

NHS North Central London Integrated Care Board Committees & Groups

Community Participant Volunteer Role

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Section A – Application Process Guidance

The application period for this role runs from the 29 August to 25 September. Interviews will be held from early to mid-October (2023). To apply for the volunteer role of Community Participant please complete the application form on Citizens Space (to view click [here](#)). CVs submitted by email will not be accepted.

The application form is your opportunity to demonstrate how you meet each of the requirements of the role (as outlined in Role Description profile document). You should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. We would encourage applicants to be clear which particular evidence you provide relates to which criteria.

The application form allows candidates to indicate their interest in being appointed to a particular ICB Committee / group. If you are interested in a role on a particular ICB Committee / group, and/or feel that you have experience that would make you more eligible for appointment to a specific Committee / group, please specify your interest and experience on your application form.

Applications must be received by the closing date shown in the advert for this role. Applications received after this date will not be considered.

A selection panel will review and assess all applications in accordance with the requirements of the role to consider whether the application meets the knowledge, skills and experience for the role.

Shortlisted candidates will be informed as soon as possible by email and telephone if they have been selected for interview and the interview details will be confirmed in writing. Applicants not shortlisted for interview will be informed by email.

Interview process

Informal interviews will be held from early to mid-October. Please could you keep these dates free in your diary and will be held in person (location to be confirmed) or online via MS Teams. If you have any specific access or IT requirements which would need to be considered to join an online interview, please note these in your application form.

The interview panel will include representative from the Voluntary Community and Social Enterprise sector, Committee / Group Chairs or their representatives and a member of the Communications and Engagement Team.

Support during the recruitment process:

If you have any particular support requirements to enable you to participate in the recruitment process please contact NHS NCL ICB Communications and Engagement Team by telephone 020 3198 9743 or email (nclpcb.communications@nhs.net) at the earliest opportunity to discuss these.

Confirmation of appointments

After the interview stage is complete the ICB will allocate successful candidates to a role on the four Committees / Group. The experience and expertise of individual applicants, alongside any Committee / Group preferences expressed by candidates, will be carefully considered during this process.

All unsuccessful interview candidates will be advised of the outcome of the selection process. If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

For the unsuccessful applicants' other opportunities for getting involved will arise at the ICB and if you would like to know more please email nclpcb.communications@nhs.net

Terms of Engagement

The successful candidates will be appointed to the role until June 2025. Individuals appointed to a Community Participant role will be issued with a volunteer agreement. Please note that this role and agreement does not confer employment status with NCL ICB.

Whilst the role does not attract remuneration, the ICB will reimburse Community Participants for reasonable travel expenses for attending ICB meetings in accordance with the ICB's Expenses and Remuneration Policy.

Pre-Engagement Checks

Candidates that are successful at interview will be offered the role subject to pre-engagement checks that will be undertaken in accordance with the NHS pre-employment checks.

Section B – Committee Information

This section provides an overview of the purpose and focus of the Committees and groups to which we are seeking to recruit Community participant roles. A hard copy of the full Terms of Reference for each committee and group can be requested via nclpcb.communications@nhs.net.

Quality and Safety Committee (you can access the terms of reference by clicking [here](#)).

The purpose of the Committee is to provide the ICB with assurance that it is delivering its functions in a way that secures continuous improvement in the quality of services, against each of the dimensions of quality set out in the Shared Commitment to Quality and enshrined in the Health and Care Act 2022, on behalf of the Board of Members and to provide robust recommendations and/or directions for actions:

- On behalf of the Board of Members and to provide robust recommendations and/or directions for actions:
- Oversee and monitor delivery of the ICB key statutory requirements in relation to quality, safety, and clinical effectiveness.
- Provide assurance that there are robust processes in place for the effective management of quality and safety across commissioned health and care services in North Central London.
- Devise and agree the key quality priorities that are included within the ICB strategy, including priorities to address variation/ inequalities in care.
- Oversee the robustness of the arrangements for and assure compliance with the ICB's statutory responsibilities for equality and diversity as it applies to people drawing on services.
- Oversee and seek assurance on the effective and sustained delivery of the ICB quality improvement programmes.
- Oversight of the arrangements for and assure compliance with the ICB's statutory responsibilities for safeguarding adults and children.
- Receive assurance, including through the Patient Safety Incident Response Framework, that the ICB identifies lessons learned from all relevant sources, including, serious untoward incidents requiring investigation, never events, safety alerts, complaints and claims and ensures that learning is disseminated and embedded.

Strategy and Development Committee (you can access the terms of reference by clicking [here](#)).

The purpose of this committee is to:

- Oversee the development of the NCL system plan, the ICB's commissioning strategies and plans and ensure they:
 - Improve outcomes in population health and healthcare;

- Tackle inequalities in outcomes, experience and access;
 - Enhance productivity and value for money;
 - Help the NHS support broader social and economic development;
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- Approve the commissioning of health services which deliver the NCL system plan, the ICB's commissioning strategies and plans;
 - Provide assurance to the Board of Members that the ICB is discharging its statutory commissioning functions effectively;
 - Ensure that all of the ICB's strategic commissioning priorities and plans are congruent and aligned across boroughs;
 - Oversee the Primary Care Contracting Committee, the Individual Funding Request ('IFR') Panel and the IFR Appeals Panel;
 - Oversee the development of service improvement strategies across the range of health services commissioned by the ICB.

Primary Care Committee (you can access the terms of reference by clicking [here](#)).

The purpose of this Committee is to:

- Provide oversight, scrutiny and decision making for primary medical services;
- Make decisions in relation to the commissioning and management of primary medical services contracts;
- Have oversight of quality and performance in primary medical services; and,
- Provide oversight and assurance of the primary care budget delegated from NHS England.

Integrated Medicines Optimisation Committee (you can access the terms of reference by clicking [here](#)).

The purpose of the Committee is to:

- Provide oversight and assurance on the ICB's statutory functions on medicines;
- Provide oversight and assurance on medicines to ensure:
 - Safe and clinically effective use of medicines;
 - Improved clinical outcomes;
 - Best value of medicines use;
 - The promotion of proper use of medicines;
 - Safe and consistent access to medicines in the context of care pathways which cross multiple providers;
- Oversee the development and implementation of the ICB's medicines management strategy and procedures;
- Ensure co-operation and consistency of approach to medicines optimisation across the NCL Integrated Care System;

- Oversee the arrangements for sponsorship and/or joint working with the pharmaceutical industry

ICB Community Partnership Forum (you can access additional information by clicking [here](#)).

The purpose of the Forum is to:

- Bring the perspective of local communities, key partners and stakeholders into the design, evolution and development of the North Central London Integrated Care System ('ICS') and its key strategies and approaches;
- Be a two-way strategic forum whereby members can consider relevant issues and contribute to key priorities of the forum;
- Embed a broader strategic perspective into the Integrated Care Service (ICS) governance structure.
- All Community Participants will be members of this Forum and be expected to attend. The Forum meets quarterly for two hours.

Section C: The Seven Principles of Public Life

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service.

The seven principles of public life are:

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 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 it.

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

Section D – (Adapted) The Good Governance Standard for Public Services

Good governance means focusing on the committee purpose and on outcomes for residents and service users

- Being clear about purpose and intended outcomes for residents, service users
- Making sure that patients receive a high quality service
- Making sure that taxpayers receive value for money

Good governance means performing effectively in clearly defined functions and roles

- Being clear about the functions of the committee
- Being clear about the responsibilities of individual roles and making sure that those responsibilities are carried out
- Being clear about relationships between the organisation and the public

Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behavior.

- Putting organisational values into practice
- Individuals in leadership roles behaving in ways that uphold and exemplify effective governance

Good governance means taking informed, transparent decisions and managing risk

- Being rigorous and transparent about how decisions are taken
- Having and using good quality information, advice and support
- Making sure that an effective risk management system is in operation

Good governance means developing the capacity and capability of the committee to be effective

- Making sure that members of the committee have the skills, knowledge and experience they need to perform well
- Developing the capability of people with responsibilities and evaluating their performance, as individuals and as a group
- Striking a balance, in the membership of the committee, between continuity and renewal

Good governance means engaging stakeholders and making accountability real

- Understanding formal and informal accountability relationships
- Taking an active and planned approach to dialogue with, and accountability to, the public
- Taking an active and planned approach to responsibility to staff
- Engaging effectively with stakeholders



North Central London
Integrated Care Board