

Steering Group Recruitment Pack

HEALTHWATCH GLOUCESTERSHIRE STEERING GROUP

The Health and Social Care Act of 2012 put people at the centre of their health and social care. To help realise that ambition, a Healthwatch organisation was set up in every local authority area across England. Each one is a key part of its local community, and works in partnership with other organisations in its area. For Healthwatch Gloucestershire, this includes Gloucestershire County Council, Gloucestershire Clinical Commissioning Group, NHS Trusts and voluntary sector organisations.

Healthwatch Gloucestershire exists to speak up for local people on health and care. This requires the organisation to reach out across the county to listen to local people about their experiences of services - good and bad. With this information, Healthwatch Gloucestershire aims to influence the people who buy and provide our health and care services. The organisation also has an important role in providing information and advice to local people.

Healthwatch Gloucestershire is an independent service hosted by Evolving Communities CIC, an organisation which is set up as a community interest company (CIC) limited by guarantee. Like all limited companies, Evolving Communities CIC is run by a Board of Directors who are responsible for its strategy and overall management.

The Healthwatch Gloucestershire Steering Group will oversee the operation of Healthwatch Gloucestershire and provide advice and recommendations to the Board of Evolving Communities CIC to achieve the successful delivery of the Healthwatch contract. It will be accountable to the Board of Directors Evolving Communities CIC.

Eligibility

Steering Group members must live in Gloucestershire and demonstrate an interest in and knowledge of the make-up of the County. Apart from the Healthwatch Gloucestershire Manager, no employee of Evolving Communities CIC, or a close relative of an employee, may be a member of the Steering Group.

Membership of Steering Group

The Steering Group will comprise of the Chair, the Healthwatch Gloucestershire Manager, and up to five representatives from Gloucestershire. Each representative will support with a specialist area that will be agreed with the Healthwatch Gloucestershire Manager.

Up to two specialist advisors can also be recruited but do not have voting rights.

An Evolving Communities CIC Board Member may attend as an observer.

Terms of Reference of the Healthwatch Gloucestershire Steering Group (Currently under review)

The group will work with the Healthwatch Gloucestershire Manager to:

- establish annual priorities from public engagement, developing workplans and timelines for confirmation by the Evolving Communities Board
- co-ordinate the activity of Healthwatch Gloucestershire in alignment with the workplan agreed by the Evolving Communities Board
- ensure systems and processes are in place for effective monitoring and evaluation of the workplan agreed by the Steering Group, so that it meets its agreed objectives and outcomes
- oversee devolved budgets within agreed spending limits, in accordance with corporate guidelines
- identify and manage risks, maintaining and updating a Risk Register
- assist with communication relating to the Healthwatch service within the local community, according to corporate guidelines
- provide monthly progress reports and regular updates for the Steering Group, including evidence-based advice and recommendations
- develop community networks and partnerships by representing Healthwatch Gloucestershire at meetings of commissioners and service providers, and other community events
- oversee the recruitment and management of local volunteers, following corporate Policy and Procedures
- work co-operatively with other members of the Healthwatch network and share best practice
- maintain and promote the Evolving Communities ethos in all aspects of the delivery of the Healthwatch Gloucestershire service.

Responsibilities of Healthwatch Gloucestershire Steering Group members

Steering Group members are expected to:

- sign-up to and follow the Healthwatch Gloucestershire Code of Conduct. Should any concerns be raised about the standards of conduct of a member of the group, the matter will be dealt with using the relevant procedure
- adhere to the Evolving Communities policies and procedures and follow the Nolan principles of public life
- declare any relevant interests in matters under discussion. Conflicts of interest must be declared when taking up the role, and at any meetings before business is discussed that may have a potential conflict of interest
- to treat all information gained by virtue of being a Steering Group member in strictest confidence, while promoting an ethos of openness and accountability
- to abide by and promote Healthwatch Gloucestershire's commitment to equality
- to read all papers and reports in advance of meetings and raise

questions about any areas which require clarification or further information

- to have access to an email account and the internet. (Alternative formats based on individual need will be available from Healthwatch Gloucestershire staff.)
- to support all decisions taken by the Healthwatch Gloucestershire Steering Group
- to ensure that the Healthwatch Gloucestershire Manager is immediately notified of any requests from the media for comment. All contact with the media is subject to the approval of the Evolving Communities Chief Executive
- to produce a report (using the approved template) following attendance at any meeting/event where authorised to represent Healthwatch Gloucestershire, then submit it to the Healthwatch Gloucestershire Manager within seven days.

Decision Making

It is hoped that agreement will be reached by consensus. However, when this cannot be achieved, a vote will be taken. The Chair will have a casting vote in the event of a tied vote, but may not otherwise vote. The Healthwatch Gloucestershire Manager may not vote.

Training

All Steering Group members must attend an induction session. It is recommended that all new members undertake a period of volunteering with Healthwatch Gloucestershire to enable a robust understanding of the role Healthwatch Gloucestershire and the part volunteers play in supporting the work. Healthwatch Gloucestershire will arrange other training courses based on identified training needs.

Frequency of meetings

Meetings currently take place monthly. A schedule of dates will be published each year.

Non-attendance

Members are expected to provide adequate notice and send apologies if they are unable to attend.

Any member who does not attend six consecutive Healthwatch Gloucestershire Steering Group meetings will be deemed to have left the group unless there are extenuating circumstances explained in advance to the Chair and the group agrees that the member can stay on the group.

Expenses

Steering Group members will not be paid, but they will be eligible to claim the costs of all reasonable out-of-pocket expenses incurred in carrying out their duties. Expenses should be claimed within one month of the activity.

Details are set out in the Evolving Communities Expenses Policy.

Application and Selection

If you are considering applying, you are welcome to contact the Manager of Healthwatch Gloucestershire for an informal conversation to discuss what you might be able to bring to the role. Please read this recruitment pack in full before contacting the Manager on 01452 504989 or by emailing julia.butler@healthwatchgloucestershire.co.uk

To apply you will need to supply:

1. A personal statement of up to 2 sides of A4 detailing the role you wish to apply for and how you meet the person specification criteria for that role. Please list each item of the person specification and state clearly what relevant experience or skills you have for each one in turn.
2. A copy of your CV.

You should submit your application by email to info@healthwatchgloucestershire.co.uk or, if necessary, by hard copy to the following address:

Healthwatch Gloucestershire
Kestrel Court
Waterwells Business Park
Quedgeley
GLOUCESTER
GL2 2AT

Any applications will be shortlisted for interview by comparing the contents of the CV and personal statement against the role and experience requirements.

Evolving Communities strives to be an equal opportunities organisation and is committed to diversity amongst its staff and its volunteers. We therefore encourage applications from all suitably experienced persons regardless of their race, sex, disability, religion/belief or sexual orientation. Applicants however must be over the age of 18.

© Evolving Communities CIC, 2018

The Healthwatch Gloucestershire service is run by Evolving Communities CIC, a community interest company limited by guarantee and registered in England with company number 08464602. The registered office is at Unit 4 Hampton Park West, MELKSHAM, SN12 6LH.