1. **Summary**

The Lay Member will contribute to the decision making of the Individual Funding Request (IFR) Panel regarding the funding of healthcare interventions for individual patients who wish to access treatment not usually funded by the Clinical Commissioning Groups (CCGs).

The key responsibility of this role is to help to ensure that the approved IFR policies, processes and procedures by the CCG(s) are followed by the IFR Panel. Specifically the Lay Member, as an independent member of the commissioning executive, will help to ensure that the decision making process of the IFR Panel is equitable and transparent, in accordance with principles and values set out in the NHS Constitution 2012.

2. **Key Responsibilities**

2.1 The Lay Member will be a full member including voting rights of the IFR panel.

2.2 All members of the IFR Panel will contribute their specific professional perspective and a corporate perspective to the deliberations of the Panel. They are expected to:

- actively participate in discussions ensuring that a full discussion about each case takes place.
- collectively support consensus decisions that take account of any impact on individuals or other agencies.
- ensure that individual actions are followed up and progressed against agreed timescales.
- ensure that decisions are disseminated within their own teams for action to be taken where relevant;
- ensure that the decision making process of the IFR Panel is equitable and transparent, in accordance with principles and values set out in the NHS Constitution 2012;
- share any learning gained to ensure that organisational learning occurs.

2.3 The Lay Member will:

- receive anonymised application forms and copies of any additional correspondence or reports which may be relevant to an individual case prior to each meeting;
- participate effectively in IFR Panel meetings, as described above, to help to ensure that the decisions and recommendations of the IFR panel are reached by consensus or majority voting based on the information, evidence and expert advice provided to it;
- be expected to be available to attend the IFR normally monthly but a minimum of ten times a year. Additional meetings may be convened at the discretion of the chair.

3. **Training of IFR Panel Members**

The Lay Member of the IFR Panel will be provided with training, and to ensure that they are fully familiar with the IFR Principles, IFR Policy and Operating Procedures for dealing with IFRs and process before
sitting on a panel. Members should attend a training session at least once every 2 years and partake in a Panel at least once a quarter to retain their specialist expertise and knowledge.

4. **Person Specification**

The Lay Member should have the following knowledge, experience, skills and personal attributes:

4.1 **Knowledge**
- A general good education;
- A good understanding of the healthcare/NHS system, ideally some understanding of local Borough NHS commissioned services;
- An understanding of the importance of patient confidentiality and the principles of Information Governance.

4.2 **Experience**
- Experience of participating effectively in discussions as a member of a multi-disciplinary committee;
- Experience of working within a person centre environment.

4.3 **Skills and Personal Attributes**
- Ability to communicate effectively to a multi-disciplinary group
- Ability to process complex information in a short time scale;
- Ability to balance the needs of an individual patient with the priorities of commissioners and the health needs of the local population.
- Commitment to ensuring that decision-making is equitable and transparent.
- Commitment to the principle of providing effective clinical health care whilst being empathetic to the needs of the patient.

5. **Confidentiality**

The Lay Member must maintain confidentiality of information about patients, staff and all health service business in line with the CCG(s) Information Governance Policy. Information gained must not be communicated to any other person, unless specifically agreed by the IFR Panel. All case notes and supporting information must be returned to the IFR officer following a Panel meeting for confidential shredding.

6. **Declaration of Interests**

At the beginning of the IFR Panel meeting, the Lay Member must declare any conflicts of interest in relation to:
- personal knowledge of a case that is presented to the IFR Panel;
- financial or other interest in the healthcare intervention(s) under consideration.

Any action to be taken following a declaration of interest will be at the discretion of the IFR Chair.

7. **Period of Office**
The Lay Member can resign from the IFR panel at any time by giving notice of at least one month to the chair of the IFR Panel.