

Performance Advisory Group (PAG) Member

Non-Clinical Lay Member – Role Outline

Summary of Role

As a member of the Performance Advisory Group (PAG), the Non-Clinical Lay Member will consider performance concerns relating to primary care performers who are included on the NHS England Performers Lists, and contribute to determining the appropriate course of action to protect patients and the public.

Responsibilities

The responsibilities of PAG include:

- Receiving information regarding performer concerns and, taking into account all relevant factors, to consider and agree what action is necessary that is proportionate, consistent and transparent.
- Monitoring compliance with conditions if delegated to do so by the PLDP, and making recommendations to the PLDP on progress against the conditions.
- Referring matters to other organisations as agreed by the Group and as set out in the Terms of Reference.
- Referring matters to the PLDP when the Group has determined it is necessary to do so for the PLDP to consider whether action should be invoked in accordance with the National Health Service (England) (Performers Lists) Regulations 2013.
- Ensuring that decisions are taken in line with NHS England policy and procedure, and in accordance with the relevant statutory regulations.

The responsibilities of the Non-Clinical Lay Member are to:

- Work with the utmost integrity and in accordance with the Principles of Public Life.
- Apply the relevant statutory framework and NHS England policies, make decisions in an unbiased and impartial way, drawing conclusions capable of justification under close scrutiny.
- Ensure decision making takes into account any relevant ethnic or cultural factors that may affect behaviours or attitudes of others.

- Take responsibility for the Panel's decisions drawing on the professional knowledge and experience of members and ensuring the duty to patient and public safety is maintained.
- Ensure that the business of PAG is conducted in accordance with the terms of reference.
- As required, approve determinations ensuring that they accurately reflect the decision making of PAG and are fair, transparent and in accordance with patient safety and the public interest.
- Be prepared to attend additional PAG meetings if possible, if requested.
- Read the circulated papers carefully before the meeting and to attend the meeting prepared to raise issues and to contribute to the panel discussion.
- Declare an interest before the hearing begins and if any conflicts of interest arise consider declarations of interest from other panel members, ensure the integrity of the decision making is maintained.
- Participate in relevant training as required to maintain competencies for the role.
- Understand and be committed to equality of opportunity and good working relationships.
- Maintain confidentiality in accordance with the statutory duties of the organisation.

Competencies

Description
Experience of assessing risks and applying proportionality to decision making
Experience of dealing with confidential, complex and contentious information
Understands the role of professional regulatory bodies and professional standards within primary care
Knowledge of the importance of confidentiality in the context of acting in the public interest
Experience of working within governance structures and being accountable for decision making
Ability to make important and difficult decisions on highly sensitive matters within tight timeframes
Adopts a structured approach to decision making
Excellent communication skills, both oral and written, and the ability to express themselves clearly and succinctly
Ability to read, process and analyse complex and contentious information
Ability to prioritise and quickly identify the critical issues
Ability to accurately assess evidence and risk in the context of patient safety
Ability to differentiate and weigh up competing arguments fairly, taking into account all relevant factors
Ability to make an assessment and decision based upon the written and oral information presented to PAG
Ability to use personal and/or professional knowledge and experience to contribute to discussions and decision making in a balanced, objective and proportionate way
Open-minded and objective with the ability to recognise and manage conflicts or potential conflicts of interest
Ability to hold others to account, question and challenge constructively and resolve conflict in a constructive manner
Ability to generate trust, confidence and the respect of others, demonstrating insight and self-awareness
Good IT skills and the ability to communicate confidently by email and analyse information electronically
Proficient in the use of Microsoft Teams