

Committee Chair

Volunteer Specification

Background/Purpose

To provide leadership and direction to the Healthwatch Ealing (HWE) Committee and contribute to the development and delivery of the strategic plan for Healthwatch Ealing in line with the requirements of the Department of Health and Healthwatch England, through clear and effective strategic planning, and good guidance.

Role Description

1. Oversee the operations of the HWE Committee, working with the members of the Committee and Healthwatch Ealing staff to ensure:

- Compliance with the agreed codes of governance, HWE national guidance and delegated authorities;
- Committee members understand their roles and responsibilities
- Commitment of Committee members to HWE's approach to valuing diversity and equal opportunities through its service delivery and employment.
- Key issues are discussed by the Committee in a timely manner and addressed with an agreed approach.
- Committee business is conducted efficiently and effectively through a framework of delegation and systems of internal control that also enables the work of HWE to be carried on effectively between meetings of the Committee.
- The best use of expertise, skills and experiences of Committee members, either in an appointed capacity, or as part of committees/work groups.

2. Chair Committee meetings, and participate in other committees/groups where required, ensuring:

- Meeting agendas are planned and delivered so that all agenda items are covered in sufficient depth and decisions are made, as needed.
- Meetings are conducted in a way that all members are given the opportunity to express their views and that appropriate standards of behaviour are maintained in line with an agreed code of conduct.
- Decisions are delegated through the appropriate procedures.

3. Provide leadership to the Committee and work alongside HWE staff to:

- Develop the strategic direction and workplan for HWE
- Use data and evidence collected from local people to identify and develop work programmes for HWE
- Identify, approve and oversee a range of projects from project initiation through to evaluation of impact and publishing of reports.

4. Monitor the performance of HWE by:

- Working together to strive for continuous improvement and to drive excellence for HWE and local health and social care services.
- Contributing to the scrutiny and review of performance and patient, service user, carer and wider community satisfaction with reference to the performance of comparable organisations.

5. Public Engagement

- Oversee the development of a comprehensive community development strategy to ensure HWE is reaching the diverse communities of Ealing, including those who are seldom heard.
- Represent HWE at meetings, Public Engagement events and conferences, demonstrate leadership and take an active role in public and membership engagement.

7. Maintaining good relationships with staff:

- Build and maintain effective working relationships with the Healthwatch Operations Manager, the staff team and senior staff within other organisations and to work in partnership.
- Provide appropriate advice and support to the HWE Staff.
- Work with staff in an overarching guiding capacity, not in a day-to-day line management role.

8. Representing Healthwatch Ealing:

- Build and maintain good relationships with key stakeholders, including members of the public, patients, service users, carers, Healthwatch England, the Department of Health, Care Quality Commission, Monitor (Regulator of NHS Foundation Trusts), NHS funded providers, Ealing Clinical Commissioning Group, Ealing Health & Wellbeing Board, Ealing Health and Adult Services Scrutiny Panel, and Ealing Council.
- Act as an ambassador and representative for the organisation, upholding the reputation of HWE and its values.
- Network and promote the achievements, purposes and benefits of HWE.
- Ensure that HWE is represented on the Ealing Health and Wellbeing Board and plays a proactive role in decisions relating to the Health and Wellbeing Strategy, planning, commissioning and delivery of health and social care.
- Ensure representation from HWE is evidence based and supported by data and analysis, not solely personal opinion.

Requirements of Chair, Vice-Chair and Committee Members:

- Declare any relevant personal, professional or commercial interests in any matters being discussed by the Committee.
- Committee Meetings – Committee members are expected to attend all scheduled meetings of the Committee.
- Working together – Committee members will be required to support the objectives and policies agreed by the Committee, and to contribute to and share responsibility for the decisions of the Committee. They will be expected to work constructively with other Committee members and staff of HWE.
- Code of Conduct – Committee members will be expected to abide fully with HWE’s code of conduct, to maintain high standards of probity and follow the Nolan principles of standards in public life. They must also present a positive image of the Committee and HWE at external events.
- Training – Committee members are encouraged to identify personal training and development needs, and seek opportunities for development, attending training events as required.
- Committee meetings and Working Groups – There will be various committee meetings of the Committee, and periodic work groups, that Committee members may be required to participate in.
- Preparation time – Committee members are required to allocate time for reading reports and preparing for Committee Meetings (and where appropriate committee meetings and working groups)
- Other attendance – Committee members may be requested to attend other events and associated meetings linked to supporting, developing or promoting HWE and its objectives.

Positions on the Healthwatch Ealing Committee are voluntary and unpaid but reasonable out of pocket expenses will be reimbursed as outlined in the HWE Volunteer Expenses Policy.