



Healthwatch Advisory Board Chair Role Descriptor

1. PURPOSE OF THE ROLE

- 1.1 An Office Holder role whose purpose is to bring local knowledge and contacts to support the Healthwatch Halton Advisory Board deliver its statutory and strategic objectives and its annual Work Plan
- 1.2 To provide strategic leadership and inspiration for the Healthwatch Advisory Board so that it delivers its Purpose which is to:
 - Provide 'Reach' – utilise local knowledge, ideas and capacity to build new relationships, including to:
 - enable more local people to be involved in the commissioning, the provision and scrutiny, including the standards of provision and whether and how they could and ought to be improved, of local health and social care services.
 - actively seek to 'reach' the diverse local communities that the Healthwatch serves.
 - Act Local – translate local and national Healthwatch priorities into local initiatives, feeding into the Healthwatch intelligence gathering process.
 - Advise – inform the Healthwatch's strategic planning and thinking, help the Healthwatch remain relevant by proactively gathering and feeding back on views of local people regarding their need for, and experience of, local care services so Healthwatch can make these views known to persons responsible for commissioning, providing, managing or scrutinising local care services and to Healthwatch England.
 - Connect and Influence – identify, engage with and enable access ('open doors') to relevant local and regional decision-makers and policy-formers, across all sectors;
 - broaden Healthwatch engagement with local 'power bases';
 - help the Healthwatch grow its supporter base, including helping to raise awareness of the Healthwatch in the local community.

- Be Pioneering/Pathfinding – identify and trial new ways of delivering Healthwatch ambitions and priorities and meeting objectives.
- Share – develop sustainable mechanisms to exchange learning, resources and ideas between Healthwatch.

1.3 To support and promote the work of the Healthwatch and ensure its values are evident in all its work.

2. DUTIES AND RESPONSIBILITIES

2.1 General Duties

- To chair meetings of the Healthwatch Advisory Board and contribute to the development of its annual Work Plan.
- In conjunction with Healthwatch management, act as champion for the Healthwatch in the Advisory Board area, for example, with local media and political leaders.
- To help provide the Healthwatch Advisory Board access to wider contacts, key organisations and individuals within a local area. To help ensure that the Healthwatch Advisory Board is well-briefed and in touch with issues with its geographical area.
- Provide leadership and expertise in a specific area or areas to support the work of the Healthwatch Advisory Board.
- Undertake practical action to help the Healthwatch Advisory Board deliver its agreed objectives.
- Represent the Healthwatch Advisory Board, as required, in developing beneficial relationships with local organisations, and community groups.
- In conjunction with Healthwatch management, hold or otherwise contribute to a local Annual Public Meeting to which the public in that locality is invited.

2.2 ADVISORY BOARD MEMBERS

- To ensure that the Healthwatch Advisory Board reflects the diversity of the community it serves and consists of a broad range of appropriate skills and experience.
- In conjunction with Healthwatch management, to lead the recruitment of Healthwatch Advisory Board Members for ratification by the Managing

Director, in conjunction with the Chief Operations Officer and / or a Non-Executive Director of Engaging Communities Solutions CIC.

- Ensure there is an induction programme for new Healthwatch Advisory Board Members.

2.3 SPECIFIC DUTIES

- Regulation 40 of the NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012ⁱ state that each local Healthwatch must have a procedure for making relevant decisions, which specifically includes definition as to who may make relevant decisions to guide the work of Healthwatch Halton, in this case Healthwatch Advisory Board under delegated authority of the Non-Executive Directors of Engaging Communities Solutions CIC.
- Relevant decisions to be taken by the Healthwatch Advisory Board in accordance with the Decision Making Policy & Procedure include:
 - When to escalate issues to Healthwatch England and/ or the Care Quality Commission and other regulators
 - Which health and social care services Healthwatch Halton is looking at covering with its priority projects, and activities
 - Whether to request information from commissioners and providers
 - Whether to make a report or recommendation to a service provider
 - Which premises to Enter and View and when those premises are to be visited
 - Whether to refer a matter to an overview and scrutiny committee
 - Whether to report a matter concerning Healthwatch Halton activities to another person
 - Any decisions about sub-contracting/ commissioned work
- Relevant decisions do not include day to day administrative activity of other internal office functions that may be required to carry out exploratory work, priority assessments and/ or identifying resources prior to making any of the above decisions.
- The Healthwatch Advisory Board working with the Healthwatch Management, will be responsible for ensuring that Healthwatch Halton must carry out activities in line with Section 221 of the Local Government and Public Involvement in Health Act 2007ⁱⁱ

3. KEY CONTACTS

- 3.1 The Chair will forge close working relationships with the Managing Director and attend quarterly Joint ECS Board/ HAB Chair meetings.
- 3.2 The Chair will assist the Healthwatch Advisory Board and Healthwatch management forge close working relationship with local business leaders, community groups, volunteers, funders and supporters, other stakeholders, partners.

4. KEY SKILLS AND EXPERIENCE

- 4.1 Advisory Board Chair's will have most or all the following:
 - Enthusiasm for and understanding of the aims of the Healthwatch.
 - Leadership experience and the ability to work strategically and collaboratively.
 - Experience of working in, and networking with large, diverse and complex partnerships spanning public, private, charitable and voluntary sectors.
 - In conjunction with Healthwatch management assist the development of local engagement and participation, particularly with a view to reflecting the diversity of the local area.
 - Ability to act as an ambassador in all external-facing activity.
 - Credible and respected locally and regionally.
 - Excellent communicator across a range of media, at ease with diverse audiences
 - Availability of time and energy to commit to development of the Healthwatch Advisory Board.

5. APPOINTMENT

- 5.1 The Managing Director, in conjunction with the Chief Operations Officer and / or a Non-Executive Director of Engaging Communities Solutions CIC will appoint the Chair of the Healthwatch Advisory Board. Recruitment shall be through open competition including advertisement in relevant media.
- 5.2 Appointments may be for such term (not exceeding 3 years) as may be approved by the by the Managing Director, in conjunction with the Chair of the Board of Engaging Communities Solutions CIC.

- 5.3 If at the end of the first appointed term of a Healthwatch Advisory Board Chair, the Managing Director, in conjunction with the Chair of the Board of Engaging Communities Solutions CIC are satisfied with the annual appraisals of that Chair, they may appoint that Chair for a further term of 3 years. Unless there are special circumstances, we would not expect a Healthwatch Advisory Board Chair to serve for more than 2 terms.
- 5.4 The Managing Director, in conjunction a Non-Executive Director of Engaging Communities Solutions CIC may remove Healthwatch Advisory Board Chairs before the expiry of his or her term where they consider this to be in the interests of the effective achievement of the purposes of the Healthwatch. In such circumstances, a Healthwatch Advisory Board Chair has the right of appeal to the Chair of Non-Executive Directors of Engaging Communities Solutions CIC.

6. CONDUCT

- 6.1 The Healthwatch Advisory Board Chair will uphold the values of the Healthwatch, will protect the reputation of the Healthwatch and will always act in the best interests of Healthwatch.
- 6.2 The Healthwatch Advisory Board Chair is expected to recognise potential conflict of interest and to avoid putting him/herself in situations where a potential conflict of interest may interfere with, or be seen to interfere with the best interests of the Healthwatch. The Healthwatch Advisory Board Member must not use any information received via the Healthwatch or the Healthwatch Advisory Board for personal gain.
- 6.3 The Healthwatch Advisory Board Chair will adhere to and champion the Nolan Principles of public lifeⁱⁱⁱ; namely:
- Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; and; Leadership.

7. REPORTING LINE

7.1 The Healthwatch Advisory Board Chair reports to the Managing Director.

8. PERFORMANCE REVIEW

8.1 The Managing Director will appraise the performance of the Healthwatch Advisory Board Chair on an annual basis and provide constructive feedback and assistance.

8.2 The Chair of the Healthwatch Advisory Board will appraise the performance of the Healthwatch Advisory Board Members and their local Healthwatch Manager on an annual basis and provide constructive feedback and assistance.

9. TIME & TRAVEL COMMITMENT

9.1 This is a role that attracts an allowance of £4,000 annually, paid in equal monthly instalments to which the individual is responsible for their own liability to HMRC. Reasonable out of pocket expenses incurred will be reimbursed.

9.2 It is expected that the role will require at least 5 days per month, with a significant part of this during the working day.

ⁱ [Regulation 40 of the NHS Bodies and Local Authorities \(Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch\) Regulations 2012](#)

ⁱⁱ [Section 221 of the Local Government and Public Involvement in Health Act 2007](#)

ⁱⁱⁱ [Nolan principles of public life](#)