

# Lay Member – Clinical Policies Forum

## Job Description

### What qualities does a Lay Member need?

To help you decide if you have the qualities skills and experience needed to serve as a Clinical Policies Forum Lay Member we have prepared the following checklist. To be considered, you should have all the essential qualities and preferably some of the desirable ones.

<p><b>Essential</b></p>	<p>You should:</p> <ul style="list-style-type: none"> <li>■ live in the geographical area served by Cambridgeshire and Peterborough CCG;</li> <li>■ have a strong personal commitment to the NHS;</li> <li>■ be able to demonstrate a commitment to the needs of the residents of Cambridgeshire and Peterborough CCG and show evidence of your ability to reflect the views of as wide a section of the public as possible;</li> <li>■ be a good communicator with plenty of common sense and confidence to voice your opinions;</li> <li>■ be committed to the public service values of accountability, probity, openness and quality of opportunity;</li> <li>■ be able to demonstrate an ability to contribute to the work of the Clinical Policies Forum;</li> <li>■ be available 2 monthly (6 meetings per year);</li> <li>■ understand the requirement for confidentiality in many of the issues faced by the Clinical Policies Forum.</li> </ul>
<p><b>Desirable</b></p>	<p>You might have:</p> <ul style="list-style-type: none"> <li>■ experience as a carer or user of the NHS;</li> <li>■ experience serving in the voluntary sector, in education or in community organisations;</li> <li>■ have an understanding and/experience of the organisation of the public, private or voluntary sectors.</li> </ul>
<p><b>What will a Lay Member be expected to do?</b></p>	<ul style="list-style-type: none"> <li>■ Work together with your Forum colleagues, using your skills and your personal experience of your community and the NHS, to help guide the work of the Clinical Policies Forum and share the responsibility for the decisions it makes.</li> <li>■ Contribute to the work of the Clinical Policies Forum on making decisions on local health service priorities.</li> <li>■ Ensure the particular needs of different groups within the community are taken in to account.</li> </ul>

# What will being a Lay Member involve?

## Some questions you may have

### What kind of person would make a good Lay Member?

Someone with a very real interest in health in general and in improving local health care in particular. Someone who can take a broad view of the needs and relative priorities of the local community and who can genuinely represent - or at least has access to - the views of local people. You will need to be confident about expressing your own opinions and robust enough to cope with possible public unease with some of the decisions you may make as a Clinical Policies Forum member. This will mean that you will need the ability to understand the sometimes complex issues that confront the NHS. You will require no specific qualifications for this role, but you will need flexibility, excellent communication skills and a desire to "make a difference".

### How much time would I need to devote to the Clinical Policies Forum?

It is difficult to be precise, but if you add up the hours spent in meetings and in preparation, it will probably amount to the equivalent of 1-1/2 days per quarter. Meetings are held every other month (starting in January) and last for approximately 2 hours.

### What sort of experience should I have?

Ideally, you should have some understanding of how organisations work and in particular of how meetings are run. This experience might have been gained through your involvement with community groups, schools representative bodies, voluntary organisations and charities, business or industry.

### Who else is on the Clinical Policies Forum?

The Clinical Priorities Forum is made up of the following members:

- 3 GP members
- 3 Hospital Consultant members
- 1 Mental Health Care representative (attends when issues of direct relevance are under discussion)
- Up to 3 allied health professional members
- 3 Patient Forum members (lay members)
- 2 General Lay Members
- 1 CCG Commissioning member
- 1 CCG Clinical Lead member
- 1 Public Health member
- 1 Ethicist member
- Healthwatch Cambridgeshire and Peterborough representative

Clinical Policies Forum meetings are not held in public.

### Who would I be representing?

Your voice will be one of several representing the non-medical view. Clearly, you cannot be expected to speak for all the people who in your area. Nevertheless, it is hoped that the Lay Member will bring not only their own very valuable perspective to the Forum deliberations, but will also, through a variety of contacts and networks, be able to reflect current public views and concerns. You might like to think about the Lay Member role as the person who consciously considers how any decisions might appear or feel to members of the public. This is clearly not the sole prerogative of the Lay Member because other people within the Forum will undoubtedly have their own sensitivities and perceptions.

### Will I be able to continue with my current job?

This will clearly depend upon your current employer's policy on such appointments (eg for employees who are also JPs or who serve on Parole Boards and school governors). You must bear in mind that as far as possible, meetings will be held during the working day.

## **Can I apply to be a Lay Member if I am a local councillor?**

Yes. The only people who cannot apply are NHS employees or people who do not live in the geographical area of Cambridgeshire and Peterborough CCG.

## **How long will I be required to serve on the Clinical Policies Forum?**

Usually for a period of 3 years.

## **Where will meetings be held?**

Generally, at a location central to the CCG area such as the Oak Tree Centre, Huntingdon, though because of the recent COVID-19 pandemic meetings have been held via Microsoft Teams meeting and continue to do so at the moment.

## **Who can I discuss this with in greater detail?**

If you are considering applying, but feel you need more information please contact:

Julie Istead  
Clinical Policies Forum Manager  
Cambridgeshire and Peterborough CCG  
Gemini House - Bartholomew's Walk  
Cambridgeshire Business Park  
Angel Drove  
Ely  
Cambridgeshire  
CB7 4EA

Telephone – mobile: 07932 211838

Email: [julie.istead@nhs.net](mailto:julie.istead@nhs.net)

## **Will I be able to claim expenses?**

This is a voluntary role but any mileage or other agreed expenses, incurred undertaking duties, will be reimbursed.

## **Will training be provided?**

Training can be provided for all Lay Members to support them in their role. This may be geared towards individual requirements.

**Closing date for written expressions of interest: 15 July 2022  
to Julie Istead – email address above**