

Role description

Role Title: Healthwatch Cornwall Vice-Chair

Responsible for: Assisting the Board Chair in performing their duties and working with Board Members in the strategic planning and direction of Healthwatch Cornwall, in line with agreed objectives and the Department of Health and Healthwatch England requirements, through good governance and effective strategic planning. The Vice-Chair will assist the Chair and support the CEO to ensure communication flow between the operational team and the Board of Directors and ensure strategic direction. The role will involve representing Healthwatch Cornwall at public events and translating Healthwatch England goals and direction into local organisations by contribution to networks and seminars.

Purpose of Role

To assist the Board Chair in performing their duties and responsibilities. In addition to, general support to the Board and CEO to ensure Healthwatch Cornwall is managed efficiently, effectively and in line with its constitutional and statutory obligations, its code of conduct and best practice.

Recruitment Process

We are recruiting a Vice-Chair through an open process by way of public advertisement. Candidates must provide sufficient evidence to demonstrate they are capable of performing the role of Vice-Chair by sending a CV and covering letter to admin@healthwatchcornwall.co.uk

The deadline for applications is three weeks from the date of issue of advert. Interviews will take place in the week following the deadline date.

Eligibility

Applications will be considered from:

- Anyone who is over the age of 18 and lives in Cornwall.
- Anyone who is registered with a Cornwall General Practitioner (GP), lives or works in Cornwall.

- Representatives from Cornwall's Voluntary and Community Sector organisations.

Exclusions

Applications from the following will not be considered:

- Providers of statutory health or social care services and their employees, where these services are accessed by Cornwall residents such as NHS Hospitals, Community Health Services, Social Workers.

(Note: Representatives from Cornwall's Voluntary and Community Sector organisations will not be excluded).

- Employees, Clinical Commissioners and Lay Members of organisations with a statutory role to commission health or social care services for people in Cornwall.
- Cornwall Councillors or MPs.

Individual circumstances will be considered by the panel, but generally people will also be excluded if:

- They have been dismissed as a trustee or a director from an organisation of any kind.
- They are the subject of a bankruptcy restrictions order or similar order.
- They have been dismissed as an employee for a reason other than redundancy.
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.

Time Commitment

It is anticipated the duties of the Vice-Chair will take 1-2 days per month and the role has an allowance of £2,000 pa in recognition of this time. Appointment to the Healthwatch Cornwall Board shall be for a period of up to 2 years, which may be extended for a further period if appropriate.

Our Chair, Anna Pascoe is available for a discussion. Please call our Business Support Manager on 07388 948797 or email enquiries@healthwatchcornwall.co.uk to arrange.

Main Responsibilities and Key Result Areas

Promoting good governance

The Vice-Chair will oversee governance alongside the Chair of Healthwatch Cornwall, and will work with the Chief Executive Officer to ensure that:

- The Board consists of suitably skilled, experienced and diverse members who understand their roles and responsibilities while ensuring appropriate arrangements are in place for the appraisal, training and development of members.
- Key issues are discussed by the Board in a timely manner with appropriate information made available and with professional advice when needed.
- Financial processes and strong governance systems are in place and Chair the full finance and general purpose sub-committee in the absence of the Board Chair.
- The Board develops a vision for Healthwatch Cornwall with clear strategies and objectives to deliver its organisational purpose.
- The Board support structures and accountability are properly constituted.

Ensuring Effective Performance

The Vice-Chair will provide visible leadership in developing a positive culture and model for Healthwatch Cornwall and ensure that these are reflected in their own, and in the Board's, behaviour and decision making.

Leadership

- Provide leadership of the Board that is responsive and accountable to members, partners, and stakeholders who have an interest in its work when the Chair is absent.
- Support the Chair to the Board in scrutinising and reviewing the performance of Healthwatch Cornwall, and ensure patient, service user, carer and wider community satisfaction (including with reference to the performance of comparable organisations).
- Oversee the performance and continuous improvement of Healthwatch Cornwall to ensure excellence and quality assurance.
- Formally oversee, support and evaluate the performance of the CEO and the effectiveness of the Board members when the Chair is absent.

- Assist at Board meetings and Chair the meeting in the absence of the Board Chair; ensuring the Board's business is conducted efficiently and effectively through a framework of appropriate terms of reference and internal and financial controls, with strategies in place to manage and mitigate risk.
- Ensure that all Board members are given the opportunity to express their views and that decisions are taken, recorded and compliant with Healthwatch Cornwall's policies.
- Ensure that the CEO produces regular reports on Healthwatch key areas and progress.
- Oversee the publishing of an Annual Report and Accounts each year, highlighting priorities, progress and key issues.
- Ensure Healthwatch Cornwall is able to maintain good relations with key stakeholders, including: Members of the public; patients; service users; carers; Cornwall Council; Healthwatch England; the Department of Health; The Care Quality Commission; Monitor (Regulator of NHS Foundation Trusts); NHS and Council-funded health and social care providers; the Cornwall Health and Well-being Board and the Kernow Clinical Commissioning Group.

Additional Ambassadorial role for the Vice-Chair:

- To network and promote the achievements, purposes and benefits of Healthwatch Cornwall.
- Represent Healthwatch Cornwall at the Health and Social Care Overview and Scrutiny Committee if Chair is unable to attend.
- Have a strong commitment to forming strategic partnerships and effective working relationships with other organisations.
- Develop robust networking with Healthwatch England by engaging with events.

Maintaining good relationships with staff

- Build and maintain effective working relationships with the Healthwatch Cornwall CEO and the staff team.

Person Specification

Healthwatch Cornwall Vice-Chair	
	Essential
Core competencies	Strong communication and interpersonal skills (advocacy, persuasiveness, ability to influence) and the ability to liaise effectively with a wide range of stakeholders and audiences
	Strategic thinking, ability to analyse complex information to demonstrate clear analytical intellect and guide rational decision making
	Support for the values, ethos and objectives of Healthwatch Cornwall
	Have a clear understanding and experience of governance and its associated responsibilities
Knowledge and experience	Good understanding of health, social care and wellbeing policy and issues/challenges facing the NHS and Local Authorities
	Experience of working collaboratively with partners at Board level, with the ability to influence others through persuasion, tact, diplomacy and reasoning
	Ability to demonstrate good awareness and understanding of the current environment in Cornwall and how local health and social care and wellbeing services are delivered
	Experience or good understanding of working with customer focused organisations and a commitment to high standards of customer care
	Experience of leading an organisation as a member of a management board, committee or senior management team
	An understanding and working knowledge of voluntary sector organisations and communities
	Experience of representing an organisation on a Board, committee and working collaboratively with

	others
Skills, abilities, personal behaviour and style	Ability to plan strategically and with vision
	Ability to prepare strategic reports to health and social care commissioners and providers and to implement subsequent recommendations
	Understanding of financial statements and budgets
	IT literacy
	Strong commitment to equality and diversity
	Ability to listen to others and to provide decisive leadership when required
	Being open to learning and development for self, staff, volunteers and Board
	Having time and commitment to effectively discharge the responsibilities of the post
	Strong, credible leadership style, with experience of leading, managing and delivering while demonstrating improvements for individuals or communities