Job Description
Service User: Chair of the City and Hackney Maternity Services Liaison Committee

1. Purpose of the role
Maternity Service Liaison Committees (MSLCs) are a forum for maternity service users, providers and commissioners of maternity services to come together to design services that meet the needs of local women, parents and families. Service users will play an important role in helping develop robust mechanisms to ensure that:

- women and their families are fully involved while using services,
- in giving feedback about their experiences and views,
- in the planning and monitoring of maternity services to ensure that they meet the needs of the local population

2. Job Description
The main duties will be to:

- Attend and chair to 4 Maternity Service Liaison Committee meetings per year or if necessary, arrange in good time, for another user member or Named CCG Lead to cover.
- Attend 4 CCG Maternity Programme Board meeting per year and provide feedback from the MSLC on key issues including: service user feedback; proposed commissioning intentions and service redesign
- Facilitate the participation of all MSLC members in the group, and enable all members to make their views known.
- Facilitate group consensus, clear action and decision making in MSLC meetings.
- Help set the agenda in consultation with other user members, the Named CCG Lead, the Head of Midwifery and other committee members.
- Ensure the agenda and minutes reflect the priorities of the committee.
- Ensure that follow up action is taken between meetings with support from the Named CCG Lead.
- Liaise with members individually in order to assist committee members to work together.
- Raise issues important to local women about maternity services
- Participate in regular ‘walk abouts’ within the Homerton and in community sites to gain a sense of how services are being delivered.
- Seek frequent face to face contact with maternity service users and be available by email/telephone for direct feedback.
- Maintain links with other user groups, current and recent users to ensure their views are heard on the MSLC.
- Comment on issues from a broader user perspective providing an impartial and independent view
- Brief new members on how the MSLC works.
- Lead on the production of an annual report, with the Named CCG Lead, which will include a summary of all activities during the year and recommendations for service improvements.
- Keep up to date with policy and research on maternity issues.
3. Person Specification

The Chair of the MSLC is required to have the following experience, understanding and skills:

- Be a recent maternity service user or have close links with current or recent users i.e. father or grandparent
- Have experience working in committees and have the ability to chair meetings.
- Have skills in networking and mediation
- Be a resident of the City of London or the London Borough of Hackney.
- Be able to participate in a committee and be willing to undertake training if necessary.
- Be confident to question information and explanations supplied by others who may be experts in their field
- Ability to communicate complex and challenging issues and effectively
- Not be involved in work which could be deemed a conflict of interest, e.g. providing maternity services.
- Have a knowledge and understanding of local women’s needs.
- Have a knowledge and understanding of maternity service issues.
- Demonstrate a commitment to improving outcomes and tackling health inequalities

4. Training and Development

All new MSLC members will be entitled to a process of induction which will involve:

- Basic briefing on the function of the MSLC and the duties of the Committee members. This will include receiving a City and Hackney MSLC Welcome Pack
- A meeting with the CCG Maternity Programme Board Chair and the CCG Named Lead Person
- Identification of further training and learning needs

5. Appointment

The appointment is for a two year period. The appointment can be concluded at any time with an expectation of one month’s notice period on either side

6. Expenses

The role is a voluntary one, although expenses such as travel costs will be reimbursed