

Election of Governing Body GP Members

Governing Body meeting

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6 June 2013

Author(s)/Presenter and title	Linda Tully, Head of Governance and Company Secretary
Sponsor	Dr Tim Moorhead, Chair
Key messages	
<ul style="list-style-type: none"> <li>• The city-wide election process will comply with the Equality Act 2010.</li> <li>• All candidates applications will be assessed by an appointments panel, against a list of essential and desirable skills, competencies and attributes drawn from relevant national guidance prior to the election</li> </ul>	
Assurance Framework (AF)	
<ul style="list-style-type: none"> <li>• <b>Risk Reference (RR) Number:</b> 1027, 991 (2012/13)</li> <li>• <b>How does this paper provide assurance to the Governing Body that the risk is being addressed?</b> Provides mechanism to deliver strong leadership</li> <li>• <b>Is this an existing or additional control:</b> Existing 2012/13 3.4.1B, 4.1.1A</li> </ul>	
Equality/Diversity Impact	
<b>Has an equality impact assessment been undertaken?</b> No	
Public and Patient Engagement	
N/A	
Recommendations	
The Governing Body is asked to note and agree the principles for the appointment panel and the selection criteria for candidates.	

## **Election of Governing Body GP Members**

### **Governing Body Meeting**

**6 June 2013**

#### **1. Context**

At the 4 April meeting, the Governing Body agreed that the Electoral Reform Service would be commissioned to undertake the administration of the ballot and returning officer arrangements for the 2013 election for four city-wide GP representatives. This paper sets out the principles for the appointment process to verify candidates prior to going forward for election.

#### **2. Principles**

The CCG aspires to a democratic electoral process that is inclusive and capable of scrutiny. As part of our statutory obligations, and to ensure robust governance provision, the CCG will have arrangements in place to ensure:

- Credibility across and beyond constituent practices (i.e. wider clinical community)
- Succession planning (mixed terms of office)
- Leaders who are credible and legitimate (i.e. transparent, strong and explicit mandates, with identified competencies and skills)

We wish to attract the widest possible applications, therefore all GPs practicing in Sheffield, (excluding trainees) regardless of contract type (ie principal, salaried or locum) will be invited to put themselves forward as a candidate.

The city-wide election process will comply with the Equality Act 2010. Whilst considering diversity, appointments must clearly be made on merit; therefore all candidates will be formally assessed by an appointments panel, against a list of essential and desirable skills, competencies and attributes drawn from relevant national guidance prior to the election (Annex 1).

The appointments panel will comprise:

- CCG Chair
- Accountable Officer,
- Senior HR Advisor
- 1 Clinical Director
- 1 Lay Representative

We will adopt a number of communication methods including Royal Mail, electronic (email and web based), internal mail.

<b>timetable</b>	
Nominations open	Tuesday 4 June 2013
Nominations close	Tuesday 25 June 2013
Nominees verified against principles	Thursday 4 – 18 July 2013
Ballot opened	Thursday 1 August 2013
Ballot instructions reissued to all non-voters (reminder)	Friday 15 August 2013
Ballot closed	Friday 23 August 2013

### **3. Recommendation**

The Governing Body is asked to note and agree the principles for the appointment panel and the selection/election process for candidates.

Paper prepared by Linda Tully, Head of Governance and Company Secretary

On behalf of Dr Tim Moorhead, CCG Chair

May 2013

**CANDIDATE ASSESSMENT FORM**

<b>Name of Candidate</b>	
<b>Name of Panel Members reviewing application</b>	
<b>Date</b>	

## APPLICATION FORM

<b>Competencies</b>	<b>Comments and confirmation from panel that the candidate has demonstrated their ability to meet the competencies</b>
<p><b><i>Essential Experience</i></b></p> <ul style="list-style-type: none"><li>• be highly regarded as a clinical leader, beyond the boundaries of a single practice or profession – demonstrably able to think beyond their own professional viewpoint and recognise the population dimension of clinical commissioning;</li><li>• previous experience of working in a collective decision-making group such as a board or committee, or high-level awareness of 'board-level' working;</li><li>• and track record in securing or supporting improvements for patients or the wider public</li></ul>	
<p><b><i>Essential Skills</i></b></p> <ul style="list-style-type: none"><li>• be able to take a balanced view of the clinical and management agenda and draw on their specialist skills to add value;</li><li>• be able to contribute a generic view from the perspective of a member practice in the CCG, whilst putting aside specific issues relating to their own practice circumstances</li><li>• capability to understand and analyse complex issues, drawing on the breadth of data that needs to inform CCG deliberations and decision-making, and the wisdom to ensure that it is used ethically to balance competing priorities and make difficult decisions;</li></ul>	

<ul style="list-style-type: none"> <li>• the confidence to question information and explanations supplied by others, who may be experts in their field;</li> <li>• the ability to influence and persuade others articulating a balanced, not personal, view and to engage in constructive debate without being adversarial or losing respect and goodwill;</li> <li>• the ability to take an objective view, seeing issues from all perspectives, especially external and user perspectives;</li> <li>• the ability to recognise key influencers and the skills in engaging and involving them;</li> <li>• the ability to communicate effectively, listening to others and actively sharing information; and</li> <li>• the ability to demonstrate how your skills and abilities can actively contribute to the work of the governing body and how this will enable you to participate effectively as a team member.</li> </ul>	
<p><b><i>Essential Knowledge</i></b></p> <ul style="list-style-type: none"> <li>• a general understanding of good governance and of the difference between governance and management;</li> <li>• a general understanding of health and an appreciation of the broad social, political and economic trends influencing it;</li> <li>• have an in-depth understanding of the relevant Locality and the NHS in Sheffield.</li> </ul>	

## DISQUALIFICATION CRITERIA

Regulations will provide that some individuals will not be eligible to be appointed to CCG governing bodies. The indications are, at this stage, that these may include people in categories such as:

- those not eligible to work in the UK;
- a person who is subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order;
- a person who has in the last five years been dismissed from employment by a health service body otherwise than because of redundancy;
- a person who has received a prison sentence or suspended sentence of three months or more in the last five years;
- a person who has been dismissed by a former employer (within or outside the NHS) on the grounds of misconduct within the last 5 years;
- a health care professional whose registration is subject to conditions, or who is subject to proceedings before a fitness to practise committee of the relevant regulatory body, or who is the subject of an allegation or investigation which could lead to such proceedings;
- a person who is under a disqualification order under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2) of the Insolvency Act 1986 (disabilities on revocation of administration order against an individual);
- a person who has at any time been removed from the management or control of a charity.

It is also likely that the regulations will require that only one partner or spouse can be on the governing body.

In addition, people will not be eligible for the lay roles if they are:

- a serving civil servant within the Department of Health, or members /employees of the Care Quality Commission; or
- intending to serve as a Chair or non-executive of another NHS body beyond the formal establishment of the relevant CCG

<b>Confirmation from the panel that they are aware that the candidate has declared that they do not meet any of the above disqualification criteria.</b>	<b>Yes/ No</b>
<b>Comments (if applicable)</b>	

**COMPETENCY SCORE**

<b>Competency Area</b>	<b>Number of competencies</b>	<b>Total does meet the criteria</b>	<b>Total does NOT meet the criteria</b>
<b>Essential Experience</b>			
<b>Essential Skills</b>			
<b>Essential Knowledge</b>			
<b>Total</b>			

**REFERENCES**

<b>Satisfactory References</b>	<b>Yes/ No</b>
<b>Comments (if applicable)</b>	

**CONCLUSION**

<b>Decision by panel to recommend candidate for NHS Sheffield CCG Election Process</b>	<b>Yes/ No</b>
<b>Comments (if applicable)</b>	

**DECLARATION OF CHAIR**

I can confirm that this is a true summary record of discussions and recommendations

<b>Date</b>	