

Independent Chair

Role Description and Person Specification

Time commitment	an average of 5-7 hours a week spread over the year for Board meetings, other representative commitments and organisational support
Remuneration:	Reasonable out of pocket expenses
Employment status:	Volunteer
Responsible to:	Healthwatch Brighton and Hove Board
Tenure:	3 years; plus a further 3 years by mutual agreement with Board.

Leadership

The Chair will have overall responsibility for the strategic direction and sound governance of Healthwatch, executing these responsibilities with vision and energy. This will involve ensuring that strong executive management exists and providing ultimate direction to its activities.

The Chair and the Chief Executive must establish a clear framework between the role of the Board in developing and for agreeing the strategic direction; and for the role of the Healthwatch Team in applying that strategy to the day-to-day operations of the Healthwatch BH through:

1. Contributing actively, determining mission and strategy; setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
2. Together with the Board, appointing the Chief Executive and monitor his/her/their performance.
3. Providing leadership to the Board and ensuring that Board Directors fulfill their duties and responsibilities for the proper governance of Healthwatch.
4. Overseeing and implementing the succession policy of the Board, ensuring that there is an appropriate open and fair strategy for the appointment of new Directors and the replacement of existing Directors and future Chair.

5. Ensure that an appropriate induction procedure is in place for new Directors and the development needs of all directors are met.
6. Acting as a spokesperson and a figurehead, being an ambassador and representing Healthwatch at functions and outside events.
7. Fulfilling the Director role and adhering to the expectations and responsibilities of a Company Director.

Involvement and accountability

The Chair will have a responsibility to deliver accountability through

8. Ensuring that the Board and Healthwatch responds to the voices and views of key stakeholders.
9. Ensuring that Healthwatch fulfils its responsibility to help reduce health inequalities.

Line Management of the Chief Executive on behalf of the Board, through:

10. Ensuring there are clear and open processes for the recruitment (and if necessary, dismissal) of the Chief Executive Officer (CEO).
11. Setting and reviewing the remuneration package of the CEO.
12. Managing the performance and appraisal of the CEO, ensuring that clear and challenging expectations and targets are set and met.
13. Ensuring the opportunity for professional development of the Chief Executive Officer.
14. In the absence of the Chief Executive Office, to provide support for the staff team.
15. Providing coaching and guidance to the Chief Executive ensuring that she/he/they have the appropriate decision-making support to perform their duties. Hold regular meetings with the Chief Executive to monitor progress and to plan meetings with the Board.

Effective management of the Company's business

The Chair will have duties (shared with other Board members) to ensure effective management of Healthwatch through:

16. Safeguarding the good name and values of Healthwatch Brighton and Hove.
17. Ensuring that Healthwatch Brighton and Hove:
 - Complies with its Articles of Association and Objects.
 - Complies with Company Law and any other relevant legislation or regulations.
 - Deploys its resources exclusively in pursuance of its objectives.
 - Regularly assesses policies and risks to the organisation.
 - Implements frameworks for financial controls.
18. Ensuring the effective and efficient administration of Healthwatch Brighton and Hove in collaboration with the Vice Chair and the wider Board.
19. Ensuring that Healthwatch Brighton and Hove delivers on performance and efficiency targets agreed with the commissioning body, Brighton and Hove Council.
20. Where appropriate, working with Healthwatch England and the Care Quality Commission (CQC).
21. Ensuring the financial stability of the organisation, along with the Finance Director.
22. Protecting and managing any property and assets of Healthwatch Brighton and Hove, ensuring the proper investment of the organisations's funds.

Efficient conduct of Board business

The Chair will also have responsibility for ensuring the proper and efficient conduct of board meetings, including holding them in public, through:

23. Agreeing Board agendas in conjunction with the CEO, including a forward plan.

24. Chairing Board meetings effectively, seeking consensus, balancing the need for full debate on key questions with timely management of board business.
25. Ensuring relevant declaration of any conflicts of interests.
26. Encouraging all Directors to participate and to be able to challenge constructively both the Chair and the Chief Executive.
27. Ensuring that decisions taken at meetings of the Board are implemented in a timely and appropriate manner.
28. Ensuring the Board is suitably skilled, experienced and diverse, and that members understand their roles and can access appropriate appraisal.
29. Making decisions, in conjunction with other Board members on any matters that cannot be progressed without authorisation by the Board but cannot wait until the next Board meeting.

Maintaining good relationships with staff, through:

30. Building and maintaining effective working relationships with staff and ensure appropriate links for staff with other Directors.
31. Ensuring any complaints against Healthwatch and its personnel are dealt with and resolved
32. Directly handling any complaint against the Vice Chair, and ensuring any complaints against a director are addressed, in line with the Complaints procedure.

Representing HWBH, through:

33. Establishing good working relationships with key stakeholders, especially the NHS, the Local Authority, Care Quality Commission (CQC) and Healthwatch England (HWE).
34. Acting as an ambassador and networker for HWBH, upholding its reputation and values.
35. Ensuring HWBH is represented on the Health and Wellbeing Board (HWB) and Health Overview and Scrutiny Committee (HOSC) and plays a proactive role in decisions relating to the Health and Wellbeing Strategy, planning, commissioning and delivery of health and social care.

36. Ensuring HWBH is appropriately represented in Integrated Care System and any new strategic health and care activity.

Person specification

Knowledge and experience

The Chair must demonstrate most of the following attributes:

- Able to demonstrate good awareness and understanding of the current national and local health and care environment and how local health, and social care and wellbeing services are delivered.
- Good understanding of health, social care and wellbeing policy issues/challenges facing NHS and Local Authorities.
- 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.
- Experience of working in addressing the needs of diverse communities and implementing equality policies and practice.

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, 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.

Personal behaviour and style

- Ability to think creatively.
- Passionate about promoting better outcomes in health and social care for all and ambitious in championing Healthwatch Brighton and Hove.
- 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.
- 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 their mind.

Other requirements

- Lives in, or has strong links to and a commitment to Brighton and Hove
- Information Technology literate.