

ROLE DESCRIPTION

For the Chair of the Maternity Services Liaison Committee

Introduction

The Chair of the Maternity Services Liaison Committee (MSLC) is supported by the lead for Maternity Commissioning from the PCT as well as the Head of Midwifery at the maternity service unit. The overall responsibility for the MSLC and therefore the Chair lies with the Head of Joint Strategy and Commissioning – Women, Children and Families.

The Chair is expected to work 1 to 2 days each month and will be based either at the PCT Headquarters at Wembley Centre for Health and Care and / or Northwick Park and St Mark's Hospital. The Chair will need to commit to the post for a minimum of 3 years.

The key relationships for the Chair will be the other members of the MSLC, the Hospital and PCT Board as well as the Professional Executive Committee (PEC). Other key relationships include the management team from the Trust as well as other PCT managers and importantly service users and their communities and representatives.

There will also be contact and potential interaction with independent contractors and their staff, local health Trust, Brent and Harrow Council, NHS London and the Department of Health.

Role summary

A Maternity Service Liaison Committee (MSLC) is a locally-based group of all those involved in planning, providing and receiving maternity care, including users, so they are well placed to advise on developments in local maternity services and monitor progress towards agreed standards. In England MSLCs normally report to the Primary Care Trust (PCT) leading on maternity commissioning and should have strong links with other bodies, including care networks, labour ward forums and the local authority.

NHS Brent and Harrow have a joint, established MSLC with an acting chair. To comply with the latest Department of Health guidance, a decision has been taken to recruit a lay chair that will be supported by the lead commissioner maternity services, namely NHS Brent.

Key duties

The duties of the chair are prescribed in the Department of Health, *National Guidelines for Maternity Services Liaison Committees (MSLCs)*, February 2006 and comprise:

- Chairing meetings
- Liaise with members individually in order to assist committee members to work together
- Set the agenda for the MSLC in consultation with the lead commissioner, head of midwifery and other committee members in accordance with the annual programme
- Ensure the agenda and minutes reflect priorities of the committee
- Ensure that follow up action is taken between meetings
- Meet annually with the chief executives of the PCT commissioning maternity care and provider units to update them on the views of the MSLC
- Manage the development and distribution for the Annual Report
- Keep up to date with policy and research on maternity issues

Person specification

The Chair will have:

- Experience of working in committees and have the ability to chair meetings or the capacity and desire to take up training to become an effective Chair.
- A knowledge, understanding and / or interest in maternity service issues
- A knowledge, understanding and / or interest in local women's needs for maternity
- Ability to listen, reflect and challenge
- Ability to develop effective relationships with a wide range of people
- Good communication skills
- Skills in networking and mediation
- Have integrity and hold the respect of the local community

Responsibilities of NHS Brent (the PCT)

PCT commissioner and / or provider of maternity care will:

- Support to a new Chair to develop into the role
- Provide the MSLC Chair with administrative support
- Provide relevant training and personal development programme
- Provide access to research information, internet and journals as required
- Reimburse all out of pocket expenses