



Working in partnership to improve maternity services

Role description: Chair, Maternity Voices Partnership (MVP)

In Devon, we see the MVP Chair as an expert who can demonstrate strategic and accountable leadership and decision-making.

Role responsibilities:

One of the first roles of the MVP will be to consider the proposed arrangements and make recommendations to the Local Maternity Services Board (LMS) on how the MVP work will be taken forward. The MVP chair will be part of the LMS Board enabling the views of women to influence our work going forward. There will be an annual report detailing the work that has taken place over the year.

Below is set out some specific responsibilities in particular areas of work.

Contact point

- Be the main contact person for all enquiries to the MVP
- Regularly check the MVP email Inbox and respond accordingly
- Regularly post MVP activity on any local MVP Facebook page/Twitter
- Regularly share links to the local MVP website (if applicable) and any online surveys via social media

Formal Meetings

- Attend and chair formal MVP meetings (these will vary between each MVP but ideally no fewer than four per year)
- Ensure all stakeholders are able to contribute to the meeting

Service user representatives

- Recruit and informally interview volunteer service user representatives
- Actively encourage seldom heard voices to be involved
- Induct new service user representatives
- Plan and deliver training to service user representatives
- Offer ongoing support to service user representatives
- Be involved in succession planning – mentoring other service users to ensure the sustainability of the MVP
- Depending on the model of meetings, the chair may meet regularly with service user reps a number of times per year (service user meetings/coffee mornings)

Networking with other MVPs

- Actively participate on the MSLC Leaders and Members Facebook group (which includes National Maternity Voices, the group of MVP service user chairs in England)
- Be aware of the Terms of Reference of National Maternity Voices
- Actively network with the other MVPs in your Local Maternity System and/or region
- Set up a rolling programme of monthly events which will rotate throughout the county enabling regular local contact which can be shared with the MVP and the LMS Board.

(This networking will enable a chair a) to feel supported by peers and b) enable them to stay up to date with how other MVPs are run - what works well elsewhere)

MVP representation

The following is a list of meetings where there may be MVP representation but this will not necessarily have be representation through chair and maybe shared with other MVP members:

- Attend and contribute to monthly Local Maternity Development Board meetings
- Attend and contribute to any other regional and national maternity gatherings where women's voices need to be heard
- Any work stream meetings as required
- Ensure participation of MVP members in relevant locality forums.

Communication

Most units are already using social media and this will be promoted and branded as part of the MVP, The Chair will:

- Access social media platforms to ensure regular views from women can be shared
- Use social media to gain specific information on any key areas of enquiry

Support

- Funding for the MVP has been obtained by the clinical network and the Chair's role will be hosted by a third party Devon Communities Together who will manage the budget and ensure neutrality
- If needed, Chairs will receive support with internet access

Nolan principles

In carrying out this role, the Chair will act in accordance with the [Nolan Principles of conduct in public life](#) . These are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Hours

Chairs generally spend between 16 and 24 hours per month on MVP work (they are suggested to be remunerated at the NHS England Patient and Public Voice rate of £150/day <https://www.england.nhs.uk/wp-content/uploads/2017/08/patient-and-public-voice-partners-expenses-policy-oct-17.pdf>).

Breakdown of duties

This will vary but may be:

- 2 hours leading a MVP meeting (formal, user reps or feedback session)
- 4-6 hours responding to women/maternity staff communication,
- 2-4 hours managing the team of volunteers
- 4-6 hours networking with other MVPs
- 4-6 hours representing women's voices at local and regional level.