



Role Description / Person specification

Post Title:

Healthwatch Surrey Independent Non-Executive Director

Responsible for:

Acting in the capacity of Director under the Companies Act, and contributing to the strategic development of Healthwatch Surrey, ensuring necessary financial and human resources are in place for the organisation to achieve its objectives, and devising robust systems of risk control and performance management. Undertaking a leadership and representational role within one area team.

Purpose of Job:

To ensure Healthwatch Surrey is managed efficiently, effectively and in line with its constitutional and statutory obligations, its code of conduct and best practice. Providing leadership and representation to assist the achievement of agreed goals.

Main Responsibilities:

1. To participate in setting, implementing and monitoring the achievement of Healthwatch Surrey corporate strategy, policy, objectives, and core values.
2. To undertake a leadership and representational role within one of our six area teams.
3. To monitor the performance of Healthwatch Surrey to ensure compliance with constitutional, statutory, regulatory and contractual obligations, and to ensure that a sound financial position is maintained.
4. To receive, read and consider reports and question these where necessary to ensure that decisions are well founded.
5. To ensure that decisions taken by the Board are in the best interest of Healthwatch Surrey and its legal and moral responsibilities are met.
6. To attend Board meetings, sub-committee meetings, working groups and training events and to participate in discussions and decision making on a regular basis.
7. To offer advice and expertise to the Board and its sub-committees.
8. To commit to Healthwatch Surrey approach to valuing diversity and equal opportunities through its service delivery and employment.
9. To contribute to, abide by, and take collective responsibility for decisions by the Board.

10. To undertake special tasks and/or responsibilities set by the Board or one of its subcommittees, including representing Healthwatch Surrey at conferences, seminars and special events.
11. To declare any relevant personal, professional or commercial interests in any matters being discussed by the Board.
12. To uphold Healthwatch Surrey's code of conduct and maintain the highest standards of probity.
13. To respect the confidentiality of information, where its release would compromise the interest of Healthwatch Surrey.

Requirements

Board Meetings

Board members are expected to attend all scheduled meetings of the Board.

Support

Board members will be required to support the objectives and policies agreed by the Board, and to contribute to and share responsibility for the decisions of the Board. They will be expected to work constructively with other Board members and staff of Healthwatch Surrey.

Code of Conduct

Board members will be expected to abide fully with Healthwatch Surrey's code of conduct and maintain high standards of probity. They must also present a positive image of the Board and Healthwatch Surrey at external events.

Training

Board members are encouraged to identify personal training and development needs, and seek opportunities for development, attending training events as required. Specific training will be offered which is relevant to the role of the Healthwatch Surrey Non-Executive Board members.

Leadership and representational activity within an Area Team

There are six Area Teams, each co-terminus with one of the County's six Clinical Commissioning Groups. A Board Member and a staff member jointly lead each Area Team. They also engage with Health and Social Care system partners within the area, to keep abreast of developments, gather information and exert influence on behalf of Healthwatch Surrey.

Committee meetings and Working Groups

There will be various committee meetings of the Board from time to time that Board members may be required to participate in, as well as periodic working groups.

Preparation time

Board members are required to allocate time for reading reports and preparing for Board Meetings (and where appropriate committee meetings and working groups)

Other possible attendance

Board members will be expected to attend other events associated meetings e.g. Attending conferences, Board away days, seminars and other Healthwatch related events, in order to increase their knowledge base and share good practice with Healthwatch Surrey

Healthwatch Surrey Independent Non-Executive Director positions are voluntary and unpaid but reasonable expenses will be reimbursed (travel, etc.).

Person specification**Post Title:**

Healthwatch Surrey Independent Non-Executive Director

Desirable skills

- Directors need to be good communicators and be capable of playing an active role at regular meetings and contribute to the discussion informing policy decisions.
- Directors will be communicating with a range of different individuals from commissioners to Directors of the public, and must be willing to engage with them all.
- Directors will play a lead role in determining how Healthwatch Surrey's budget is spent, so financial awareness is desirable.
- Directors should have good analytical skills and awareness, and understanding of research and research costs, in order to identify gaps in public feedback and the provision and quality of local care services.

Desirable knowledge and interests

- An interest in and awareness of health and social care issues - and an understanding of the importance of public involvement in these issues.
- As representatives of the public, a good idea of what is expected from a position of civic responsibility.
- Strategic awareness to make decisions in the best interests of Healthwatch Surrey in exercising its functions.

Desirable experience

- Directors should have proven communication and people skills and be able to demonstrate this with their experience.
- It is desirable for Directors to have had experience of public representation.

- Directors will be responsible for overseeing work on reports and shaping projects, so some experience of project management will be useful.
- Directors will need to be active in their communities, so a track record of previous community activity is desirable.

Other desirable factors

- Directors are tasked with acting in public interest, and should therefore be public spirited and committed to the principle of championing the public's interests in health and social care.
- Directors need to be open-minded and inclusive; Healthwatch Surrey will be tasked with engaging and representing the entire spectrum of the local population.
- Directors need to have an active interest in how public involvement can shape health and social care services and have the desire to promote it.

6 February 2015