

### **Role Description:**

Chair, SEL Local Maternity and Neonatal System, Maternity and Neonatal Voices Partnership (MNVP) – Up to 5 days per month

Borough: Greenwich

### **What is an MNVP?**

An MNVP is an NHS service user led working group that works in partnership to ensure maternity and neonatal care is as good as it can be.

The MNVP is an independent body which acts as a critical friend to maternity and neonatal services and should ensure that the voices of those using services are involved in reviewing and making improvements. The partnership includes representation from maternity and neonatal service users, commissioners, and maternity care providers such as midwives, doctors, and health visitors.

The MNVP is led by an independent Chair and Co-chair and this Role Description sets out the key roles and responsibilities.

### **Key Role Responsibilities**

- Set the agenda with the Head of Children and Young People's Integrated Commissioning and Chair the bi-monthly MNVP meetings and participate in the annual development day.
- Ensure all stakeholders can contribute to the meetings.
- Be the main contact person for all enquiries to the MNVP.
- Regularly check the MNVP email inbox and respond accordingly.
- Maintain communication with the maternity commissioner and advise a yearly plan of work, including regular progress meetings to be agreed between the MNVP chair and commissioner.
- Coordinate and identify any themes gathered through service user engagement opportunities and community events, surveys, walk the patch, etc.
- Share information from the maternity unit and MNVP work via social media channels.
- Supported by the commissioning team produce an annual report detailing the work of the MNVP and action plan for the following year.
- To work with the Head of Children and Young People's Integrated Commissioning to develop a budget that supports the functioning of the MNVP including admin support.
- Engage in further meetings and workstreams as required such as LMNS co-production workshops and transformation workstreams.
- Attend and contribute to other meetings where the MNVP perspective is required such as maternity unit meetings and LMNS workstreams and board.

## **Service Users**

- Recruit, prepare and welcome volunteer MNVP service users.
- Engage and welcome volunteer service user/those with lived experience representatives and actively encourage seldom heard voices to be involved.
- Offer on-going support to service user representatives.
- Arrange regular meetings with service users throughout the year e.g., coffee mornings.
- Actively network with other MNVP chairs in SEL LMNS.

## **Governance**

Ensure the MNVP is GDPR (General Data Protection Regulation) compliant and complies with local governance e.g., Disclosure and Barring Service (DBS) checks. A DBS will be required for this role.

## **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.

## **Remuneration**

The Chair can expect agreed remuneration to be paid regularly and in a timely manner.

Remuneration stands at £75 per half day (4 hours) and £150 per full day (8 hours).

You will be provided with training and development to support and help you carry out your role. This will include an induction and support from your local MNVP commissioner, hospital trust lead and or other members of the partnership.