

Independent Chair Role Description & Person Specification



Healthwatch Brighton and Hove is a Community Interest Company (with asset lock).

The Chair will provide inspirational leadership and vision to all the activities of Healthwatch Brighton and Hove and be its figurehead and ambassador.

The person appointed will build on and develop a Healthwatch where more local people can be involved in the design, commissioning, delivery and scrutiny of health and social care services in the city; and in identifying how services can be improved through expressing their views and providing feedback on their experiences.

The Chair will support the Chief Executive Officer, the staff team and volunteers to achieve Healthwatch statutory objectives as set out in the Health and Care Act (2012) and any future relevant Act.

Employment status: Freelance - stipend of @ £4K pa

Hours: 4-5 days a month
Attendance at Healthwatch Brighton and Hove Board meetings

Base: Home based

Responsible to: The Board of Healthwatch Brighton and Hove

Tenure: 3 years in the first instance;
plus a further 3 years by mutual agreement

Conditions: Must live in Brighton and Hove or have strong demonstrable links to the city and a commitment to the people of Brighton and Hove

Expenses: Reasonable out-of-pocket expenses

Main duties and responsibilities of the Chair

Overall responsibility for the strategic direction and sound governance of Healthwatch, executing these responsibilities with vision, energy, and commitment, providing the ultimate direction to its activities.

1. With the Directors and the Chief Executive Officer (CEO), establishing a clear framework for the Board to develop and agree its strategic direction to be applied to the day-to-day operations of the Healthwatch. This includes identifying priorities, maintaining, delivering and monitoring an annual work plan.
2. Supporting the CEO, maintaining clear lines of accountability between the respective roles. The Chair will appraise and manage the CEO's performance, ensuring that clear and challenging expectations and targets are set and met and there is an opportunity for professional development. In the absence of the CEO, the Chair will ensure support for the staff team is in place. The Chair is responsible for the recruitment of the CEO, ensuring clear and open processes for the recruitment (and if necessary, dismissal); and, along with the Finance Director and in agreement with the Board, set and reviewing the CEO's remuneration package.
3. Ensuring that the Healthwatch Board and staff team respond to the voices and views of key stakeholders and service users, actively reaching out, especially to diverse communities, amplifying their voices: to address inequalities in health and social care.
4. Ensuring that Healthwatch works in partnership and collaboration with groups and agencies with common goals and ethos, in particular community and voluntary groups and other Healthwatch.
5. The Chair will convene and chair regular Board meetings, in public, and ensure they are efficient and effective through planning agendas, ensuring all Directors have an opportunity to speak and reach consensus or vote and record decisions; ensure Directors fulfil their roles and duties and that complaints are dealt with. The Chair must oversee a fair and open succession policy for new Directors to sustain a diverse and talented Board. The Chair will ensure an induction is in place and development needs are met for new Directors. The Chair will fulfil all the aspects of a Director of Healthwatch Brighton and Hove.

6. The Chair will ensure that HWBH is represented on the Health and Wellbeing Board (HWB) and Health Overview and Scrutiny Committee (HOSC) and is appropriately represented on the Integrated Care System and other Boards and bodies; plays a proactive role in decisions relating to the Health and Wellbeing Strategy, planning, commissioning and delivery of health and social care. The Chair will represent Healthwatch at functions and to the media.
7. The Chair will ensure HWBH works closely with Healthwatch England, other Healthwatch, especially in Sussex, the CQC and other regulatory bodies, making sure that issues of concern are escalated.
8. The Chair will ensure that Healthwatch Brighton and Hove delivers on performance and efficiency targets agreed with the commissioning body, Brighton and Hove City Council.
9. The Chair will ensure the effective and efficient administration of Healthwatch and its financial stability (along with the Finance Director and CEO). The Chair will protect and manage any property and assets of Healthwatch, ensuring the proper investment of the organisations's funds in line with the CIC. The Chair will safeguard the good name and values of Healthwatch Brighton and Hove, ensuring it complies with its Articles of Association and Objects, Company Law and any other relevant legislation or regulations, deploying its resources exclusively in pursuance of its objectives regularly assessing policies and risks to the organisation.

The Chair must demonstrate all or most of the following attributes:

- Good awareness of the current national and local health and social care environment and how services are delivered
- Experience of working in addressing the needs of diverse communities and implementing equality policies and practice.
- Good understanding of the Voluntary and Community Sector.
- Leadership experience of an organisation, department or team.
- Experience of being a Board member or Chair
- Experience of high-level governance, including strategic planning, financial management, commissioning skills, risk management, performance management and business growth.

- Experience and good understanding of working with member/customer focused organisations and a commitment to high standards of customer care
- Understanding of the role of Healthwatch locally and in relation to Healthwatch England, the Care Quality Commission and Brighton City Council as commissioner
- Understanding and acceptance of the legal duties, responsibilities and liabilities of being a Director.

Skills and abilities

- Able to lead the organisation through periods of change
- Ability to develop the vision to raise standards across Brighton and Hove
- Strong strategic planning and implementation skills
- Able to challenge and hold the Board and staff team to account
- Able to act as a communicator between Board, the CEO and staff team
- Strong communication and interpersonal skills, able to liaise effectively with a wide a range of stakeholders and audiences
- Skilled at bringing people together to generate a strong team spirit to work collaboratively and build consensus
- Excellent negotiating and influencing skills and able to deal with the media
- Information Technology literate.

Personal behaviour and style

- Passionate about promoting better outcomes in health and social care for all and ambitious in championing Healthwatch Brighton and Hove
- Proactively demonstrate strong commitment to equality and diversity
- Listen to others and provide decisive leadership when it is required
- Able to work towards consensus and agreement with good, independent judgement and willingness to speak one's mind

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- Able to work unambiguously and without conflicts of interest for Healthwatch
- Ability to think creatively and quickly
- Understanding and ability to follow the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership; leading by example and personal credibility
- A diplomatic and sensitive approach.

How to apply

Please send your CV and a cover letter stating why you want the role and what you feel can bring to Healthwatch Brighton and Hove, to apply@hwbh.co.uk.

Deadline 5pm Monday 7th February 2022