

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

Role of the Clinical Senate

On April 1st 2013, NHS England established 12 Clinical Networks and clinical Senate teams. NHS England/Improvement 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 is 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
- Citizens' Assembly Chair plus 1 other CA member chosen according to subject
- Approximately 48 members drawn from the Senate Assembly

Citizens' Assembly

The CA provides a strong patient and public voice to support the work of the Clinical Senate. The CA comprises a core membership of two nominated representatives from each of the 13 Healthwatch organisations in the South West region but may include nominations from other health and social care organisations, where required. The CA is 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. It primarily supports the Clinical Senate in the provision of advice that supports patients' needs but also provides a perspective to the Clinical Networks, plus national and regional projects. The CA will debate issues of strategic importance and look at wide areas of concern to patients and the public across South West England.

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

Responsibilities of the CA Chair on the Senate Council

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

- To bring patient, carer and public perspectives and appropriate challenge
- To read papers and proposals, which may be circulated via email, and give a service user or carer perspective on the contents
- To consider issues being discussed from a wider perspective (not only represent a personal experience)
- To champion the diversity of patient and public views (not only represent their personal experience)
- To attend meetings of the Citizens' Assembly
- To join workshops or events across South West England, where participation would support the patient voice in regional decision-making
- To communicate with, and seek feedback from, wider patient networks regarding plans and proposals
- To champion and advocate for increasing patient and public awareness of the Citizens' Assembly and their outcomes
- To identify their own support, training and development needs, and seek appropriate support from the Senate Management Team

- To input to clinical reviews alongside the clinical Senate panel members as part of the NHS England/Improvement assurance process
- To bring important views, perspective and appropriate challenge to health and social care issues across the South West providing an independent patient and public perspective to Commissioners
- Circulating advice from Senate Council meetings to Healthwatch and relevant patient/carer networks
- Participating in Senate Council deliberations (1 chosen according to subject content for each Senate Council meeting to support Chair)
- Debating issues of strategic importance and considering wide areas of concern to patients and the public across South West England. This may include suggesting topics or questions to Commissioners or the Senate Council to go forward to deliberative Clinical Senate Council meetings
- Agreeing the Terms of Reference for the CA

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 for the CA and associated Healthwatch organisations
- Chairing the CA meetings either in person or via a virtual method
- Membership of other Committees, Groups or Panels as a CA representative
- To identify their own support, training and development needs, and seek appropriate support from the Senate Management Team 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 clinical 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 relevant 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 Senate Chair that this is required
- Regular attendance at the CA meetings.
- Participate in an annual performance review

Accountability:

The CA Chair and Deputy Chair will report to the Clinical Senate Chair and be supported by the Senate Manager and Senate Management Team.

Time Commitment

The CA Chair will Chair the CA meetings of which there will be between 5 and 9 per year. These may be held virtually or in person.

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

If the CA Chair is unable to Chair a CA meeting or to attend the Senate Council meeting, the Deputy Chair will chair/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 or CA on service or other committees, groups or panels, administrative responsibilities to support the chairing of the CA and reading and preparation for meetings.

The CA Chair is expected to devote the equivalent of up to 25-30 days per year to the above for the work of the clinical Senate.

Term of Office

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

Remuneration

This is a public appointment within the NHS and not employment. The CA Chair will receive £6000 per annum for up 25-30 days per year and also receive out of pocket expenses under the NHS England/Improvement Expenses Policy. The post holder is not eligible to join the NHS pension scheme. If the CA Chair contributes to clinical review panels, they will not be offered an involvement payment as this payment is included in their salary.

There is no remuneration for the Deputy Chair but he/she will receive out of pocket expenses under the NHS England/Improvement 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 holly.perfect-porter@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 Clinical Networks and Clinical Senate, NHS England/Improvement regional team and other health bodies who may support the CA
- Support of a named person from the Senate Management Team
- Effectively facilitated meetings where all have the opportunity to speak and be heard
- Opportunities for training and development, with a handover period between Chair and Vice Chair role
- 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 as permitted by national guidance

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		Application Form/ Interview
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 up to 9 times a year during the working day and occasionally at other times	Y		Application Form/ Interview
Are willing to commit to a 2 year term	Y		Application Form
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		Application Form

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.

Document Review:

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