

Role description: Community Involvement and Workforce Innovation (CIWI) Oversight Group: Co-chair and public member

Background

[Health Innovation Oxford and Thames Valley](#) (Oxford HIN) brings together NHS, academic and industry partners to innovate and improve health services. Our work is governed, scrutinised, and challenged by the following Oversight Groups:

- Strategic and Industry Partners (SIP)
- Clinical Innovation and Adoption (CIA)
- Patient Safety and Clinical Improvement (PSCI), including the Mental Health Oversight Group (MH)
- Community Involvement and Workforce Innovation (CIWI)
- Research and Development (R&D)

We currently have a vacancy for the co-chair, who will also be one of the public members of the Community Involvement and Workforce Innovation (CIWI) Oversight Group.

The CIWI team's ambition is to ensure that patients, the public, carers, communities, and the workforce are represented and involved in our work.

We work across all care settings in Berkshire West, Oxfordshire, and Buckinghamshire Integrated Care System (BOB ICS). We also work with locations which sit in or nearby to BOB ICS (e.g. Frimley ICS, Bedford, Luton, and Milton Keynes ICS).

We support our colleagues to:

- Understand what matters to public, patients, health, and care staff
- Determine where innovation might be needed to support patients and staff
- Understand health inequity, and where we need to act to address it
- Evaluate the impact of our programmes on people, those who receive care and those who provide it.

We also support local, regional, and national initiatives through collaboration, advise, and undertaking work commissioned by NHS England or through successful grant applications.

Why do we need a public member?

Oxford HIN is committed to including patients and the public in the design, delivery, and evaluation of its programmes. We know that our work is most effective when our clinical, academic and industry partners collaborate with service users, patients, and the public.

The CIWI Oversight Group provides strategic guidance and oversees the delivery of Oxford HIN's CIWI team's programme of work. To support this, it is essential that we hear the views of people who are not working for the local health and care system. This independent insight is critical.

The public member will become an Oxford HIN public partner, giving opportunities for input into other areas of the organisation's work.

Role

The public member role is to:

- Co-chair all CIWI Oversight Group meetings alongside Dr Minoo Irani, Medical Director, Berkshire Healthcare NHS Foundation Trust
- Provide confident and constructive 'critical friend' challenge
- Review and comment on documents
- Attend meetings to provide a non-healthcare perspective, not limited to their own personal experience
- Comply with the [Terms of Reference](#) set out by the Group

Skills and experience

Public members come from a range of backgrounds, there is no standard set of skills or expertise. The following skills and experience are desirable:

- Ability to co-chair the Oversight Group including the encouragement of supportive discussions and synthesising the actions from them
- Ability to provide constructive challenge
- Experience of committee or board work - this could be in a professional or voluntary capacity
- Ability to interact with a wide range of people and understand what matters to them
- Understanding health and care services, including how they are organised
- Commitment to openness, equality, diversity, and inclusion
- Ability to absorb and bring insight to performance management paperwork, and reports which are prepared for the CIWI Oversight Group
- A constructive approach e.g. exploring what has worked well, what could be even better, and what can be learnt, rather than focusing on deficits, problems, and blame
- Self-motivation and organisation
- Sound judgement and objectivity
- Understanding of the need for confidentiality

Time commitment

- The appointment will be one year in the first instance, with a review after two meetings
- Meetings are held online three times a year, each meeting is usually 1 hour 15 minutes
- Papers are sent by email one week in advance of the meeting – papers can be prepared in alternative formats (e.g. large print) to help with accessibility
- Preparation time for each meeting is likely to be one hour

Support for public partners

- The public member will need to complete an induction. This will mainly be online and will provide background information about Oxford HIN and introductions to its main programmes of work. It will also involve meeting key members of the Oversight Group and wider Oxford HIN colleagues.

- A review meeting will be held after attending two Oversight Group meetings. This meeting will be attended by:
 - A representative from Oxford HIN CIWI team
 - A representative from another team within Oxford HIN
 - The Chair of the CIWI Oversight Group
- This meeting will provide opportunity to review how well the arrangement is working, highlight opportunities or learning, and determine whether the appointment will continue
- Should the appointment be extended beyond one year, agreements will be made concerning on-going review meetings and support
- Pre-meeting briefings will be provided where required
- Expenses will be reimbursed in line with our [payment policy](#) (usually £20 per hour)
- As an Oxford HIN public partner, the public member will become part of our Public Partner Network

How to apply

All applicants must complete the separate Application Form and return it to: community.involvement@healthinnovationoxford.org. Please also complete and return a Diversity Monitoring Form.

Closing date for application: Midnight on Monday 22nd April 2024

Interview date: Monday 29th April 2024

If you have any questions regarding the role, please contact:
community.involvement@healthinnovationoxford.org