



## Role Description - HWR Board Member

### Purpose of the role

The Healthwatch Rutland Board is the public face of HWR and takes decisions about how HWR should work to improve the health and social care outcomes of the county's population. The length of term for HWR Board members is 3 years, before seeking re-election or retiring from the Board.

### Main tasks and responsibilities

- Help determine the strategic direction for HWR and, through the CEO, ensure efficient allocation and administration of resources to develop a work plan that will enable it to perform its functions effectively
- Ensure that HWR's operations are transparent and accountable
- Ensure that HWR seeks out and engages with members of the public, consumers and carers including 'seldom heard' groups, to gain their views on health and social care issues and problems in Rutland
- Ensure attendance at meetings with a variety of health and social care commissioners to represent public views as gathered through outreach work
- Assess a range of projects, research and reports that will help HWR fulfil its role
- Ensure that there is representation by staff and volunteers at forums, committees and sub-committees with a variety of stakeholders (including user groups and partners) whether these will help HWR to deliver on its aims

### Skills and experience needed

To fulfil the role of an HWR Board Member, individuals will need a range of skills and expertise as well as the right experience and characteristics:

- Members need to be good communicators and be capable of playing an active role at board meetings and contribute to the discussion, information and policy decisions
- Members will be communicating with a range of different individuals from commissioners to members of the public, and must be willing to engage with all of them
- Members should have good analytical skills and awareness, and understanding of research and research costs, in order to identify gaps in public feedback and the provision and quality of local health and social care services
- Members should have an awareness of health and social care issues and an understanding of the importance of public involvement in these issues
- Members should have some experience of health and/or social care services. This should come from personal experience or a previous paid role
- Members will also need strategic awareness to give advice in the best interests of HWR in exercising its functions



- Members are public representatives so they should understand what is expected from a position of civic responsibility
- It is desirable, but not essential, for members to have had some experience or knowledge of public representation, particularly in health and social care. This may be as a representative of a service user group or acting as an advocate
- Members will be responsible for overseeing work on reports and shaping the projects, so some experience of project management will be useful
- Members will need to be, or want to be, active in their communities, so a track record of previous community activity is desirable
- Members should have proven communication and people skills and be able to demonstrate this with their experience
- Members are tasked with acting in the public interest, and should therefore be public spirited and committed to the principle of championing the public's interests in health and social care
- Members need to be open-minded and inclusive, as Healthwatch Rutland will be tasked with engaging and representing the entire spectrum of the local population
- Members need to have an active interest in how public involvement can shape health and social care services and have the desire to promote it
- Members need to have the will and desire to communicate effectively with all stakeholders and partners in fulfilling HWR's role

## Eligibility

Anyone who is over the age of 16 and lives within Rutland or anyone who regularly uses health or social care services within Rutland may apply to be a Board member. However, the following exceptions apply:

- People who are the subject of an undischarged bankruptcy restrictions order or interim order
- Anyone who has been dismissed from paid employment within the last 2 years due to misconduct (without being re-instated) where that dismissal has not been the subject of a finding of unfair dismissal by a tribunal or court
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has been removed from trusteeship of a charity within the last 5 years or is not currently eligible to be a trustee of a charity
- Anyone who fails to comply with the Healthwatch Rutland Code of Conduct and Conflict of Interests Policy
- All County, Borough or District councillors who hold an executive position in their council

In addition to this role description, members are required to sign a **Code of Conduct**, a **Confidentiality Agreement** and a **Declaration of Interests**



### **Time commitment**

- Read Board papers and attend Board meetings every 3 months (approximately 5-6 hours)
- Respond to emails and attend other meetings and events on behalf of HWR as required (average 2-4 hours per meeting or event)