

Role Description

Equality and Involvement Committee – Public Committee Member

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| Role Title: | Public Committee Member |
| | NHS Shropshire, Telford and Wrekin (NHS STW) Equality and Involvement Committee |
| Accountable To: | Chair of the Equality and Involvement Committee and Chair of NHS STW |
| Main contact: | Kate Manning, Head of Communications and Engagement |
| Location: | Online (some local face-to-face meetings when required) |

Role purpose

This is an exciting opportunity for someone who is driven to make sure that the voices of people and communities in Shropshire, Telford and Wrekin are at the heart of planning, designing and developing local health and care services.

As a committee member, you will play a key role in assuring that plans for services are both informed by, and take account of, the residents of Shropshire, Telford and Wrekin, in particular those with protected characteristics and those who may experience health inequalities.

The committee will provide assurance to the NHS Shropshire, Telford and Wrekin Board that its strategies, plans, service designs and developments have adequately:

- Considered and addressed the health and care needs of residents in Shropshire, Telford and Wrekin who do, or may, experience inequalities in access to health services and health outcomes
- Involved people and their carers who do, or may, use the services under consideration

Role of a committee member

- Provide assurance that NHS STW has robust plans and approaches to public involvement in place
- Evaluate the effectiveness of public involvement and how this has influenced local decision making
- Review completed health and inequality impact reports for proposed service changes
- Assess and review what patient experience data has been considered
- Suggest ideas for additional public involvement work, where appropriate, to strengthen plans

- Act as a ‘critical friend’ to STW NHS rather than represent a particular health condition or interest

Who will sit on the committee?

The committee will be made up of the Chair, eight members of the public, including representatives of the voluntary and community sector. It will also include representation from NHS Shropshire, Telford and Wrekin, Shropshire Council and Telford & Wrekin Council.

Responsibilities and conduct of a committee member

- To remain objective and to respect the views of other committee members
- To prepare for the meetings by reading the meeting agenda and papers
- To take part in training offered to committee members
- Devote the necessary time to attend regular virtual meetings
- Comply with NHS STW’s Constitution, Standards of Conduct, and supporting policies and procedures, and respect the confidential nature of discussions
- Once appointed, if members find themselves unable to commit to the frequency of meetings required, as set out in the Terms of Reference, they should contact the Head of Communications and Engagement (see time commitment below)

What skills and experience do public committee members need?

We are looking for people who have a strong drive for helping us to develop local services shaped by the needs and wishes of our communities to improve the health and wellbeing of the whole population.

We would like the committee to be made up of people who represent our diverse population and understand the barriers and challenges faced by some when it comes to accessing care and living a healthy life.

We are also keen to hear from people who are linked to a range of community groups or networks, to bring a broad range of ideas and experience when it comes to involving our diverse population. These networks are helpful, but not essential, it is your ideas and enthusiasm for listening to the needs and wishes of people that we are looking for.

There is no need for formal qualifications, and you do not need to be an expert in health care. We are looking for people who can demonstrate the qualities, skills and experience needed which are set out in the person specification below.

Training

To carry out your role you will be required to undertake both mandatory and voluntary training. Wherever possible the training will be delivered as part of the Committee meeting, however there may be occasions where you will be expected to attend training in person, in addition to attendance at the committee meetings.

We will also provide support where needed to enable people to participate in the committee, for example, by providing IT support.

Remuneration

This is a voluntary role and those appointed will not receive any remuneration.

Expenses

You may claim travel and out of pocket expenses which are incurred whilst carrying out your role and responsibilities as a member of the committee.

Time commitment

The committee will meet monthly for 2hrs per session. Members will also need to have the time to read committee agenda and papers which may take up to approximately 2 hours per meeting, although this can vary depending on the items on the agenda for discussion. We expect each member to commit to a minimum of 8 meetings per calendar year. Meetings will normally take place virtually/online in normal office hours between 9 – 5pm.

Length of term

Length of appointment to the role of committee member will be 3 years and members can choose to stand for a second term. If you are unable to commit to 3 years, you can speak to the Head of Communications and Engagement to reduce your tenure.

Person Specification

To be considered for this role, we are looking for people who have the qualities, skills and experience set out below:

| Criteria | Essential |
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| EDUCATION, KNOWLEDGE AND EXPERIENCE | <ul style="list-style-type: none">• Experience of working in a group or team setting• Understanding issues related to Equality and Diversity• Have an interest in how Health and Social Care systems work |
| | Desirable |
| | <ul style="list-style-type: none">• An understanding of the Equalities Act 2010 https://www.gov.uk/guidance/equality-act-2010-guidance• Experience of working with or understanding of people and/communities at greatest risk of experiencing health inequalities |
| SKILLS AND ABILITIES | Essential |
| | <ul style="list-style-type: none">• Good communication and listening skills.• Ability to build and maintain positive working relationships• Ability to maintain confidentiality• Ability to understand a range of information• Ability to take a balanced view, seeing issues from different perspectives• Confidence to question information and explanations supplied by NHS staff• Ability to modify thinking in view of new information/discussion |

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| | <ul style="list-style-type: none"> • Confident and/or willingness to learn to communicate online using virtual platforms such as Teams or Zoom and email |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Applicant must reside in Shropshire, Telford and Wrekin. • Applicant must be aged 16 or over • Applicant must have integrity and be honest • Applicant must have a strong commitment to people and communities being involved in helping to design their local health services. |

Registering your interest and the selection process

To register an interest, you will need to complete a short Expression of Interest Form available here <https://www.shropshiretelfordandwrekin.nhs.uk/wp-content/uploads/EofI-Form-2.docx> . This will help us to understand why you are interested in the role. If you have any difficulties in doing this or need further information, please contact jayne.morris15@nhs.net

We will then get in touch to arrange an informal chat to provide further information about the committee and NHS STW and give you the opportunity to tell us more about yourself and your reasons for expressing an interest in this role.

If you are selected you will be asked to sign a standard volunteer agreement and to provide information to allow us to check your identity and that you live in Shropshire, Telford and Wrekin.

Conflict of Interests

Members should declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a member of the committee. If appointed, you will also be required to declare these interests which will be entered into a register which is publicly available on the NHS STW website.

Diversity and Equality of Opportunity

We value and promote diversity and are committed to equality of opportunity for all. We will also ask you to let us know if you have special needs that we need to support, to enable you to participate fully.

Confidentiality

There may be documents and information that are shared with you in your role as a committee member, which for public interest or commercial reasons you will not be allowed to share outside the committee meeting. You will also be asked to sign a confidentiality agreement on appointment.

Vicarious Liability

Whilst you are carrying out this role, you will have the full protection of NHS STW's liability insurance, providing you are discharging your role in compliance with our Constitution and supporting policies and procedures.

