



# NATIONAL Maternity Voices

Working in partnership to improve maternity services

## **Role Description: Chair, Maternity Voices Partnership**

*NB This role description was originally written in 2017 and has had very minor modification since. It is to be reviewed in 2021 as part of the MVP Toolkit review project. Recent amendments are in italics*

The list below covers what might be expected of an experienced chair in an established, effective, well-functioning MVP. MVPs take time to develop, so chairs of newly established MVPs may not be able to fulfil all these responsibilities straight away. Some level of support to fulfil these roles may be required and should be identified by the MVP members at local level. A chair should be supported by a MVP secretary, treasurer, social media lead, etc and by the CCG and LMS.

## **Role Responsibilities:**

### Contact point

- o Be the main contact person for all enquiries to the MVP. The MVP chair is the lynchpin of the committee and connects and networks interested parties and MVP members. Other interested parties might include childrens' centres, parent groups, charities relevant to maternity services, etc.
- o Regularly check the MVP email inbox and respond accordingly
- o Regularly post MVP activity on any local MVP Facebook page/Twitter (if there is no designated social media lead)
- o Regularly share links to the local MVP website (if applicable) and any online surveys via social media

### Formal Meetings

- o Attend and chair X formal MVP meetings (these will vary between each MVP but ideally no fewer than 4 a year)
- o Ensure all stakeholders are able to contribute to the meeting

### Service User Reps

- o Recruit and informally interview volunteer service user reps
- o Actively encourage seldom heard voices to be involved
- o Induct new service user reps
- o Facilitate service user reps access to training
- o Offer ongoing support to service user reps
- o Be involved in succession planning – mentoring other service users to ensure the sustainability of the MVP
- o Depending on your model of meetings, the chair may meet regularly with service user reps a number of times per year (service user meetings/coffee mornings)

### Governance

Ensure that the MVP is GDPR compliant and complies with local governance issues (public liability/DBS checks etc where appropriate)

### MVP Representation

The following is a list of meetings where there may/should be MVP representation but this will vary nationally. It is recognised that the chair cannot be solely responsible for attending all the local and LMS meetings, so this role could be shared with another service user advocate where appropriate

- o Attend and contribute to local Labour Ward Forum at the Trust
- o Attend and contribute to quarterly Local Maternity System meetings
- o Attend and contribute to any other local, regional and national maternity gatherings where women's voices need to be heard

### Workplan, Budget & Annual Report

- o Take forward the workplan – working as a 'project manager' to ensure the workplan of the committee is progressed
- o Ensure the MVP budget is appropriately managed/negotiate future budgets.
- o Write and distribute the committee's annual report to MVP members and relevant stakeholder organisations (these may be listed in the MVP Terms of Reference).

### Networking with other MVPs

- o Actively participate on the MSLC Leaders and Members Facebook group (which includes National Maternity Voices, the group of MVP service user chairs in England)
- o Be aware of the Terms of Reference of National Maternity Voices
- o Actively network with other MVPs in your Local Maternity System and/or region.

(This networking will enable a chair a) to feel supported by her peers and b) enable her to stay up to date with how other MVPs are run - what works well elsewhere)

### Nolan Principles

Act in accordance with the Nolan Principles of conduct in public life in carrying out this role – selflessness, integrity, objectivity, accountability, openness, honesty, leadership

The role of the chair and the tasks listed above fall under the role 4: service user involvement description of the NHS England Patient and Public Voice Policy at a rate of £150/day.

<https://www.england.nhs.uk/wp-content/uploads/2017/08/patient-and-public-voice-partners-expenses-policy-oct-17.pdf>.

*Hours: The time commitment for an MVP chair or lay leadership team varies between MVPs, depending on the area they cover, what support they have from NHS staff, and the ambition of the work programme. Discussion amongst MVP chairs in 2021 suggests the time needed for the role is between 6 days a month up to a full time post. This is to be reviewed.*