution to the work of the Clinical Senate Council by:

- Providing strong, coordinated and coherent leadership of the Citizens' Assembly
- Communicating the objectives and decisions of the Clinical Senate to the Citizens Assembly and associated South West based patient and public forums

- Ensuring that patients' experience informs the recommendations of the Clinical Senate to commissioners
- To champion and advocate for increasing citizen, patient and public awareness of the Citizens' Assembly and Strategic Clinical Network, and their outcomes
- To provide a Citizen perspective in deliberative meetings of the Clinical Senate, as well as contributing to developing the Clinical Senate's strategic direction and business
- To bring important views, perspective and appropriate challenge
- Supporting Senate Council Citizen members and Citizen Assembly members to ensure that services are developed and provided according to the needs and feedback of patients and users of health services
- To facilitate and co-ordinate feedback and views from the Citizens' Assembly or wider sources if required for the Senate Council/deliberative meetings
- To work closely with the Senate Chair and senate management team to ensure patient and public participation is embedded in the work of the Senate and structure
- Ensure that the Clinical Senate operates with a focus on reducing health inequalities, using local knowledge of health inequalities and service variations to inform local decision making processes

In addition and more specifically this will mean:

- Taking on a specific leadership role if requested
- To lead on any specific projects that may need to be commissioned to gather patient and public views the Citizens Assembly and associated Health watch organisations
- Chairing the Citizens Assembly meetings either in person or via a virtual method
- Membership of other Committees, Groups or Panels as a Senate Council Citizen representative
- To identify their own support, training and development needs, and seek appropriate support from the Quality Improvement Lead for Patient and Public Participation and agree specific personal objectives with the Senate Chair
- Regular attendance at Clinical Senate Council meetings; reading the papers in advance and making an informed contribution
- Forming links with Academic Health Science Networks (AHSN's) and Provider Foundation Trust members or other associated patient and public forums to feed back their views or to communicate Senate recommendations
- To champion the diversity of patient and public views (not only represent their personal experience)
- To join workshops or events across South West England, where participation would support the Citizen voice in regional decision making

- To communicate with, and seek feedback from your organisation and wider patient networks regarding plans and proposals
- To comply with The Seven Principles of Public Life (Appendix 1) and respect the confidential nature of discussions and business when it is made clear by the Chair that this is required
- Regular attendance at the Citizens Assembly meetings.
- Participate in an annual performance review.

Accountability:

The Citizen Chair and Deputy Citizen Chair will report to the Clinical Senate Chair and be supported by the Senate Manager and Senate management team.

Time Commitment

The Citizen Chair will Chair the Citizens Assembly which plans to meet four times a year.

The Citizen Chair will also be a member of the Senate Council which meets on a bi-monthly basis.

If the Citizen Chair is unable to Chair the Citizens' Assembly or to attend the Clinical Senate Council meeting, the Deputy Citizen Chair will attend instead.

There will also be other additional formal or informal meetings arranged, which could be in person, or conference call or Webex. Email communication will be used between meetings to conduct business. Other commitments could include, representing the Clinical Senate Council or Citizens' Assembly on service or other committees, groups or panels, administrative responsibilities to support the chairing of the Citizens' Assembly and reading and preparation for meetings.

The Citizen Chair is expected to devote the equivalent of up to 48 days per year to the above for the work of the Clinical Senate. This would be the equivalent of up to 24 days for the Deputy Citizen Chair.

Term of Office

The Citizen Chair will be appointed following interview for tenure of two years. They may resign at any time by giving a month's notice to the Clinical Senate Chair.

The Deputy Citizen Chair will be appointed following interview for tenure of two years and will step into the role as Chair when the incumbent Chair stands down.

Remuneration

This is a public appointment within the NHS and not employment. The Citizen Chair will receive £6000 per annum for up to 48 days per year and also receive out of

pocket expenses under the NHS England Expenses Policy. The post holder is not eligible to join the NHS pension scheme.

There is no remuneration for the Deputy Citizen Chair but he/she will receive out of pocket expenses under the NHS England Expenses Policy.

Eligibility

Current NHS employees/contractors are not eligible for consideration. This includes honorary or unpaid medical or dental posts and practicing healthcare professionals within the wider NHS, including practicing GPs, general dental practitioners and their employees.

If you have a query about your eligibility in relation to other positions held, please contact us via sarah.redka@nhs.net

General

The appointee will be expected to be familiar with and comply with NHS England policies, specifically those relating to Equal Opportunities, Health & Safety, Patient Confidentiality and Smoking.

Support Provided

This role will be provided with support by being offered:

- Induction to include meeting with senior members of the Strategic Clinical Network and Senate, NHS England regional team and other health bodies who may support the Citizens' Senate
- Support of a named person
- Effectively facilitated meetings where all have the opportunity to speak and be heard
- Opportunities for training and development
- Every effort will be made to avoid jargon at meetings and glossaries will be made available for use when reviewing documents
- An assurance that members will be able to influence meeting agendas
- An annual networking and training event

Qualities and requirements for the role

Person specification:

Requirement	Essential	Desirable	Assessment
Passionate about helping to develop and shape strategic health services across the South West of England	Y		Application Form
Willing to provide impartial and objective input about the needs of patients and carers and members of the public.	Y		Application Form
Have experience of giving a patient or carer perspective on health services.	Y		Application Form
Committed to the Seven Principles of Public Life	Y		Interview
Knowledge			
Has the ability to be impartial	Y		Interview
Can display sound judgment and an ability to be objective.	Y		Application Form/ Interview
Can operate effectively as members of a team but are willing to challenge where appropriate.	Y		Interview
Have the ability to network & communicate effectively with a wide range of people	Y		Interview
Have an awareness of, and commitment to, equality and diversity.	Y		Interview
Have some awareness of health and social care issues		Y	Interview
Have the ability to understand and evaluate a range of information and evidence, including potentially complex strategic documents and data.		Y	Interview
Understand the need for confidentiality where appropriate		Y	Interview
Skills/Abilities			
Ability to chair and facilitate meetings where there are is challenging debate and diverse range of views	Y		
Good oral communication skills	Y		Interview

Ability to articulate citizen or patients' needs within a clinical forum.	Y		Interview
Appreciation of need for patient and public involvement, particularly minority groups	Y		Interview
Openness to other points of view	Y		Interview
To make clear in all you say and do that you are there as an objective, agenda free expert and to provide a perspective of many other citizens, patients and carers		Y	Interview
Other Requirements			
Are able to commit to bi-monthly meetings of the Senate Council and occasional all day meetings for deliberative sessions	Y		Application Form/Interview
Are able to participate in Citizen's Assembly meetings 4 times a year during the working day and occasionally at other times	Y		
Are willing to commit to a 2 year term	Y		
Able to take on some additional commitments (if required) on behalf of the Clinical Senate Management team		Y	Interview
Are willing to complete a declaration of interests, and to declare relevant interests as appropriate during group deliberations.	Y		Application Form
A willingness and ability to travel (Within Southwest) for Senate Council meetings	Y		

Appendix 1

The Seven Principles of Public Life (from the Standing Committee on Standards in Public Life)

1. Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

2. Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

3. Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

4. Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

5. Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

6. Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

7. Leadership

Holders of public office should promote and support these principles by leadership and example.