



Healthwatch Portsmouth Board
Board Member Election
Information & Application Pack
October 2018

18th October 2018

The Healthwatch Portsmouth Board is recruiting!

up to 3 Elected Lay Board Members living within or outside PO1 - PO6 area,

up to 3 C-opted Board Members living within or outside PO1 - PO6 area

Healthwatch Portsmouth is an independent body that gathers public views and experiences, provides information, and actively champions debate across the health and social care sector, bringing commissioners and providers together to ensure Portsmouth resident's views are heard.

Healthwatch Portsmouth collects local information through community engagement to ensure that people who plan, run and check services listen to people who use these services, with a view to continuously improving and adapting to changing needs. We direct this input into decision making processes to ensure the local voice is always heard and represented.

Since its inception in 2013, Healthwatch Portsmouth has come a long way. We have been very fortunate since 2013 of benefitting from Board Members who have a range of knowledge and experience which has helped guide Healthwatch Portsmouth to become the vibrant and growing public service it is now. We are looking to fill the full complement of available Board Member places to augment and support the skills and experience of the current set of 7 serving Board Members. We are recruiting up to 3 elected Lay Board Members and up to 3 Co-opted Members to provide governing advice and guidance to the Healthwatch Portsmouth service.

Would you be able to commit to preparing for and participating in at least 6 Board meetings in public each year and supporting the staff team to make a real difference in the lives of local people in Portsmouth?

This information pack outlines the available roles of the Healthwatch Portsmouth Board and how you can become an elected member or become nominated to become a co-opted member. **The deadline for completed application forms is 5.00pm on 16th November 2018.**

An application form is available in this pack or is can be downloaded (in word format) from our website -<http://healthwatchportsmouth.co.uk/wp-content/uploads/2018/10/HealthwatchPortsmouth-boardappform-oct2018.docx> or by emailing info@healthwatchportsmouth.co.uk. It may be obtained in hard copy from the Healthwatch Portsmouth Project Manager email Siobhain.McCurrach@learninglinks.co.uk or telephone number 023 9397 7079.

We look forward to receiving your application.

Yours sincerely,

Graham Heaney

Graham Heaney, Chair - Healthwatch Portsmouth Board

Application process

Those wishing to be considered for appointment to the Healthwatch Portsmouth Board should complete an application form. They will be asked three questions on the nomination form, which are:

1. Why do you want to be a member of the Healthwatch Board
2. What would you like to say to the Healthwatch Board in support of your application (Max 200 words)
3. Please tell the Board how you feel you meet the key competencies for this role (please refer to the key competencies listed in this pack)

An application form is enclosed as part of this pack in Appendix A, from page 9 in this pack.

The answer provided by each applicant to question 2 above will be used as their statement in seeking election.

The Board reserves the right to exclude potentially unsuitable candidates.

Election Process

The election of Board Members will follow the process below:

1. Where there are fewer applications than vacant positions, the current Board Members will decide on the suitability of applications and allocate vacancies based on merit and fit with the aims of Healthwatch and the Board.
2. Where more applications are received than vacant positions all applicants will need to meet the competencies as described in this pack and the aims of Healthwatch. Two currently serving Board members will undertake the initial suitability check. If there are any doubts the Board should consider interviewing potential candidates to ensure they meet the necessary criteria.

All approved nominations will then be subject to a vote from across the wider Healthwatch Portsmouth membership. This is a network of individuals and organisations with an interest in the work of the service. Those applicants with the highest number of votes will be appointed into the vacant Board positions.

3. Where there are nominations that have not been successful in winning enough votes to secure a place as an Elected Member on the Board, the serving Board Members will then consider the merits of each applicant with the possibility of them instead being offered a co-opted role on the Board based on their skills and experience.

Completed application forms need to be returned to the Healthwatch Portsmouth Project Manager by **5.00pm on 16th November 2018**. The selection and appointment process will then take place during the following weeks with confirmation of the outcome provided at the Board meeting on 11th December 2018.

Healthwatch Portsmouth Board information for applicants

As a member of the Board, you will help contribute to the overall aims and objectives of Healthwatch Portsmouth:

Purpose of the Board

The Board is tasked with setting the strategic direction; identifying the operational priorities; and broadly directing the activities of Healthwatch Portsmouth to ensure it has a strong independent voice.

Role of the Board

On behalf of Healthwatch Portsmouth, the Board Members role is to reflect and consider the views of the wider Healthwatch Portsmouth membership and the residents of Portsmouth by:

- Agreeing a vision, values and operating service ethos.
- Setting strategic direction and operational priorities.
- Ensuring the voice of the public influences the shape of Healthwatch Portsmouth services.
- Taking oversight of its performance against the priorities and goals.
- Developing good working relations with the executive staff team, recognising the demarcation line between operational activity and strategic development.
- Seeking out and consult the membership where appropriate.

Statutory Duties of Healthwatch Portsmouth

1. Promote and support the involvement of local people in the commissioning, the provision and scrutiny of local care services.
2. Enable local people to monitor the standard of provision of local care services and suggest how they could be improved.
3. Obtain the views of local people regarding their needs and experiences of local care services and make these views known.
4. Make reports and recommendations about how local care services could be improved. These should be directed to commissioners and providers of care services, and those responsible for managing or scrutinising local care services. The outcomes should be shared with Healthwatch England.
5. Provide advice and information about access to local care services and promote available choices.
6. Formulate views on the standard of provision, suggest improvements and share views with Healthwatch England.
7. Make recommendations to Healthwatch England and advise the Care Quality Commission to conduct special reviews or investigations (or, where the circumstances justify doing so, making such recommendations directly to the CQC); and to make recommendations to Healthwatch England to publish reports about particular issues.
8. Provide Healthwatch England with the intelligence and insight it needs to support it and allow it to perform effectively.

Note: In addition to the above Healthwatch Portsmouth also conducts a NHS Complaints Advocacy Service.

Composition

Board Members will be elected on a 3-year term from appointment cycle. The Board comprises of:

- A maximum of 10 elected public members (who must be 16 years old or over, with 6 city members living in the PO1-PO6 postcode area and 4 non-city members living anywhere in England),
- A maximum of 3 co-opted members (appointed by the Board on account of their specific skills and experience. They have the same rights and privileges as full Board Members),
- An adviser from each of the Lead Partners:
 - Learning Links (1)
 - University of Portsmouth (1)
 - Portsmouth City Council (1)

to provide support to the Board as required. Board Advisers do not have any voting rights, must be 18 years old or over but do not need live in the Portsmouth area.

The Board will also invite ad-hoc representatives from a range of bodies including: Portsmouth City Council, PPGs (Patient Participation Groups), local Clinical Commissioning Groups (CCGs) and other relevant NHS Trusts and care bodies depending on the discussion item.

The Board will seek to work collectively and by consensus. The Healthwatch Portsmouth Project Manager will serve as secretary to the board and as the accountable officer.

Role Description - Healthwatch Portsmouth Board Member

Attitude & approach

- Committed to an open approach that allows for all members to express their views and ensures that good standards of behaviour are observed in accordance with the Nolan principles (see Appendix A).

Desirable skills and experience

- Experience of a customer focused environment, volunteering and the health & social care sector.
- An understanding of the health & social care landscape in Portsmouth, South Hampshire and the national context.
- Appreciation of marginalised groups and their experiences of health & social care, access to services and barriers to their engagement.
- Knowledge of equality & diversity duties.
- Experience of community engagement and outreach.

Key competencies

A Board member should be:

- Personable and a good communicator.
- Open and committed to promoting equality & diversity through the work of Healthwatch and its membership.
- Consensual in their approach, able to manage change.
- Able to represent the views of others accurately.
- Aware of possible bias (self and others) and careful not to let this affect actions or decisions.
- Confident in taking a lead role in a key issue area.
- Supportive in helping to problem solve and prioritise as a group.
- Accountable for their activities and able to challenge and be challenged.
- Able to act as an ambassador for Healthwatch and its development within the City and with its partners.
- Able to adhere the Nolan principles of public life and demonstrate how they do this.
- Able to adapt approach and message to different groups
- Punctual and responsible for preparation for meetings
- Seeks opportunities for self and Board development
- Seeks to be aware of the wider health and social care environment and it's impact on the work of Healthwatch

Frequency of meetings

- The Board will meet at least 6 times each year, in public.

Eligibility & Exclusions

In order to ensure the independent integrity of the Healthwatch Portsmouth Board, the following are ineligible from applying to be Board members:

- People who work in commissioning of, or make strategic policy affecting, health and social care services in the city.
- All Board members and staff of the Portsmouth City Clinical Commissioning Group, any NHS provider organisation, any elected statutory officer.
- Major regulated health and social care providers, and their employees, whose main function is to provide commissioned services to local Portsmouth areas which would include electoral wards for Portsmouth. This could include:
 - Portsmouth City Council (PCC) or staff undertaking statutory duties for the council,
 - Companies regulated by the Care Quality Commission (CQC) and delivering services for which residents in Portsmouth are eligible to receive,
 - PCC, private and voluntary, community and social enterprise sector organisations. However, attendees may also need to consider declarations of interest dependant on agenda items. Staff or consultants in the pay of an organisation with a statutory duty to regulate health and social care services.
- Candidates nominated to stand for elections as well as their election agents as defined under Part 2 of the Representation of the Peoples Act 1983.
- Individuals who are disqualified from acting as Directors and Individuals who have been ordered by a Court of Law not to work with children or vulnerable adults as a result of a criminal conviction.

Members of voluntary, community and social enterprise sector organisations would need to declare any conflicts of interests, particularly if they are contracted to deliver services by organisations mentioned in the above. In the interests of transparency, all attendees should consider declarations of interest dependant on agenda items and ensure these are included within the minutes.

Expenses and remuneration

Board Members will be recruited in a voluntary capacity. Healthwatch Portsmouth will provide for reasonable, agreed and receipted expenses (such as travel) in accordance with the volunteer remuneration policy.

General governance information

More information can be found in the Healthwatch Portsmouth Governance Handbook, available on request or online at <http://healthwatchportsmouth.co.uk/wp-content/uploads/2018/10/HealthwatchPortsmouth-governance-handbook.pdf>

2. What would you like to say to the Healthwatch Portsmouth Board in support of your application
(please use a maximum of 200 words for this section)

3. Please tell us how you feel that you meet the key competencies required for a role such as this?

(please give details of your skills, achievements and experience).

Declaration

I declare that the information I have provided is true and complete. I understand that any information that I have provided that is false or misrepresentative will exclude my application or result in my dismissal if appointed.

Signature:

Print name

Monitoring information: This information if optional	
Date of Birth	
Gender	
Which of these groups do you consider yourself to belong to? (please tick)	
Asian or Asian British	
Black or Black British	
Mixed: White and Asian	
White	
Other	
<p>The Equality Act 2010 says that a person has a disability if they have a physical or mental impairment which has a long-term (last for at least 12 months) and substantial adverse effect on their ability to carry out normal day-to-day activities.</p> <p>If you consider that you have a disability under the Equality Act 2010 definition, which of the following best describes it?</p>	
Vision	
Mobility	
Hearing	
Other (please specify)	

Monitor and review

We will monitor and review the work of the board and its members. All members of the board will be asked to agree to and sign a code of conduct prior to their first meeting.

Your information

Your details will be used in accordance with the Freedom of Information Act (FOIA) 2000 and the Data Protection Act (DPA) 1998 or other appropriate legislation. The personal information you provide (defined as any data held either as manual and/or electronic records, or records held by means of audio and /or visual technology, about a living individual who can be personally identified from that data), will only be used for the purpose for which you provided it. We only share your personal data with a third party if we are required to do so by law or if we need to in order to provide the service you requested.

If you have any questions regarding this form or would like further information, please contact: 023 9397 7079

Please return your completed form by 5pm 16 November 2018 in hard copy to
Board Member Recruitment
Healthwatch Portsmouth
Suite 103, Technopole
Kingston Crescent
Portsmouth PO2 8FA

or by email to: info@healthwatchportsmouth.co.uk

Healthwatch Portsmouth
Suite 103, Technopole
Kingston Crescent
Portsmouth
PO2 8FA



Appendix (B)

Recruitment advertisement to Healthwatch Portsmouth:

Board Membership opportunities



You can help shape health and social care services in Portsmouth. Healthwatch Portsmouth is a local body created to help people get the best out of their local health and social care services. Whether it's improving them today or helping shape them for tomorrow, Healthwatch Portsmouth acts as the local champion; enabling a community voice, influencing the design and delivery of local services where appropriate, providing challenge and enabling choice.

We are now seeking people who can join our Board to help steer us into the future and work to ensure that local people have a real voice.

This is a voluntary position with reasonable out of pocket expenses covered.

To find out more and request an application form please go to:

www.healthwatchportsmouth.co.uk/news/boardrecruitment/

or contact: Healthwatch Portsmouth office on 023 9397 7079

or email: info@healthwatchportsmouth.co.uk

if you wish to speak to someone about making an application please contact Siobhain McCurrach, Strategic Lead and Project Manager for Healthwatch Portsmouth either by email: Siobhain.mccurrach@learninglinks.co.uk or telephone 023 9397 7079/ mobile: 07581 188539 or ask to speak with Siobhain in person for a confidential discussion.

Appendix (C)

THE SEVEN PRINCIPLES OF PUBLIC LIFE

From the Committee on Standards in Public Life (Nolan Committee)

SELFLESSNESS

- Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

- Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

- Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

- Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

- Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

- Holders of public office should promote and support these principles by leadership and example.

These principles apply to all aspects of public life. The Nolan Committee has set them out here for the benefit of all who serve the public in any way. For more info go to

<http://www.public-standards.org.uk/>