



## NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION

Registered Charity No 292157

### **N.A.P.P. Chair Role Description and other information**

N.A.P.P. is looking for a new Chair due to the retirement of the existing Chair in September 2018.

Prospective applicants need to demonstrate a passion and commitment for our work and have the knowledge and experience to be successful in a challenging environment.

#### **About the Organisation**

N.A.P.P. is a Patient Participation Group (PPG) membership organisation that supports the unique partnerships between patients, GPs and their practice teams, enabling high quality and responsive care. PPGs work in partnership with their practices to:

- Contribute to the continuous improvement of services and quality of care
- Foster improved communication between the practice and its patient population
- Help patients and carers to take more responsibility for their health
- Provide practical support to the practice and help to implement change

N.A.P.P. operates as the national voice for patient participation in primary care, representing the views of its members.

The first PPGs were established in 1972 by GPs in England and Wales. N.A.P.P. was formed in 1978 and is the only UK-wide umbrella organisation for patient-led groups in primary care.

Since April 2016 GPs in England have been required to have a PPG in place, and PPGs are regarded as good practice in the other parts of the UK too. The Care Quality Commission (CQC) expects evidence of patient engagement, including through a PPG, when carrying out inspections of primary care in England; this further underscores the importance of patient voices, and the potential for local PPGs and for N.A.P.P. at a national level.

N.A.P.P. contributes to work with a wide range of national stakeholders in the Health arena, including with regulators such as the General Medical Council and the CQC, the Royal College of General Practitioners, the Practice Management Network and NHS England. N.A.P.P. also represents patient voices to a range of decision-makers, including some parliamentary bodies.

#### **Selection Criteria**

N.A.P.P. is looking for a Chair who can help it develop in order to continue to improve the quality and sustainability of primary care services in a changing and challenging environment and to ensure that patient engagement becomes a reality.

Requirements for the role include:

- Experience of a UK-wide organisation, together with an understanding of membership organisations and umbrella bodies
- Excellent communication and presentational skills, comfortable in both collaborative and advocacy roles

## NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION

- Ability to represent N.A.P.P. and the views of its members to a range of senior professionals, policy makers and NHS stakeholders, including acting as a “critical friend”
- Ability to think strategically, focusing on major issues
- Evidence of leading change in an uncertain environment
- Proven chairing skills, with a focus on leading and rebuilding the Board and on working closely with staff, together with a good understanding of charity governance

Evidence of an existing network within, and engagement with, primary care is desirable.

This is a unique opportunity to share your talents and expertise to help develop N.A.P.P and make a positive difference to patients in primary care.

We value and promote diversity and are committed to equality of opportunity for all and appointments are made on merit.

Please email a completed application form, along with a current CV, to: [recruitment@napp.org.uk](mailto:recruitment@napp.org.uk) to reach us by no later than **5.00pm on Friday 11<sup>th</sup> May 2018**.

### Additional information about being a N.A.P.P. Trustee

#### 1. Are you eligible to become a Trustee?

Prior to becoming a Trustee, you must take all reasonable steps to find out about the organisation, and about what will be expected as a Trustee. Trusteeship is a serious responsibility requiring you to take an active role in the governance of a charity.

You must be at least 18 years old to be a charity Trustee.

Some people are disqualified by law from acting as charity Trustees. This includes anyone who:

- Has an unspent conviction for an offence involving dishonesty or deception
- Is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary arrangement (IVA) with creditors
- Is disqualified from being a company director
- Has previously been removed as a Trustee by either the Charity Commission or the High Court due to misconduct or mismanagement

#### 2. What am I expected to do as a N.A.P.P. Trustee?

The Board of Trustees meets four times a year, usually at a Central London location, and is also expected to attend N.A.P.P.'s annual national conference. In addition, Trustees are expected to make themselves available for one to two days per month.

You should:

- Be able to be available to engage with the Chief Executive, other staff members, and Board colleagues
- From time to time, be available to attend and represent N.A.P.P. at events, meetings or functions, in the day-time and occasional evenings
- Assist in the planning, organisation and evaluation of N.A.P.P. conferences and workshops
- Participate in national and regional working parties on Patient Participation Groups and Patient and Public Involvement, as required

## NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION

- Work with other organisations to develop, strengthen and refresh national policy or guidance, as required
- Contribute to the development of resources for Patient Participation Groups
- Prepare for and contribute to Trustee Board Meetings
- Respond to emails within five working days (unless on leave or ill)
- Respect the views of other Trustees and other colleagues
- Be a confident user of e-mail, Microsoft Word and be able to access DropBox via the Internet on your own compatible pc/device. (A N.A.P.P. e-mail address will be provided, but computer virus protection remains your own responsibility)

### 3. What are the responsibilities and role of a N.A.P.P. Trustee?

Trustees are the people responsible under the governing document for controlling the management and administration of the charity. Each Trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. These may involve scrutinising Board papers, leading discussions, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.

A Trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of N.A.P.P. in mind.

The role of a Trustee is to:

- Ensure that N.A.P.P. complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that N.A.P.P. pursues its objects as defined in its governing document
- Maintain proper financial control and ensure that N.A.P.P. applies its resources for its charitable objectives
- Safeguard the good name and values of N.A.P.P. and set and maintain vision, mission and values
- Develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Ensure accountability and support the operational management of the organisation and monitor where appropriate the implementation of internal policies
- Ensure that risk assessments for all aspects of the business are carried out
- Maintain effective Board performance and ensure the effective and efficient administration of N.A.P.P.
- Act in the best interests of N.A.P.P. rather than in the interests of yourself or another organisation.

**March 2018**