



Job Description

Job Title	Committee Services Officer
Band	AfC Band 6
Location	London Ambulance Service Headquarters, Waterloo
Reporting to	Corporate Governance Manager

Job Purpose

- To work as part of a small team, led by the Corporate Governance Manager and Director of Corporate Governance to establish, develop and maintain arrangements and procedures for the sound corporate governance of the Trust.
- To provide advice to the Director of Corporate Governance and Board Directors on matters of corporate governance, such as regulatory and statutory compliance issues, Board and Committee reports, interpreting procedures and rules within the Trust's standing orders.
- To support the Corporate Governance Manager in the management of Board and board committees and to deputise in their absence.
- To ensure agendas and papers are sent out to Board and Committee members in accordance with Standing Orders.
- To support the weekly Executive Leadership Team, ensuring that the agenda and papers are scheduled and circulated appropriately, and maintaining the forward planner.
- To implement a programme of Committee Service effectiveness and performance review.
- To accurately and appropriately document the discussions and decisions of specified meetings.
- To maintain the forward planner required to support the achievement of the Trust's corporate objectives and business plan.
- To accurately and effectively maintain a log of the Trust's policies, working with others to keep them up to date.

Key Result Areas & Performance Indicators

- Committee Service arrangements that support the delivery of the Trust's statutory requirements and strategic objectives

Key Relationships & Stakeholders

- Trust Chair and Chief Executive
- Non-Executive Directors
- Executive Leadership Team Members
- Executive Leadership Team Members' PAs. Business Managers and Staff Officers
- Director of Corporate Governance
- Corporate Governance Manager
- Committee Services Officer
- The post holder will liaise with staff at all levels across the organisation
- The post holder will liaise with senior external stakeholders, including commissioners/Clinical Commissioning Groups, NHSI, CQC, NHSE, DH
- The post holder will be responsible for representing the Trust to members of the public when they

attend Board meetings

Key Responsibilities

- To support the Corporate Governance Manager in ensuring that that the Board of Directors, Executive Leadership Team, and their Committees are properly constituted with clear terms of reference and conduct their affairs in accordance with Standing Orders, Standing Financial Instructions and the Scheme of Delegation.
- To maintain terms of reference for all Committees which are up to date and annually reviewed.
- To keep under review all corporate governance arrangements which might affect the Trust to ensure the Executive Leadership Team is fully briefed and has regard to such matters when taking decisions.
- To work within the Standing Orders and Schedule of Matters reserved for the Board.
- To support the weekly Executive Leadership Team and ensure the agenda and papers are scheduled within this, and to maintain the forward planner.
- To implement a process, with the Corporate Governance Manager and Director of Corporate Governance, for annual performance evaluation of the Executive Leadership Team and its committees, for agreement with the Chief Executive.
- To implement effective systems for developing and managing the forward plan and agenda for each committee as agreed with each Committee Chair and/or the Corporate Governance Manager/Director of Corporate Governance.
- To co-ordinate the production of papers, ensuring timely distribution of agendas and supporting papers for internal and external stakeholders.
- To attend and minute specified meetings and accurately and appropriately record discussions and decisions taken.
- To maintain and monitor a schedule of actions for the Executive Leadership Team and other Committees as required.
- To ensure venues, facilities and refreshments are booked.
- To follow up meetings with action logs and timely production of minutes for agreement with the relevant Committee Chair.
- To monitor action against agreed points and ensure these are scheduled for matters arising or the forward planner as appropriate.
- To work closely with the Corporate Governance Manager, managing the forward planners for the Executive Leadership Team and its committees ensuring there is sufficient cross-over with that of the Board and board committees to support the achievement of the Trust's objectives and business plan;
- To support arrangements for the Annual Public Meeting, working in conjunction with Corporate Governance Manager;
- To work with the Director of Corporate Governance to coordinate documentation and preparation for the Well-led review and any other external review of the Trust's governance arrangements.
- To maintain the Register of Interests for Board and senior managers and to coordinate the annual review and refresh.

Infection Prevention & Control

All Trust employees, whether involved directly or indirectly in the provision of healthcare, have a duty to co-operate with and implement Trust policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Trust to meet its obligations under the Health and Social Care Act 2008.

Safeguarding

The London Ambulance Service NHS Trust is committed to safeguarding and promoting the welfare of

children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the LAS Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

Confidentiality

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient-identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need to know basis in accordance with the responsibilities of the Trust's Caldicott Guardian.

Risk

Accept personal responsibility for contributing to the Trust's management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Trust.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Trust, in accordance with Trust policy and training.

Identify and report actual or potential hazards/ risks in the work environment in accordance with Trust policies, and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children.

Follow LAS policy on use of PPE (Personal Protective Equipment) e.g. Stab Vests, Hi- Visibility Clothing, Gloves, Visors etc.

Awareness of and compliance with Health and Safety Regulations.

Equality and Diversity

The Trust recognises the need for a diverse workforce and is committed to Equal opportunities in employments. And seeks to eliminate unlawful discrimination. To promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff) must at all times fulfil their responsibility with regards to the Trust Equality and Diversity policy and the Equality Act of 2010. All individuals have responsibility to highlight any potential discriminatory practice

Person Specification

(A = application, T = test, I = interview)

Qualifications, Accreditations, Education		
	Essential	Evidence
Undergraduate Degree or equivalent relevant experience	√	A
ICSA /relevant professional qualification/postgraduate diploma or demonstrable experience in a similar role	√	A
Evidence of continuing professional development in the company secretary or corporate Service field	√	A/I
Experience		
Demonstrable previous experience in committee administration	√	A/I
Well-developed influencing skills with the ability to enthuse, motivate and involve individuals and teams, and have them understand the Trust's and your performance expectations	√	A/I
Ability to be intellectually flexible and to look beyond existing structures, ways of working, boundaries and organisations to produce more effective and innovative performance and partnerships	√	A/I
Sound political judgement and astuteness in understanding and working with complex policy, and diverse interest groups, and common sense in knowing when to brief "up the line"	√	A/I
A commitment to improving patient services through an ability to sustain a clear performance focus on achieving demanding goals	√	A/I
Knowledge and Skills		
Ability to work on your own initiative and anticipate the needs of committee chairs and senior colleagues in preparing for meetings	√	A/T
Proven ability to engender co-operation from senior colleagues for the timely production of committee papers	√	A/I
Ability to think and plan strategically, tactically and creatively, and to accurately reflect this in the minutes and in setting the agenda	√	A/I
Advanced keyboard skills as the post holder will be required to type quickly, to format and process documents and presentations to support committee business	√	A/I/T
Excellent time management skills	√	A/I/T
Personal Abilities		
A strong sense of personal and team accountability coupled to a clear understanding of the boundaries around delegated authority	√	A/I
Ability to communicate constructively with internal and external stakeholders	√	A/I

Ability to collaborate constructively with internal and external partners to create the conditions for successful partnership working	√	A/I
Remain calm in a busy environment	√	A/I
Flexible approach to work	√	A/I
Ability to work as part of multidisciplinary team	√	A/I
Excellent inter-personal and communication skills	√	A/I
High level of work organisation, self-motivation, drive for performance and improvement, and flexibility in approach and attitude	√	A/I
Strong sense of commitment to openness, honesty and integrity in undertaking the role.	√	A/I
Willing to undertake further training as necessary	√	A/I
Ability to deal with difficult situations in a sympathetic and professional manner	√	A/I
Prolonged VDU use	√	A/I
Occasional indirect exposure to traumatic incidents	√	A/I