**Citizens’ Panel**

**Role Description and Person Specification**

**South Yorkshire and Bassetlaw agencies involved in health and social care are working in closer partnership to improve care for you, your family and community. As our work develops, it’s vital that the voice of local people is at the heart of the work.**

**Aims**

The Citizens’ Panel (CP) has been set up as one of the ways for real and meaningful patient, carer and citizen engagement to inform the work of Health and Care Working Together, which is an Integrated Care System (ICS). Citizen involvement is as important as our work with health professionals.

The CP offers advice and makes recommendations to the Collaborative Partnership Board on citizen engagement on the ICS.

**Recruitment and support**

Sheffield Clinical Commissioning Group (SCCG) is the base for the South Yorkshire and Bassetlaw ICS. Recruitment is co-ordinated with support from South Yorkshire Housing Association, and members are appointed in line with the person specification. The aim is that the Panel is broadly representative of the local population. Support and any necessary training for the Panel members will be provided by the SYB ICS communications and engagement team.

**Membership and commitment**

Membership is for two years, with a possible extension. Meetings will be monthly for up to three hours. Members will attend as many meetings as possible in person. The meeting will occasionally review its format; with an initial review at six months.

There will be no more than three topics of discussion per meeting, with paperwork kept to a minimum and to ensure any pre-reading required is no more than one hour. Where members do not have an internet and email connection to enable them to read any paperwork online, papers will be sent by post.

The CP administrator will be the contact for members who have pre-meeting questions.

**Confidentiality**

Members of the CP will need to discuss matters with patients, the public and others to ensure that they are able to represent views fully and accurately. However there will be times when confidential information is discussed before it can legally be shared with the wider community. All members of CP will need to sign a confidentiality agreement to ensure information identified as confidential during meetings is not shared outside the CP.

**SCCG will provide**

* Administrative support
* Travel expenses in line with SCCG’s non-staff expenses policy
* Member expectations / agreement
* Appropriate training

**Is another organisation sponsoring your nomination?**

We expect that people are applying to join the group as individuals, but acknowledge that many people have different roles. If accepted onto the group other interests must be declared, including membership of professional organisations and political parties.

**Tasks description and background information**

See Terms of Reference for the Citizens’ Panel (on the website: http://www.healthandcaretogethersyb.co.uk/index.php/get-involved)

**CP Person Specification**

It is important that members of the group have a balanced set of skills, knowledge, experience and the necessary level of commitment and representation. Applicants are selected based on the following:

**Key values**

All our work will be underpinned by key values of respect, support and empathy to others; helping people have a voice; confidentiality; and the shared aims of improving health and care across our communities by working together.

**Skills, abilities and experience**

* Active, positive people, who will get things done
* People who will offer constructive criticism; tell us when there is a problem, and help us work out how to solve it
* People who have links into a geographical community, a community of interest; or a community network
* People who can understand complicated information, and help explain it to others
* People who are great at listening to others, and making sure views that they may not agree with personally are heard
* People who can bring a range of different skills to the work