

ROLE DESCRIPTION

Role Title	Halton People's Health Forum (HPHF) Steering Group Member
Base	Various locations. Mainly Runcorn Town Hall, Runcorn
Department/Team	Corporate
Responsible to	Chair and Designated CCG Lead
Accountable to	CCG Quality Committee

This Role Description is linked to the Volunteer Policy. By signing the Volunteer Policy volunteers in the HPHFSG are agreeing to the scope and conditions contained in this Role Description.

Role Purpose

The person will be a volunteer of the Halton People's Health Forum steering group. Volunteers will normally devote a minimum quarterly meeting to help arrange the HPHF public events.

Core Role Outline

Each individual is there to bring their unique perspective, informed by their expertise and experience. This will support decisions made by the group as a whole and will help ensure that:

- A culture is strengthened that ensures the voice of the public is heard, and the interests of patients and the community remain at the heart of discussions and decisions;
- The CCG is responsive to the views of local people and promotes self-care and shared decision-making in all aspects of its business; and
- Good engagement remains central at all times

Additional Role Outline

Volunteers will help to ensure that, in all aspects of the CCG's business the public voice of the local population is heard and that opportunities

Halton Clinical Commissioning Group

are created and protected for patient and public empowerment in the work of the CCG. In particular, they will ensure that:

- Public and patients views are heard and their expectations understood and met as appropriate;
- The CCG builds and maintains an effective relationship with Healthwatch and draws on existing patient and public engagement and involvement expertise; and
- The CCG has appropriate arrangements in place to secure public and patient involvement and responds in an effective and timely way to feedback and recommendations from patients, carers and the public.
- Demonstrate a commitment to upholding The Nolan Principles of Public Life (Appendix 1) along with an ability to reflect them in his/her member role and the culture of the CCG
- Be committed to ensuring that the organisation values diversity and promotes equality and inclusivity in all aspects of its business
- Your work will/may include your attendance to meetings/events and involve communication with both CCG staff, NHS staff, NHS Volunteers, external companies working for the NHS or the general public. (Appendix 2)

Generic Clauses applicable to all Role Descriptions

All volunteers will agree to:

- Commit to the vision of the NHS Halton and in doing so fully utilise and experience to support the strategic objectives of the CCG
- Role model the values of the CCG in all activities and interactions
- To maintain a broad understanding of the work of the NHS Halton CCG and actively contribute ideas for the improvement of service provision
- To ensure own actions contribute to the maintenance of a quality service provision

Halton Clinical Commissioning Group

- To be responsible for the self-development of skills and competencies through participation in training and development activities
- To participate in agreed performance and development reviews and to undertake and identified training and development related to the role
- To undertake statutory and mandatory training as deemed appropriate by the CCG
- To develop and maintain effective working relationships with fellow members, colleagues and public
- To adhere to all current organisational policies and procedures

Confidentiality

In this role you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. All information must be handled in accordance with the relevant guidance at all times i.e. the Data Protection Act 1998.

Health and Safety

- Whilst volunteering for the CCG you should:
- Comply with any policies, procedures or systems of work
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do
- Co-operate with the CCG in providing and maintain healthy and safe workplaces and work practices
- Not interfere with or misuse anything provided for health, safety or welfare
- Complete any training (classroom based or on-line) that the CCG has deemed necessary for your role, within the appropriate timeframes laid down

Safeguarding Children and Adults

The organisation has a zero tolerance approach to the abuse of children, young people and vulnerable adults. All volunteers are required to promote and safeguard the welfare of children and young people and comply with the

Local Safeguarding Children Board Procedures and the Children Act (1989, 2004). In accordance with the CCG policy and the multiagency policy 'Safeguarding Adults in Cheshire – Putting Adults First', all volunteers must ensure the health and well-being of vulnerable adults is appropriately safeguarded.

All volunteers are required to attend training appropriate to their role in safeguarding children and adults, which includes understanding and recognising the signs of abuse and knowing how to raise concerns when those signs of abuse are noticed in a person.

Equality and Diversity

It is the responsibility of every person to act in ways that support equality and diversity and work within the spirit and detail of legislation including but not limited to the Sex Discrimination Act 1975, Race Relations Act 1976 and Disability Discrimination Act 1995 as amended.

The CCG seeks to become an Equal Opportunities Employer and aims to challenge discrimination, promote equality and respect human rights.

The volunteer will:

- Develop a culture in terms of both working practice and service provision which values and fosters diversity and promotes equality
- Ensure services are developed and commissioned to meet identified priorities to reduce inequalities and improve the health status and services in the most disadvantaged groups
- Actively seek and act on the views of local people, networks and patients support groups in the development review process
- Identify any specific training needed to promote equality and diversity in the development review process

Postscript

The volunteer may be required to undertake other related duties not specifically mentioned above. Any changes to this role specification will be made in consultation with the volunteer

The volunteer shall be as necessary provide cover for and undertake duties of absent colleagues

The NHS is smoke free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities

This role profile is designed to identify principal responsibilities. The volunteer is required to be flexible in developing the role accordance with changes within the NHS Halton Clinical Commissioning Group's management agenda and priorities

Appendix 1

The Nolan Principles of Conduct Underpinning Public Life

Selflessness

Holders of public office should not take decisions solely in terms of the public interest. They should not do so in order to gain financial or other materials benefits for themselves, their family, or other friends

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties

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 of merit

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit to whatever scrutiny is appropriate to their office

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

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

Leadership

Holders of public office should promote and support these principles by leadership and example

Appendix 2

Meeting Principles

Respect fellow members at meetings and any other people with whom you come into contact with in line with your work

Respect and value diversity. Everyone is different and will think differently about things

Listen to other members at the meeting. Listen to understand, not to contradict. I will be polite and not be rude to other members of the group

Respect only one person is to speak at a time, through the chair

Do not interrupt the speaker. Ask the chairperson if you wish to raise a point

Use plain and simple English and talk concisely and clearly. If you don't understand what someone is saying ask them to repeat it or explain it. You may not be the only person who doesn't understand

Use words in full or explain the first time. Do not use jargon or abbreviations for the first time e.g. MSK – Musculoskeletal

Switch off your mobile phone, or put it on silent. If you need to take/make a telephone call, leave the room to make/take the call

Turn up for meetings on time

Stay on the subject and follow the agenda

If you have any concerns about the ground rules not being respected please speak to the chairperson of the meeting

Any performance or behaviour concerns will be resolved as part of the Volunteer Policy