



Role Description - HWN Planning Group Member

Purpose of the role

The Planning Group works closely to the HWN Strategic and Operational Plans. Membership of the Planning Group is open to any interested individuals living and/or working in Northamptonshire, and to representatives of local voluntary and community sector organisations. Meetings are held in public; members of the public are welcome to comment, contribute to discussions occurring and to put forward issues for attention. Items for discussion may be forwarded to the HWN office for the attention of the chairs prior to the meeting. There are opportunities for Planning Group members to represent HWN and to undertake more detailed work.

Main tasks and responsibilities

- Attend and participate in Planning Group meetings (approx. every 2 months)
- Undertake other agreed actions as required and report back at future meetings
- Some Planning Group members attend committees, focus groups or workshops on behalf of HWN and provide written feedback on meetings attended

Skills and experience needed

- Interest in health and social care issues
- Good listening and communication skills
- Ability to discuss issues and reach a consensus which may not be your view
- Ability to relate easily to all sorts of people in an empathetic and non-judgmental way
- Ability to work effectively as a member of a team
- Confidence in communicating with a wide range of people and organisations
- Willingness to report back on meetings attended and to follow up action plan priorities identified by the group
- Willingness to undertake training and develop knowledge/understanding as required
- Understand and respect the need for confidentiality
- Ability to access and respond to emails on a regular basis

Time commitment

- Read agenda and papers and attend meetings every 2 months as far as is possible (approximately 2-4 hours)
- Respond to emails and attend other meetings and events on behalf of HWN, depending on availability (average 2-4 hours per meeting)

Approved 19 March 2018