

WOLVERHAMPTON CCG

GOVERNING BODY
14 NOVEMBER 2017

Agenda item 9

TITLE OF REPORT:	Appointment of Lay Member for Patient and Public Involvement
AUTHOR(s) OF REPORT:	Peter McKenzie, Corporate Operations Manager
MANAGEMENT LEAD:	Peter McKenzie, Corporate Operations Manager
PURPOSE OF REPORT:	To advise the Governing Body that, following a recruitment process, Sue McKie has been appointed as the Lay Member for Patient and Public Involvement
ACTION REQUIRED:	<input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/> Assurance
PUBLIC OR PRIVATE:	This Report is intended for the public domain.
KEY POINTS:	<ul style="list-style-type: none"> • Following Pat Roberts retirement in October 2017 a recruitment exercise was undertaken to identify a new Lay Member for Patient and Public Involvement. • Interviews were conducted by the Accountable Officer, Interim Chair and the Corporate Operations Manager. • A number of high quality candidates were interviewed and Sue McKie has been appointed following the interview process.
RECOMMENDATION:	To agree the appointment of Sue McKie as the Lay Member for Patient and Public Involvement on the Governing Body
LINK TO BOARD ASSURANCE FRAMEWORK AIMS & OBJECTIVES:	
3. System effectiveness delivered within our financial envelope	<p><u>Continue to meet our Statutory Duties and responsibilities</u> The Lay Member for Patient and Public Involvement is a statutory requirement for the CCG's Governing Body to be fully constituted.</p>



1. BACKGROUND AND CURRENT SITUATION

- 1.1. Following the retirement of Pat Roberts in September 2017, there has been a vacancy for the role of Lay Member for Patient and Public Involvement. This is the role that the CCG uses to meet the statutory requirement to have a Lay Member on the Governing Body with knowledge of the local area.

2. RECRUITMENT PROCESS

- 2.1. The role was advertised nationally on the NHS Jobs in line with the CCG's recruitment processes and candidates were shortlisted for interviews, which took place in September 2017. The interview panel consisted of the Accountable Officer, the interim Governing Body Chair and the Corporate Operations Manager.
- 2.2. Following the conclusion of the interview process, the panel unanimously decided to offer the post to Sue McKie. Sue will be well known to members of the Governing Body as has worked in Wolverhampton for a number of years as part of the public health team and brings a strong understanding of the local health economy and patient needs in Wolverhampton.
- 2.3. Following the successful completion of the pre-employment checks, Sue can be appointed to the role and join the Governing Body. In line with the responsibilities undertaken by her predecessor, Sue will Chair the Primary Care Commissioning Committee and formally act as Deputy Chair of the Governing Body.

3. CLINICAL VIEW

- 3.1. Not applicable.

4. PATIENT AND PUBLIC VIEW

- 4.1. Not applicable.

5. KEY RISKS AND MITIGATIONS

- 5.1. There are no risks associated with this report. Appointing to the role helps to mitigate risks associated with the Governing Body Leadership.



6. IMPACT ASSESSMENT

Financial and Resource Implications

6.1. There are no financial implications as the post is an established and funded role.

Quality and Safety Implications

6.2. There are no Quality and Safety implications arising from this report.

Equality Implications

6.3. There are no Equality implications arising from this report.

Legal and Policy Implications

6.4. The requirement to have a Lay Member with knowledge of the Local Area on the Governing Body is set out in the National Health Service (Clinical Commissioning Groups) Regulations 2012.

Name Peter McKenzie
Job Title Corporate Operations Manager
Date: November 2017



REPORT SIGN-OFF CHECKLIST

This section must be completed before the report is submitted to the Admin team. If any of these steps are not applicable please indicate, do not leave blank.

	Details/ Name	Date
Clinical View	N/a	
Public/ Patient View	N/a	
Finance Implications discussed with Finance Team	N/a	
Quality Implications discussed with Quality and Risk Team	N/a	
Equality Implications discussed with CSU Equality and Inclusion Service	N/a	
Information Governance implications discussed with IG Support Officer	N/a	
Legal/ Policy implications discussed with Corporate Operations Manager	N/a	
Other Implications (Medicines management, estates, HR, IM&T etc.)	N/a	
Any relevant data requirements discussed with CSU Business Intelligence	N/a	
Signed off by Report Owner (Must be completed)	Peter McKenzie	02/11/2017

