

Citizens' Assembly (CA) Member Role Description

Role of the Clinical Senate

On April 1st 2013, NHS England established 12 Clinical Networks and clinical 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 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

Citizens' Assembly (CA)

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.

Responsibilities of a CA Member

- To attend at least 50% of Citizens' Assembly meetings per year
- To stay engaged with health and social care issues either via their local Healthwatch or other appropriate channels.
- To bring patient, carer and public perspective perspectives and appropriate challenge to the development of Clinical Senate recommendations and advice. This may include suggesting topics or questions to Commissioners or the Senate Council, to go forward to deliberative Senate Council meetings.
- 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 wide perspective (not only representing a personal experience).
- To champion the diversity of patient and public views (not only represent their personal experience)
- To communicate with, and seek feedback from, Healthwatch and other appropriate organisations and sources as well as wider patient networks regarding plans and proposals.
- Circulating recommendations from Senate Council meetings to Healthwatch and relevant patient /carer networks.
- From time to time, to join workshops or events across South West England, where participation would support the patient voice in regional decision-making.
- To comply with The Seven Principals of Public Life (Appendix A) and respect the confidential nature of discussions and business when it is made clear by the chair that this is required.
- To identify own support, training and development needs, and seek appropriate support from the chair and the Clinical Senate Management Team.
- Participation in Senate Council deliberations and Clinical Review Panels as agreed at CA Meetings, debating issues of strategic importance and considering wide areas of concern to patients and the public across South West England.
- Supporting the provision of a link CA member to each of the four South West Clinical Networks who will be available to attend meetings and whose role will then be to ensure information is shared between the Clinical Senate and Clinical Networks. Additionally, the CA will respond to regional and national projects where appropriate.
- Agree the Terms of Reference for the CA and reviewing on an annual basis.

Qualities and requirements for the role

- Is passionate about helping to develop and shape strategic health services across South West England
- Is able to provide objective input about the needs of the local community, patients and carers
- Have experience of giving a patient or carer perspective on health services.
- Can display sound judgment and an ability to be objective
- Have the ability to understand and evaluate a range of information and evidence, including potentially complex strategic documents and data
- Can operate effectively as a member of a team but are willing to challenge where appropriate
- Have the ability to communicate effectively with a wide range of people
- Have an awareness of, and commitment to, equality and diversity
- Have some awareness of health and social care issues
- Understand the need for confidentiality where appropriate
- Is able to participate in meetings during the working day and occasionally at other times
- Is able to commit to around one day a month (may be more in busy periods)
- Is willing to commit to a two year term in this role initially (recognising that circumstances may change for individuals, and this will be accommodated). Terms of service will vary so that not all members leave at the same time. Terms may be extended for a further year with mutual consent
- Is willing to complete a declaration of interests, and to declare relevant interests as appropriate during group deliberations
- Is able to attend meetings within the South West region (usually Taunton)

NB – We are looking for a broad range of individuals. If you have concerns about your suitability or any other aspect of your application, please contact Holly Perfect-Porter (Senate Project Officer) for an informal chat. Email Holly.Perfect-Porter@nhs.net

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

Support

Members of the CA will be offered support for their role. This will include:

- Support of a named person (usually the Senate Project Officer)
- Effectively facilitated meetings where all have the opportunity to speak and be heard
- 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 social distancing guidance.

Agreed by the South West Citizens Assembly on 7th May 2014.

Reviewed:

June 2015

July 2016

October 2017

February 2022

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.

