

CCG Lay member with a Lead Role in Finance

Job Description and Person Specification

CCG Organisation Summary

NHS Hammersmith and Fulham Clinical Commissioning Group (CCG) were set up and became a statutory body on the 1st April 2013 under the Health and Social Care Act 2012. The CCG is the GP-led organisation responsible for planning and buying (commissioning) health services for the people living in Hammersmith and Fulham.

NHS Hammersmith and Fulham CCG is made up of 30 GP member practices and serve a registered population of 190,000. We manage an annual budget of £256 million, across an area diverse in terms of wealth, deprivation and health.

We are committed to improving the care provided to patients, reducing health inequalities and raising the quality and standards of GP practices whilst achieving a financial balance.

Our vision is to work together to build a healthy future for everyone in Hammersmith and Fulham. To improve the quality of care for individuals, carers, and families and at the same time helping and supporting people to maintain independence and to lead full lives as active participants in their community.

Our Strategic objectives are:

1. Enabling people to take more control of their health and wellbeing through information and ill-health prevention
2. Securing high quality services for patients and reducing the inequality gap
3. Strengthen the organisation's infrastructure to help us deliver high quality commissioning
4. Working with stakeholders to develop strategies and plans
5. Delivering strategic change programmes in the areas of primary care, mental health, integrated care, and hospital reconfiguration
6. Empowering staff to deliver our statutory and organisational duties

Context

Responsibilities of all CCG Governing body Members

As a member of a CCG Governing body each 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.

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:

- a culture is developed that ensures the voice of the member practices is heard and the interests of patients and the community remain at the heart of discussions and decisions;
- the governing body and the wider CCG act in the best interests with regard to the health of the local population at all times;
- the CCG commission the highest quality services with a view to securing the best possible outcomes for patients within the resource allocation and maintains a consistent focus on quality, integration and innovation;
- decisions are taken with regard to securing the best use of public money;
- the CCG, when exercising its functions, acts with a view to securing that health services are provided in a way which promotes the NHS Constitution, that it is there to improve the health and wellbeing of our population, supporting patients to keep mentally and physically well, to get better when people are ill and when they cannot fully recover, to stay as well as they can to the end of their lives;
- the CCG is responsive to the views of local people and promotes self-care and shared decision-making in all aspects of its business; and
- good governance remains central at all times and that there is a good understanding of the difference between governance and management; and ensure an independent voice is heard that helps to mitigate the risk of conflicts of interest arising from clinicians being both commissioners and providers

Specific Lay member role - Finance

This post holder will be a voting member of the CCG's governing body. The focus of the lay member role will be on financial quality assurance and performance. As well as sharing responsibilities with the other lay members for all aspects of the CCG governing body business. Your focus will be strategic and impartial providing an independent view of the work of the CCG that is external to the day to day running of the organisation.

The post holder will have a lead role in overseeing the key elements of financial management and will bring specific expertise and experience to the finance and governance work of the governing body. You will help to ensure that in all aspects of the CCGs business there is transparent and clear reporting and appropriate scrutiny of financial and business control.

This is an exciting opportunity for someone who has a strong finance background in the private sector, a chartered accountancy firm, or the public sector. The successful applicant will have sufficient expertise and experience to enable them to express informed views about financial management matters and have recent and relevant financial experience to enable them to competently engage with financial management and reporting in the organisation and associated audiences.

The post holder will also be required to:

- Be a member of the local Finance and Performance Committee, and assume chairing responsibilities as required, providing scrutiny on behalf of the NHS Hammersmith and Fulham (H&F) CCG Governing Body
- Work with the CCG Chair and Senior Management Team, to ensure robust financial planning mechanisms are in place in the CCG
- Work across multiple organisations such as the collaborative of Clinical Commissioning Groups (CCGs) (Central, West, Hounslow and Ealing) and attend and chair if required collaborative meetings such as the Audit, Investment, Quality and Performance Transition and Remuneration Committees on behalf of NHS Hammersmith and Fulham CCG.

Knowledge, Skills and Attributes Required for the Role

To be suitable for the role of Lay member there are clear competencies that individuals need. These are outlined in the person specification below:

Person Specification

We are looking for someone who is able to operate on a corporate board and who is passionate about protecting high quality and safe NHS services and improving patient experience through various means. We require a good communicator who can challenge constructively. The role will require the ability to assimilate complex information and pull out the salient points. Previous experience of working in a health care focused environment within the specific role areas would be a valuable asset.

Competencies

To be suitable for the role of lay member there are clear competencies and attributes that the post holder would need to demonstrate which are outlined below:

| Criteria | Essential | Desirable |
|-----------------------------|--|-------------------------------------|
| Qualifications and Training | Have a strong finance background in the private sector, a chartered accountancy firm, or the public sector | CCAB (or CIMA) qualified accountant |

| Criteria | Essential | Desirable |
|-----------------------------|---|---|
| Knowledge and understanding | <p>An understanding of health and social care, and an appreciation of the broad social, political and economic trends influencing them.</p> <p>Understanding of how to build corporate accountability and able to challenge</p> <p>Understanding of the audit process and role of internal and external auditors</p> <p>Previous experience of working in a collective decision-making group such as a board or committee, or high-level awareness of 'board-level' working; and a track record in securing or supporting improvements for patients or the wider public</p> <p>Be able to demonstrate a special interest in the area covered by NHS Hammersmith and Fulham CCG by, for example, living or working in the area or by being closely involved in projects that affect the area</p> | <p>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</p> |
| Embrace good governance | <p>Able to hold others to account and probe and challenge constructively</p> <p>The confidence to question information and explanations supplied by others, who may be experts in their field</p> <p>Understand the difference between governance and management</p> <p>Able to assess and confirm that appropriate systems of internal control and assurance are in place for all aspects of governance</p> <p>Able to give an independent view on possible internal conflicts of interest</p> <p>Have a good understanding of risk strategies and processes and experience of working with of complex governance arrangements</p> <p>Able to uphold the standards of conduct set out in "The Seven Principles of Public Life"</p> | |

| Criteria | Essential | Desirable |
|---|---|--|
| Patient and community focus | Have an understanding of effective involvement and engagement techniques and its application in practice | A track record in securing or supporting improvements for patients in the wider community |
| Influencing, leadership and communication | <p>Excellent interpersonal and communication skills</p> <p>Ability to influence and persuade others articulating a balanced view and provide constructive challenge and feedback without being adversarial or losing respect or goodwill</p> <p>Exceptional leadership qualities, with the skills and experience to plan and chair large meetings with multi-professional and/or multiple stakeholder involvement</p> <p>Able to listen to others and actively share information Ability to recognise key influencers and possess the skills to engage and influence them</p> <p>Able to establish credibility and command respect from clinicians, stakeholders, partners, and especially patients, healthcare professionals and service providers</p> | <p>Confident public speaker</p> <p>Experience of working with and influencing in a political environment</p> |
| Intellectual flexibility | <p>The ability to think clearly and creatively for the long term, continually identify opportunities for improvement.</p> <p>Ability to take an objective view, seeing issues from all perspectives</p> <p>Able to balance competing priorities and make difficult decisions.</p> <p>Capability to understand and analyse complex issues- drawing on a range of data</p> | |
| Self-belief | <p>The motivation to improve NHS performance and confidence to take on challenges</p> <p>Be committed to working as a team member</p> | |