Maternity Voices Partnership (MVP) Chair Role Description

Manchester Health Care & Commissioning and Trafford Clinical Commissioning Group

The list below covers what might usually be expected of an experienced chair in an established, effective, well-functioning and adequately funded MVP. MVPs take time to develop, so chairs of newly established MVPs may not be able to fulfil all these responsibilities straight away. Greater Manchester & Eastern Cheshire (GMEC) MVP Network (through Voices for Choices CIC) will provide support to fulfil the role along with the CCGs, Manchester Foundation Trust and the Local Maternity System.

# Role Responsibilities

## Contact Point

* You will be the main contact person for all enquiries to the MVP, the chair is the linchpin of the committee and connects and networks interested parties and MVP members, as well as users of maternity services with provider staff to enable co-production projects.
* Regularly check the MVP email inbox and respond accordingly
* Regularly post MVP activity on your social media communication channels

## Formal Meetings

* Attend and chair, at least four formal MVP meetings per year
* Ensure that all stakeholders are able to contribute to the meeting

## Service User Representatives

* Recruit and informally interview volunteer service-user representatives
* Actively encourage the voices of minority groups to be involved in the MVP including groups who are under-represented or who may face barriers attending meetings or workshops
* Offer ongoing support to service user representatives
* Meet regularly with service-user representatives

## Workplan

* Take forward the ‘work-plan’ for the MVP, acting as project manager to ensure that the work plan of the MVP is progressed appropriately.

## Annual report

* Write or create the MVP’s annual report demonstrating evidence of activities which have been co-produced and distribute to relevant stakeholder organisations as appropriate (these may be listed in the MVP Terms of Reference).

## Networking & personal development

* You will need to participate in training and development opportunities provided by GMEC Maternity Voices, which will be run on an ongoing basis.
* Attend bi-monthly GMEC MVP network meetings with chairs across Greater Manchester and actively network with other chairs.
* Participate in mentoring and shadowing opportunities provided by GMEC Maternity Voices.
* Actively network with other MVPs in the North West region and nationally.

## Nolan Principles

Act in accordance with [The Seven Principles of Public Life (also known as the Nolan Principles)](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2), in carrying out this role: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

# Time commitment and remuneration

The time commitment for this role is three days per month, which can be worked flexibly (amounts to 24 hours across the month).

The role of the chair is strategic and vital to the smooth running and effectiveness of the Maternity Voices Partnership. To recognise the time and skills needed for the role, best practice is for it to be remunerated at the rate of £150 a day (equivalent to £18.75 per hour). This is a level role 4 in the service user involvement description of the NHS England [Patient and Public Voice Partners (PPV) Policy](https://www.england.nhs.uk/publication/patient-and-public-voice-partners-policy/) and [Working with our Patient and Public Voice Partners – Reimbursing expenses and paying involvement payments](file:///C:\Users\cathy\Downloads\Working%20with%20our%20Patient%20and%20Public%20Voice%20Partners%20–%20Reimbursing%20expenses%20and%20paying%20involvement%20payments).

Although not an exhaustive list this table is designed to give you some ideas of the types of activities you would be spending your time on as an MVP chair.

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| **Task** | **Hours** |
| Preparing for and leading MVP meetings (whether formal, user-representatives or feedback session) | 4 - 8 hours a month |
| Responding to women and families/maternity staff communications | 4 - 8 hours a month |
| Leading volunteer service-users | 2 - 8 hours a month |
| Networking with other MVPs | 2 - 4 hours a month |
| Participating in training and development | 6 - 8 hours a month |
| Representing MVP/women’s voices at local and regional level | 2 - 4 hours a month |

# Disclosure and Barring (DBS) checks

The chair role often involves working on a one to one basis with NHS staff, patients and the public. Therefore, as for other staff working in these situations, a Disclosure and Barring (DBS) check is required.