

## **NHS North Central Integrated Care Board Committees & Groups**

### **Community Participant Volunteer Role**

**The successful applicants will join as standing participants on the following ICB committees / group (2 Community Participants per committee / group):**

- Quality and Safety Committee
- Strategy and Development Committee
- Primary Care Committee
- Integrated Medicines Optimisation Group

The successful applicants will also be invited to attend the **ICB Community Partnership Forum** which brings together, on a quarterly basis, a range of external partners with ICB colleagues - including to discuss key challenges and priorities facing the system and related strategies to address them.

### **Responsibilities of the Community Participant Volunteer Role & Eligibility Criteria**

#### **Role Responsibilities**

Community Participants sitting on an NHS North Central London ICB (NCL) Committee / group will be expected to demonstrate the highest standards of integrity and commitment, and to use their skills and personal experience as patients, carers or members of the public to:

- Actively participate during meetings to represent and advocate for patients and residents, ensuring that the local patient, public and community voice is heard and informs the Committee's work
- Bring a resident's views, perspective and challenge into the group, championing a service user, patient and carer viewpoint
- Constructively support and help the Committee to scrutinise topics from an independent perspective.
- Engage positively and collaboratively in discussion of agenda items and act as an ambassador for the local patient, public and community voice.

Community Participants will play an important role in helping the NHS NCL Integrated Care Board to join up the breath of resident and patient engagement work both at borough-level and across NCL. As part of this, Community Participants sitting on Committees / groups will have opportunities, and be supported, to build links with others in similar roles sitting on the ICB borough-level engagement groups, and with local voluntary and community partners.

### **Time commitment**

It is estimated that as a minimum the role requires around a day a month. This would include preparing for and attending a two-hour Committee / Group meeting and participating / supporting business in between meetings (for example, attending seminars or roundtable discussions).

### **It is important to note the frequency the committees / groups meet**

- Quality and Safety Committee meets quarterly (4 times per year)
- Strategy and Development Committee meets bi-monthly (6 times per year)
- Primary Care Committee meets bi-monthly (6 times per year)
- Integrated Medicines Optimisation Group meets bi-monthly (6 times per year)
- ICB Community Partnership Forum meets quarterly (4 times per year).

### **Eligibility criteria**

**Please note that NCL ICB welcomes all applications and please do not be concerned if you do not feel you have experience in every aspect of the role.**

**Please note the role support section.**

**The ICB will ensure that Training and Development is provided to help people to settle and evolve in the role.**

To be considered, you must:

- Be a resident of Barnet, Camden, Enfield, Haringey, Islington; and
- Be able to commit to approximately one day a month to Committee / group activity.

Please review the following carefully and include evidence in your application statement outlining how you meet the following:

### **Skills, knowledge and experience requirements**

The following skills, knowledge and experience are essential:

- To work effectively as a community participant of a formal committee / group and contribute an independent viewpoint.
- Relevant previous experience and/or ability to evidence a passion for improving healthcare or health outcomes for residents
- Ability to understand and evaluate a range of information, evidence and reach informed judgement

- Good oral and written communication skills and interpersonal skills, including the ability to communicate with a range of stakeholders
- Awareness of and commitment to equality, diversity and inclusion

The following understanding/ knowledge is desirable:

- An understanding of public service values and accountability (we will be accountable to our staff, local populations and system partners and ensure that we have appropriate arrangements in place to discharge our functions; and we will be open, honest and communicate with transparency).
- An understanding of the structures of the NHS and the wider environment in which it operates.

### **Role Boundaries**

Community Participants will not be representing the local Voluntary, Community and Social Enterprise sector (VCSE), patients and the public, but are selected to contribute an independent viewpoint and voice to the ICB business.

### **Role Accountability**

Community Participants will be accountable to the Chair of each ICB Committee, group and forum for carrying out their responsibilities.

### **Role Support**

Community Participants will be provided with a general induction to the ICB and Committee / group role. This will provide an opportunity for you to meet key people and ask questions before the first formal meeting. Ongoing support will be offered to you from the Committee / group chair, Board Secretary and NCL ICB communications and engagement team, to enable you to participate confidently and fully in Committee / group business. Training and scheduled catch up meetings will be held with other Community Participants on a quarterly basis.

To help support our Community Participants, we will offer the opportunity for training. The aim is to support Community Participants to develop the skills required to fulfil the role. We will ensure that you will be supported to understand the content of the reports and documents and any use of NHS terminology will be explained. If you require any additional support such as: BSL interpreter for the meetings, hard copies of papers, etc. we will ensure that appropriate support is in place for you to be able to carry out your role, but we encourage you to clearly state your needs on the application form so we can discuss your needs with you at the recruitment stage.

### **Declaration of interests and ensuring public confidence**

If you have any business or personal interests that might be relevant to the work of a Committee / Group, and which could lead to a real or perceived conflict of interest were you to be appointed as a Community Participant, please provide details in your application.

Should you be successful in your application, if there is anything in your professional history that if brought into the public domain may cause embarrassment or disrepute to the organisation, please provide further details in your application. Failure to disclose such information could result in the ICB terminating the honorary/voluntary agreement. You should particularly note the requirement for you to declare these interests on appointment, which will be entered into a register available to the public.

### **Equality, diversity and inclusion**

North Central London ICB is committed to commissioning the best care for the diverse population we serve. We are committed to diversity and equality and aim to promote equality of opportunity and eliminate discrimination. All individuals engaged by the ICB will be afforded equality of treatment and opportunity in employment irrespective of sex, sexual orientation, age, marital status, pregnancy and maternity, race, religion or belief, gender reassignment or disability. The ICB welcomes all applications from people from all backgrounds.

ICB are required to observe this policy in undertaking the responsibilities of their role and their conduct and conduct towards internal and external stakeholders.

### **Confidentiality**

All those engaged by the ICB shall at all times keep confidential and not use (except to the extent that disclosure and/or use is authorised by the ICB and/or is required for the proper performance of their responsibilities) any information obtained by them during the term of office which is of a confidential nature and of value to the ICB.

### **Health and Safety**

All those engaged by the ICB have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. All accidents must be reported and all office holders must participate in accident prevention by reporting hazards and following relevant policies and procedures.

### **Acceptance of Gifts and Hospitality**

The conduct of Community Participants in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be

discussed with the NCL ICB Assistant Director Communications and Engagement, prior to acceptance.

## **North Central London ICB Reimbursement Guidelines for Public and Patient Involvement**

(NCL ICB) is committed to ensuring that people, communities and carers are at the heart of all that we do. Informing, involving, and engaging with local people, communities and carers helps us to understand, and work with the local population to build on their strengths and respond to needs, and to make decisions on health services. The development of effective structures and processes for involvement, engagement and feedback are central to improving our services.

Offering reward and recognition and valuing the contributions of our local communities, people and carers when working with us is fundamental to the delivery of our Working with People and Communities Strategy, as well as our population health improvement approach. It will enable us to ensure our services to be more tailored to the needs of local people and address the health inequalities experienced in NCL.