

**Health & Social Care Forum (HSCF)**

**City and Hackney Community Education Provider Network (CEPN)**

**CEPN Programme Board Representative**

**Role Description**

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**City and Hackney Community Education Provider Network (CEPN)**

City & Hackney CEPN was formally established in March 2015 supported by HEE NCEL. The CEPN model is a collaborative network of health and social care providers and organisations, working together with shared purpose to create the right health and social care workforce. CEPNs seek to provide clinical, academic and professional leadership development to support the primary care, community health and social care workforce to meet local population health need, mitigating fragmentation and duplication of care. Critical to the CEPN ambition is multi-disciplinary working across organisational and professional boundaries.

An effective and responsive CEPN has been established in City & Hackney; the architecture developed for a cohesive and collaborative approach to workforce development in line with local and regional health and social care priorities. The City & Hackney CEPN has enabled the successful delivery of a series of innovative workforce and education programmes and schemes since its inception, building both capacity and capability into the health and social care system.

**CEPN Programme Board Membership**

The membership of the CHCEPN Programme Board is as follows:

|  |  |  |
| --- | --- | --- |
|  | **Role** | **Name** |
| **Co-Chair** | City & Hackney GP Confederation Chair | Deborah Colvin |
| **Co-Chair** | Medical Director, Homerton University Hospital | Mike Gill (Interim, until July 18)  Deblina Dasgupta (from July 18) |
| **Member** | City & Hackney CCG Chair | Mark Rickets |
| **Member** | Director of Workforce. City & Hackney GP Confederation | Mary Clarke |
| **Member** | Chief Nurse and Head of Governance, Homerton University Hospital | Sheila Adam (until 31/05/18) |
| **Member** | Head of Professional Education, Learning & Development, Homerton University Hospital | Jill Sluman |
| **Member** | Principal Social Worker Adult, London Borough of Hackney | Marion Willicome-Lang |
| **Member** | Clinical Director, East London Foundation Trust | Sheraz Ahmad (Interim) |
| **Member** | Programme Director City and Hackney GP Vocation Training Scheme & Educationalist | Melissa Sayer |
| **Member** | City and Hackney Local Pharmaceutical Committee | Representative to be confirmed |
| **Member** | Hackney Council for Voluntary service | Representative to be confirmed |

Board Members Remuneration

It is agreed that remuneration as a CEPN Programme Board member will solely apply to only those Board members who attend meetings and related activity in their own time.

Board Members Attendance

The CHCEPN Programme Board will formally hold a minimum of 6 meetings throughout the year and may also meet on an ad hoc basis as required. The CEPN Programme Director meets with the CEPN Joint Chairs on a monthly basis.

Attendance by all named CEPN Board members at meetings is understood as mandatory, with a commitment to a minimum attendance of 4 meetings in a year. A record of non-attendance is maintained and kept under review. Board members who routinely do not attend meetings may lose their place on the Board based on discretion and decision by the CHCEPN.

**About the Representative Role**

***Please Note- The duration for the role is one year***

Representatives will be selected by and accountable to the City & Hackney Health & Social Care Forum, but will be representing the wider Voluntary & Community Sector and do not have to be current members of the City & Hackney Health & Social Care Forum.

The main elements of the role are to:

1. To attend CEPN Programme Board meetings, and actively engage with the work of the CEPN in between these meetings, including completing agreed actions to deadlines.
2. To attend VCS Transformation Strategy Board Meeting (monthly meetings) and HSCF Forum meetings (quarterly) to ensure that you have an understanding of the diversity of Health & Social Care Voluntary & Community Sector issues
3. Feedback at meetings and via the newsletter/Trello issues coming up at the meetings
4. Attend and participate in premeetings with voluntary and statutory sector partners as required
5. Foster good relationships with statutory and VCS and patient / public partners
6. To provide leadership, governance and oversight of delivery, progress and performance of approved projects in the CEPN Delivery Programme.
7. To be accountable to HEE, NHS England, City & Hackney CCG and Hackney Transformation Board for ensuring resources allocated to CHCEPN are spent on delivering the mandated agenda.
8. To ensure financial sustainability and stability of the CEPN including CEPN Programme Management.
9. To use expertise, leadership and influence to broker, enable and advise on the CEPN and workforce contribution to service redesign and new models of care.
10. To represent CHCEPN at workshops, events, Boards and similar forums as necessary.
11. To provide strategic direction, guidance and input.
12. To actively promote and champion the CEPN Programme, community, social care and primary care workforce development and education.
13. Contribute to, provide positive challenge and reach shared agreement/approval for all major CEPN plans and funding applications.
14. To ensure that emerging opportunities through funding, collaboration or other means that meet the strategic aims of the Board are highlighted for consideration by its membership.
15. To act where necessary to remove barriers and support solutions to any issues arising that are adversely affecting the CEPN.
16. To review, endorse, contribute and validate benefits delivered by the network.

**Person Specification**

1. Understanding of the background, role and potential of the CEPN Programme Board.
2. Understanding of national and local policy drivers for health and social care service delivery
3. Experience of strategic management and commitment to advancing and supporting the purpose of strategic partnership.
4. Active commitment to and ability to progress partnership working and networking.
5. Active commitment to promoting equality and diversity underpinned by a clear understanding of the link between inequality and disadvantage and how policy decisions can impact on diverse and disadvantaged communities.
6. Ability to separate own organisational needs from the needs of the Forum
7. Ability to consult, use this information usefully, and to feedback on discussions.
8. Ability to productively and positively raise issues of concern to the Voluntary & Community Sector both in meetings and in pre meeting work.
9. Commitment to the independence of the Voluntary Sector in purpose, voice and action
10. Ability to consistently treat other people with respect and be aware of the way in which you communicate with other people and your impact on them

**The Commitment / Accountability**

As these are the most important representative roles in the Health & Social Care Forum structure it requires a time commitment of approximately one-day month. Please ensure that you have sufficient time, management backing and support from within your own organisation.

Specific commitments we require of the representative are:

* To attend all of the CEPN Board meetings in the year (quarterly) or to give adequate notice to arrange cover.
* To attend 75% of VCS Transformation Leadership Group meetings ( Monthly meetings) per year.
* To attend a Network meeting at least once per year- *when required*
* To attend 75% of HSCF Forum meetings (quarterly).
* To attend 75% of cross network meetings (Quarterly).
* To circulate or post on the website the main points of the agenda to the forum for comments and to take forward HSCF members views at the meeting.
* To work in partnership with the Children and Young Peoples Providers Forum and Hackney Refugee Forum , Safer Young Hackney and the LGBT+ networks to ensure that Voluntary Sector and Community Group issues are represented in the most effective and coordinated way.
* To work in partnership with Healthwatch Hackney to ensure that service users issues are raised in a constructive and unified way.
* To build positive relationships with key statutory officers and members , whilst retaining an independent ‘critical friend’ perspective.

**In addition**

You will be required by the Board to declare any interests and to sign a guiding principles document.

**Confidential discussions:**

You may on occasion be asked to take part in confidential discussions at strategic meetings. The Forum position is that it is better to have the VCS position represented than not, but that this should be minimised and the VCS Transformation Leadership Group meeting members should always be aware of when representatives are taking part in confidential discussions.

Where possible you should be notified in advance that this will be the case so you can alert VCS Transformation Leadership Group Members members in advance- i.e. let them know the topic if not the content. If you have not been notified in advance, please request this happens in future, and once the meeting is over please email the steering group with the topic of the confidential discussion

**Support & Expenses**

The VCS Transformation Leadership Group is the policy forum and peer support group for all representatives

The VCS Transformation Leadership Group will develop briefings on the agreed VCS response to issues arising from CEPN Board.

You will receive support from the Director of Communities & Partnerships with cross cutting issues, pre meetings or post meeting debriefs as required.

You will receive support from the Network coordinator who has the responsibility to circulate information on your behalf and collect responses from HSCF members.

Where possible we shall arrange for representatives to meet the Board Chairs before the meeting.

Costs will be covered for the following expenses, incurred as a result of work carried out in the role of voluntary/community sector representative in Transformation of Health & Social Care

This will include:

* Attendance at Partnership meetings, including sub committees and working groups
* Attendance at training related to role as representative in Transformation of Health & Social Care
* Other work carried out specifically as voluntary/community sector representative

These expenses will be paid through Hackney CVS from its core contract budget which includes provision for the networks. Please note that there is a limited budget for support for voluntary and community sector representatives (£10k per annum) and Hackney CVS is not authorised to go beyond this budget.

Therefore:

* Please make claims regularly at the end of each quarter
* Please ensure that claims do not cover more than one financial year
* Please enquire beforehand before making commitments to large amounts of expenditure, e.g. large training fees.
* In certain cases, the Networks Coordinator may require authorisation from Finance team at HCVS before agreeing expenditure.

*HCVS reserves the right to refuse payments that it deems unreasonable, if not previously agreed.*

**The Structure of HSCF**

The City & Hackney Health & Social Care Forum has existed for over 30 years in one form or another. The HSCF was originally set up to ensure the effective involvement of health and social care voluntary and community sector (VCS) organisations and groups in the local Joint Consultative Committee and Joint Planning structures.

HSCF is a network of 140 Voluntary & Community Sector (not for profit) groups working in Health & Social Care in Hackney & the City.

We aim to bring groups together to:

* share good practice
* share resources
* develop partnerships and consortia
* support VCS groups & representatives to input into statutory policy & planning meetings

We offer:

* Networking opportunities through Special Interest Groups,
* Forum meetings, seminars and conferences on areas affecting local groups.
* Representation of VCS perspective via accountable VCS reps
* A weekly newsletter with funding, jobs, policy etc.

**VCS Transformation Leadership Group**

We have a VCS Transformation Leadership Group which is made up of representatives from various transformation boards. This meeting meets monthly. This is the decision making body and policy forum for the HSCF.

**Networks**

We currently have seven Networks and they are:

* + CYPPF- Children & Young People Provider Forum
  + Hackney Advice Forum
  + HRF- Hackney Refugee Forum
  + Learning Disabilities
  + LGBTQ+
  + Mental Health
  + Older People & Disabled People Forum
  + Sexual Health SIG
  + Supported Employment Network
  + User Led Forum

The idea of our Network Meetings are to:

* meet together
* share good practice
* agree common issues
* influence statutory decision making

**Forum Meetings**

Bring together all the membership to discuss issues of concern and / or to hear from statutory officers. Full forum meetings happen quarterly and will be themed on Transformation of Health & Social Care for 2018/19