

## **Role description and person specification**

### **Board Member**

This is a voluntary role

As a Board member, you will play a role in setting the strategic direction of Healthwatch Derbyshire, ensuring that the organisation lives up to its vision, aims and values.

Board members will be responsible collectively for the governance and strategy of Healthwatch Derbyshire, ensuring necessary financial and human resources are in place for the organisation to achieve its objectives.

The Healthwatch Derbyshire Board has a maximum of 12 members, including the Chair who is formally appointed every year following the Annual General Meeting.

#### **Commitment**

We anticipate the time commitment will be approximately one/two days per month including Board and sub group meetings which are held every two months.

Whilst the role is voluntary, reasonable expenses are reimbursed.

#### **Responsibilities**

Board members are responsible for ensuring that Healthwatch Derbyshire:

- Develops, implements and reviews effective governance structures and procedures
- Remains continuously able to discharge its duties and responsibilities as set out in the Department of Health's guidance and the Local Authority service specification
- Recruits, supports and retains Board members who have the necessary skills to be effective in their roles and who collectively are representative of the communities of Derbyshire
- Behaves with the utmost transparency and responsiveness at all times and is accountable to the Local Authority (who commission the service) and reports to its local community and stakeholders, and Healthwatch England
- Builds and maintains effective relationships with Derbyshire County Council, the Derbyshire Clinical Commissioning Group and local overview and scrutiny arrangements
- Acts in the best interests with regard to the local population at all times and having regard to securing the best use of public money.

All Healthwatch Derbyshire Board members will be directors of Healthwatch Derbyshire as a company Limited by Guarantee. They will have a responsibility for acting in line with all relevant statutory requirements.

The Chief Executive of Healthwatch Derbyshire will support the Chair and Board members to meet these responsibilities.

### **Key tasks:**

- Strive to attend all Board meetings and be an active participant in discussions and activity
- Attend one of the 3 sub-groups on a bi-monthly basis
- Take part in the Board's business in an efficient and effective manner
- Attend meetings as a representative of the Healthwatch Board, acting as an ambassador and promoting its work throughout the community
- Follow appropriate standards of behaviour in line with an agreed code of conduct and respect the confidentiality of information
- Ensure the impact and outcomes of the work undertaken by Healthwatch Derbyshire are widely reported, to include an Annual Report and accounts, highlighting priorities and progress and key issues
- Help to build good relationships in the spirit of partnership with other stakeholders
- Feedback on work to the wider community through publicity and public meetings and events
- Avoid conflicts of interest where possible or ensure conflicts are declared in line with the arrangements laid out in the governance framework
- Work closely with the Healthwatch Chair and Chief Executive to maintain effective working relationships
- Work towards fulfilling the statutory and contractual duties of Healthwatch
- Act jointly - exercising no powers alone unless specifically delegated to do so by the Board
- Prepare for Board meetings by reading the agenda, minutes and any other papers in advance of the meeting
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting
- Fulfil all legal responsibilities as a Company Director.

### **Person specification**

The following attributes are required of the Board:

- Experience of organisations that operate for the benefit of communities
- Experience of working with public and/or community organisations
- Experience of building and developing successful partnerships, alliances and working relationships with a range of organisations and stakeholders
- An active commitment to diversity
- Good judgment and independence of mind

### **Skills and abilities**

- Strong communication and interpersonal skills, able to liaise effectively with a wide range of stakeholders and audiences
- Ability to work collectively as part of a group
- Ability to engage in constructive debate and dialogue, rather than confrontation.

### **Knowledge and experience**

- Understanding of health, social care and/or wellbeing policy issues
- Experience of, or good understanding of, working with customer focused organisations and a commitment to high standards of customer care
- Experience as a member of a management board, committee or senior management team
- A willingness to acquire new knowledge and skills relevant to the role.

### **Personal behaviour and style**

- Passionate about promoting better outcomes in health and social care for all
- Proactively demonstrates strong commitment to equality and diversity
- A style that motivates people to work together and to deliver their best
- Open to learning and development, for self, staff and the Board
- Time and commitment to effectively discharge the responsibilities of the post.

### **Eligibility criteria**

In order to be considered for the role of Healthwatch Board member, you must be aged 18 or older and either:

- A resident of, or working within, Derbyshire
- Have experience of health or social care services in Derbyshire.

However, the following exceptions apply:

- People who are the subject of an undischarged bankruptcy restrictions order or interim order
- Anyone who has been dismissed from paid employment within the last two years due to misconduct (without being re-instated) where that dismissal has not been the subject of a finding of unfair dismissal by a tribunal or court
- Those who have had an earlier term of appointment terminated will not be eligible to rejoin the board without first acquiring approval from the current board to reapply
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has been removed from trusteeship of a charity within the last five years or is not currently eligible to be a trustee of a charity
- Someone who has been or is convicted of a serious criminal offence (in particular any offence involving dishonesty or any other in relation to promotion, formation, management or liquidation of a company)

- Anyone whom the Healthwatch Board has judged as failing to comply with the Healthwatch Derbyshire Code of Conduct and Conflict of Interests guidelines, unless this failure has been resolved to the Board's complete satisfaction
- Any councillor who holds an executive position in Derbyshire County Council

People who match one of the following descriptions may be eligible for election or appointment to the Board, however potential conflicts of interest will need to be carefully managed:

- Someone who is employed in a senior management capacity by the NHS, Derbyshire County Council or an organisation contracted to deliver health or social care services in Derbyshire
- Anyone who is an NHS non-executive director, company director or partner in an organisation providing health or social care services in Derbyshire
- Anyone who is a lay member of the Clinical Commissioning Group procuring services for Derbyshire residents.

Note that the any Board member may be dismissed if they fail to declare circumstances which make them ineligible to be on the Board and these subsequently come to light.

### **Term of Office**

Board members will normally serve a period of three years and may be eligible to serve again at the end of that period.

In order to establish an annual election process, one third of the elected Board members stand down each year. However, members can request to serve again.