**EPSOM HEALTH AND CARE ALLIANCE**

**ROLE DESCRIPTION**

**Job title:** Chair for Epsom Health and Care Alliance Board

**Accountable to:** Epsom Health and Care Alliance Board

**Key relationships:** Alliance Board members and their wider constituent organisations; Chairs of Alliance Board partner organisations; key local stakeholders including Surrey Downs CCG; local voluntary and third sector organisations; local people of Epsom

**Salary**: £2,500 (1.5 days each month)

**INITIAL APPOINTMENT FOR ONE YEAR**

**BACKGROUND – EPSOM HEALTH AND CARE PROGRAMME**

As health and care commissioners and providers working as Epsom Health and Care we have been developing our plans to improve the care for the 188,000 residents around Epsom for over a year. We recognise that we can achieve more working together than any of us can separately. We also recognise that we will only achieve this through working in genuine and equal partnership with local people, carers and communities. We envisage a future where local commissioners jointly fund and local providers jointly deliver care in the interests of people and communities.

Through the integration of all of our health and social care we are seeking to improve care for our highest need population (i.e. those over the age of 65 who represent over £119m of local expenditure) by transforming our care model to be focused on, and truly responsive to, people. This means three improvements:

* Improved quality of care delivery and overall population health
* A better patient and carer experience of care
* Value for money, leading to a sustainable health and care economy

Achieving these will require real change. This is reflected in the ambition of our agreed goals, including our commitment to ensure that we establish a sustainable health economy with a financially balanced commissioner and a viable future for Epsom Hospital. Most critically it will require the successful implementation of a new model of care centred round the individual, their carers’ and families rather than our individual organisations.

**ESTABLISHMENT OF EPSOM HEALTH AND CARE ALLIANCE**

We are now ready to make our first and most significant step towards making this a reality. As provider organisations working together, CSH Surrey, GP Health Partners Ltd, Surrey County Council and Epsom and St Helier University NHS Trust have agreed an Integrated Business Case with Surrey Downs CCG and in June will be formally launching Epsom Health and Care Alliance. Focusing initially on those people over 65 years at most risk of urgent hospital admission we will be:

* Fully implementing new services though our Community Hub and from Epsom Hospital Site to help people and carers receive urgent and enhanced care at home, either to prevent an emergency hospital admission or to bring people home with enhanced support as soon as they are medically stable
* Providing these services through integrated teams all working under the ‘Epsom Health and Care Team’ banner rather than using individual organisation’s names and uniforms. Through this developing a ‘one team’ ethos based around the person and their carer not the organisations
* Agreeing an outcomes based contract with the CCG which holds the Alliance collectively accountable for achieving the outcomes and supporting this through a formally agreed Consortium Agreement between the four alliance partners.

This is a very important time for us as we turn our plans into reality. To achieve this will require all of us to work and think differently, to be open about the challenges we encounter and focused together on finding solutions. We believe that as long as we hold what people have told us they want as our guiding principle, we will succeed.

**ESTABLISHMENT OF EPSOM HEALTH AND CARE ALLIANCE BOARD**

The Consortium Agreement will be overseen through the establishment of Epsom Health and Care Alliance Board. The Board will have delegated decision making authority from each of the four Alliance Partners to make collective decisions about Epsom Health and Care Alliance. The board will include wider representation from key partners including representatives from the Epsom Lay Partners Advisory Group and wider partner organisations key to the success of the Integrated Business Case. The draft Terms of Reference for the Board are attached to this document.

 The board will work in an open and transparent way and will be chaired by an Independent Chair.

**EPSOM HEALTH AND CARE ALLIANCE BOARD INDEPENDENT CHAIR**

**JOB PURPOSE**

The Independent Chair will be instrumental in guiding the course of Board sessions to ensure it performs as an effective forum for discussion and decision making. They will ensure that decisions are made in line with the vision, key principles and agreed behaviours set out in the Consortium Agreement. The Epsom Health and Care Alliance’s success is focused around the provision of services that provide real and effective improved outcomes for Epsom’s population. It will be the responsibility of the Chair to ensure a Board focus on the people of Epsom, and a person-centred focus at all times.

‘Independent’ in this context is as defined as someone who does not any contractual or working relationship with any one of the four Alliance organisations. However, a good knowledge of the NHS and Local Authority context is required as is a deep understanding of the needs of the target cohort, particularly those with long term conditions or co-morbidities. Most importantly, belief in and experience of coordinated care is essential. A lay Chair will effectively represent the common ground of all partners and will ensure focus on providing a single effective health and care economy for Epsom.

The Chair of the Epsom Health and Care Alliance Board will be responsible for facilitating board meetings and ensuring the agenda is followed, whilst also ensuring a person-centred focus throughout all discussions held by the Board.

**KEY RESPONSIBILITIES**

* Agreement in collaboration with the Alliance Partners and the Programme Director, of a forward view agenda plan for the Alliance Board for the first twelve months
* Agreement of the agenda for each Alliance Board meeting
* Facilitation of Epsom Health and Care Alliance Board meetings including ensuring agreed behaviours and ways of working are met
* Facilitation of key decision making between Alliance partners whilst ensuring the views of all Board members are heard
* Ensuring Board discussions follow the set agenda
* Responsible for managing time keeping (meeting the set timings for each agenda item)
* Providing perspectives from patients, people who use service and carers on key discussion items and ensuring they have a voice in decision making
* Ensuring a continued and sustained focus on patients, people who use services and carers
* Participating in any agreed board development programme

**PERSON SPECIFICATION – LAY CHAIR FOR THE EPSOM HEALTH AND CARE ALLIANCE BOARD**

|  | **ESSENTIAL** | **DESIRABLE** |
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| 1. Education / Qualifications
 | n/a |  |
| 1. Experience
 | Previous Chairing experienceExperience of working with health and social care organisations in relation to coordinated and integrated carePrevious experience of working with Executive level stakeholders | Experience of working on large scale integration programmes involving a range of stakeholders from different organisationsExperience of working with patients and service users (particularly within the target cohort, those at high risk and those over 65) |
| 1. Knowledge
 | Knowledge of national strategic direction in relation to new care models and the current health and care services and challenges faced by the NHS and Local AuthoritiesUnderstanding of delivering impact for local populations and applying best practice to achieve strong person-centred outcomesFamiliarity with public sector (particularly NHS and Local Authority) governance structures and decision making processesA good level of commercial and financial knowledge about NHS organisations and Local Authorities | Knowledge of the health and care issues facing EpsomKnowledge of the health and care services currently provided to support the frail and elderly and at risk patient cohort, as well as this cohort’s needs |
| 1. Skills and aptitudes
 | * Strong facilitation skills
* Ability to support effective decision making
* Excellent timekeeping
* Ability to provide a neutral voice / perspective and remain independent
* Stakeholder management
* Confident public speaker
* Ability to represent the views of others accurately
* Eloquent and articulate
* Good listening skills
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**EXPECTED COMMITMENT**

The Epsom Health and Care Alliance Board will meet on at least a monthly basis. The Board may be required to meet more frequently at times as necessary. **The Chair is required to attend all Board meetings.** The Chair may also be called upon to Chair and / or facilitate ad hoc meetings, workshops or events.

In total, the postholder should set aside 1.5 days a month to meet the commitments of this role.