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NHS Dorset Clinical Commissioning Group Governing Body

Assistant Clinical Chair Selection Process

Date of the meeting	17/07/2013
Author	Charles Summers, Director of Engagement and Development
Sponsoring DCCGGB member	Dr Forbes Watson, CCG Chair
Purpose of report	To report on the selection process for the appointment of Assistant Clinical Chair.
Recommendation	The Governing Body is asked to Approve the report.
Resource implications	None.
Link to strategic objectives	
Risk assurance Impact on high level risks	None
Privacy impact assessment	N/A
Outcome of equality impact assessment process	None
Actions to address impact	N/A
Legal implications	None.
Freedom of information	Unrestricted.
Public and patient involvement	None.
Current status	N/A
Trend	N/A

1. Introduction

- 1.1 The NHS Dorset Clinical Commissioning Group Constitution outlines the appointment process for the role of Assistant Clinical Chair. The purpose of this paper therefore is to confirm the process and **APPROVE** this appointment.

2. Report

- 2.1 The Governing Body may select any one of the CCG Locality Clinical Chairs of the Governing Body to be the Assistant Clinical Chair, following a process; of nominations being sought from eligible candidates.
- 2.2 Expressions of Interest were invited from CCG Locality Lead Chairs. Following review of all the submissions received from eligible candidates, the Chair of the CCG, in discussion with the Chief Officer, undertook an informal review of candidates' expressions of interest against the role description and competency specification (see Appendix 1).
- 2.3 Following this review the Chair of the CCG has confirmed the requisite candidacy credentials of Dr Chris McCall, Locality Chair for Poole North. Dr McCall has provided valuable leadership support to the Chair of the CCG on a number of occasions and has taken on additional duties, including representing GP locality chairs at the Remuneration Committee.
- 2.4 Subject to formal selection by the Governing Body, Dr McCall would take up the extended role duties of Assistant Clinical Chair with effect from an agreed date.

3. Conclusion

- 3.1 Members are asked to **APPROVE** the selection of Dr Chris McCall in the capacity of Assistant Clinical Chair.

Charles Summers
Director of Engagement and Development

01305 368046

Appendices

Appendix 1

**Role Description And Competency
Specification, Assistant Clinical Chair**

ROLE DESCRIPTION AND COMPETENCY SPECIFICATION

POST DETAILS

Post Title: Clinical Commissioning Group Assistant Clinical Chair

Time Commitment: 1 session per week

Remuneration: £15,000 p.a. (nominally 45 sessional commitments p.a.)

JOB PURPOSE

1. To support the Chair with the development of the CCG to maximise the benefits of the NHS reforms to ensure that clinically led commissioning achieves real improvements in outcomes to 'support people in Dorset to lead healthier lives'.
2. To assist the Chair in the leadership of the wider Clinical Commissioning Group to ensure that it exercises its functions effectively, efficiently, economically and in accordance with the terms of the CCG Constitution as agreed by its members.
3. To assist and support the Chair to lead and support Governing Body decisions to ensure that:
 - a new culture is developed that ensures the voice of member practices of the CCG are heard and the interests of all patients and communities remain at the heart of discussions and decisions;
 - the Governing Body and the wider CCG acts in the best interests with regard to the health of people in Dorset at all times;
 - the CCG commissions the highest quality services with a view to securing the best possible outcomes for patients within their resource allocation and maintains a consistent focus on quality, integration and innovation;
 - 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;
 - good governance remains central at all times.
4. To support to the Chair in the development and articulation of the strategic vision and leadership to the Governing Body, CCG membership and all other stakeholders.

CORE RESPONSIBILITIES

1. Assist the Chair with the leadership and development of the CCG clinical

leaders to ensure the organisation remains clinically led and clinically accountable.

2. Support the Chair, as appropriate with the on-going development of the Governing Body and its members to ensure high calibre decision making.
3. Deputise and assist the Chair, as appropriate by actively supporting the Accountable Officer to discharge the full range of their duties and responsibilities.
4. To deputise in the absence of the Chair, attending and chairing meetings as appropriate.
5. Assist the Chair by undertaking the annual appraisals of GP clinical leads, as appropriate.
6. Support the Chair by undertaking a leadership and management oversight role of specified Clinical Commissioning Programmes and localities.
7. Support the leadership and development of shared organisational vision, aims and values.
8. To deputise in the absence of the Chair, acting as the senior clinical voice of the CCG in interactions with all stakeholders including the National Commissioning Board.
9. Support the Chair with the leadership and on-going development and maintenance of strategic relationships to achieve service transformation.
10. Engender role model behaviours that are consistent with strong team working, fostering strong relationships and allowing effective participation in decision making.
11. Actively promote knowledge and awareness of the CCG supporting the Governing Body and members to manage their individual and corporate reputation.

COMPETENCY SPECIFICATION
POST: ASSISTANT CLINICAL CHAIR

This section describes the knowledge, skills, experience and personal qualities regarded as essential criteria for the role of Assistant Clinical Chair and against which potential and eligible candidates will be assessed.

The Assistant Clinical Chair must be a CCG Locality Clinical Chair.

Qualifications and Training

1. To have undertaken a relevant Leadership Development Programme.

Eligibility

2. To be a General Practitioner, CCG Locality Lead Chair for NHS Dorset Clinical Commissioning Group.
3. To be a General Practitioner whose Practice is a signed up member of the Dorset Clinical Commissioning Group.
4. To not be subject to any of the disqualification criteria for Governing Body members.

Essential Experience

5. Demonstrable experience of working in a leadership role.
6. Previous experience of working in a collective decision-making group such as a Board or Committee.
7. Experience of leading the development of strategic objectives.
8. Experience of engaging and working with a wide range of stakeholders.
9. Significant experience of planning and chairing meetings with a demonstrable ability to manage self and others so that appropriate participation and involvement is encouraged to secure effective decision making.
10. Experience and understanding of assurance processes to assess and confirm the appropriate controls are in place for all aspects of governance including financial and risk management.
11. Experience of securing or supporting improvements for patients or the wider public.
12. Experience of managing and dealing with conflict.
13. Experience of managing large scale change and transformation.

Knowledge

14. Extensive knowledge of the health needs of the population of Dorset and an understanding of the broad social, political and economic trends influencing it.
15. Knowledge of corporate governance as a key element of integrated

governance.

16. Understanding of the NHS financial regime and the responsibilities and obligations it implies for the CCG and its members.
17. Understanding of the risk environment.
18. An understanding of the principles of value for money and performance management.
19. Understanding of effective involvement and engagement techniques.

Skills and attributes

20. Excellent communication and interpersonal skills including experience of delivering presentations to a wide range of stakeholders.
21. Able to interpret complex issues balancing competing and often sensitive priorities as part of decision making.
22. Ability to set and articulate vision to lead and inspire others.
23. Commitment and desire to continued leadership development.
24. Understanding and willingness to comply with CCG statutory responsibilities.
25. Understanding and willingness to deliver the NHS Plan.
26. Ability to produce high quality documents including reports, policies and correspondence in a way that can be understood by professionals and the public.
27. Ability to analyse and interpret complex national and local policies.
28. Developed listening and negotiating skills.
29. High levels of self-awareness and the ability to reflect and develop own leadership style.
30. Highly resilient.