Maternity Voices Partnership (MVP) Chair Lead Role Description

The list below covers what might usually be expected of an experienced chair in an established, effective, well-functioning and adequately funded MVP. Voices for Choices Community Interest Company (CIC) as the host organisation for the MVP, will provide support to fulfil the role along with the Manchester Integrated Care Partnership, University Manchester NHS Foundation Trust and the Greater Manchester and Eastern Cheshire (GMEC) Local Maternity and Neonatal System (LMNS).

# 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.

## Formal Meetings

* Attend and chair, at least four formal MVP meetings per year.
* Plan meetings and set agendas. Circulate papers for formal meetings one week prior to the meeting date. (Administrative support will be provided by Voices For Choices CIC/Trust).
* Ensure that all stakeholders are able to contribute to the meeting.

## Governance

* Ensure that the MVP is General Data Protection Regulation (GDPR) compliant.

## Service User Voice Representation

* Meet regularly with the Head of Midwifery and other leaders from the trust to share recent service user feedback and contribute to service development.
* Meet regularly with the Trust Board Maternity Safety Champion and Non-Executive Director.
* Attend and contribute to any relevant trust meetings e.g. labour ward forum, coproduction group, etc.
* Attend and contribute to maternity commissioning meetings as requested.
* Attend and contribute to LMNS meetings as requested.
* Attend and contribute Maternity Governance meetings and ensure actions from those meetings, including complaints’ response processes, trends and themes, are shared with the MVP.
* Attend and contribute to any other regional and national maternity gathering where MVPs/service user voices need to be heard.

## 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.
* Maintain a working knowledge of national, regional and local policy, reports and publications relevant to maternity.
* Understand the social determinants of health, or be willing to learn, and how they fit into maternity services.

## 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 organised by Voices for Choices CIC, 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 Voices for Choices CIC.
* Actively network with other MVPs in the North West region and nationally.

## Service User Representatives

If a separate engagement lead is appointed, they will take on the following responsibilities and you will need to liaise and work closely with them. Otherwise this work falls to the chair.

* 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.
* Facilitate service user representatives access to training.
* Offer ongoing support to service user representatives.
* Meet regularly with service-user representatives.

## Community Engagement

* Regularly create engaging social media content for Twitter, Facebook and Instagram, targeting different messages to different demographics of the local community in line with wider MVP priorities and work.
* Organise and host listening events in the community.
* Gather feedback on maternity care including demographic information from service users who contribute their voices.
* Responsible for reporting any safeguarding issues identified via the agreed channels.
* Publicise the work of MVP through virtual networks and in-person at community groups including parent-and-baby groups.
* Develop and manage relationships with formal and informal Voluntary, Community and Social Enterprise (VCSE) organisations within the locality to publicise MVP and the work we do, engage their community members and encourage collaborative working between maternity services and the communities they serve.
* Develop and maintain a database of community groups relevant to expectant and recent parents in the local area.

## 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 four days per month, which can be worked flexibly (amounts to 32 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](https://www.england.nhs.uk/publication/working-with-our-patient-and-public-voice-partners-reimbursing-expenses-and-paying-involvement-payments/).

# 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.