

Chairperson of Healthwatch Sefton.

Role: voluntary/unpaid role (volunteer expenses)

Estimate of time needed: 40 hours per month **please note this is only an estimation and may vary each month.*

ROLE DESCRIPTION

The Healthwatch Sefton Chairperson will have responsibility of chairing two internal Healthwatch Sefton meetings; the Board of Directors and the Steering Group.

Board of Directors.

- The Healthwatch Sefton Board has responsibility for: corporate governance; finance; human resources and audit (compliance with legislation, requirements and instruments governing the company). At the time of appointment, the Board meets every three months. The Board will oversee governance of the organisation, working with the Healthwatch Sefton Steering Group and Sefton CVS.

The role of the Chair will be:

- To chair the Healthwatch Sefton Board meetings and ensure transparent & effective governance arrangements.
- To work with directors to set the strategic plan and direction of Healthwatch Sefton, in line with national requirements and agreed objectives. This will include supporting Healthwatch Sefton both strategically and operationally to plan as we move on from the pandemic in a safe and effective way.
- Ensuring the Board's business is conducted efficiently and effectively through a framework of appropriate terms of reference, internal and financial controls, with strategies in place to manage and mitigate risk.
- Ensuring the Board and individual Directors act according to high ethical standards and appropriate standards of behaviour are maintained in line with an agreed code of conduct.
- Ensuring all Board members are given the opportunity to express their views and decisions are taken, recorded and compliant with the Company's procedures.
- Overseeing the performance and continuous improvement of the organisation to ensure excellence and quality assurance.



- Overseeing the publishing of an Annual Report and Accounts each year, highlighting priorities and progress and key issues.
- To support the recruitment, selection & induction of Directors & any other appropriate appointments.

Healthwatch Sefton Steering group.

Membership of the steering group is broadly representative of Healthwatch Sefton's geographical area (Locality representatives) and the community of Sefton through the networks supported via Sefton CVS and other networks across Sefton. At the time of appointment, the steering group meetings take place every month (excluding August and December).

The role of the Chair will be:

- To chair the Healthwatch Sefton Steering Group meetings which sets and authorises all operational activity and local direction.
- Ensuring clearly defined delegation of duties are in place that enables the work of Healthwatch to be carried on effectively between meetings of the Steering Group.
- Participating in other committees/groups as required.
- Ensuring all Steering Group members are given the opportunity to express their views and decisions that are taken are recorded and compliant with the Company's procedures.
- Supporting Healthwatch Sefton both strategically and operationally to plan as we move on from the pandemic in a safe and effective way.

Maintaining good relationships.

- Building and maintaining effective working relationships with the Healthwatch Sefton staff team* and senior staff within other organisations. *the staff team are seconded from Sefton CVS.
- Providing appropriate advice, support and challenge to the Healthwatch Manager.

Ambassador for Healthwatch Sefton.

- Be the Healthwatch Sefton representative on the Sefton Health and Wellbeing Board and undertake a proactive role in influencing policy, planning, commissioning and delivery of health and wellbeing services. (As a Member of the Health and Wellbeing Board, a statutory Committee of the Council, you will be required to comply with the rules and regulations which are enshrined in the legislation, and the regulations which relate to the Health and Wellbeing Board. At the point of recruitment this committee meets every three months.)

- Build and maintain good relations with key stakeholders including: members of the public; patients; carers; local residents; Sefton Council; Healthwatch England; NHS England; The Care Quality Commission and other regulatory organisations; NHS & Council funded health & social care providers and commissioners.
- Act as an Ambassador and representative for the organisation, upholding the reputation and integrity of Healthwatch Sefton and its values.
- Network and promote the achievements, purposes and benefits of Healthwatch Sefton.
- Have a strong commitment to forming strategic partnerships and effective working relationships with other organisations.
- It is expected that the Chair (and all Board/Steering Group members) will uphold the Seven Principles of Public Life as defined by the Nolan Committee: -
 1. Selflessness
 2. Integrity
 3. Objectivity
 4. Accountability
 5. Openness
 6. Honesty
 7. Leadership.

PERSON SPECIFICATION.

The applicant should be able to demonstrate that they have the skills and experience in the following areas:

CORE COMPETENCIES

- Strong leadership, communication & interpersonal skills, & able to work effectively with & influence a wide range of stakeholders & audiences
- Strategic thinking, able to analyse complex information, demonstrate clear analytical intellect and guide rational decision making.
- Support the values, ethos and objectives of Healthwatch Sefton
- Clear understanding and experiences of governance and the associated legal responsibilities.
- Previous experience of chairing meetings.

KNOWLEDGE AND EXPERIENCE

- Good understanding of health, social care & wellbeing issues & challenges facing the NHS & local authorities
- Able to demonstrate good awareness & understanding of the current environment in Sefton & how local health, social care & wellbeing services are commissioned & delivered
- Experience of leading within an organisation, as a member of a management board, committee or senior management team.

SKILLS, ABILITIES, PERSONAL BEHAVIOUR AND STYLE.

Ability to plan strategically and with vision.

Understanding of financial statements and budgets.

IT Literate

Proactively demonstrates strong commitment to equality and diversity

Listens to others and provides decisive leadership when it is required.

Open to learning and development for self, staff and Board/Steering Group.

Time and commitment to effectively discharge the responsibilities of the post.