



Healthwatch Bath and North East Somerset Executive Board Terms of Reference

1. The Executive Board

The Executive Board will provide leadership, set work plan objectives and oversee the delivery of Healthwatch Bath and North East Somerset (B&NES) to ensure that it effectively captures the public 'voice' and uses its role to influence and shape the provision of local health and social care services.

The Board will:

- use local intelligence and knowledge to shape the quarterly and annual work plans and objectives
- identify areas that require further research and/or information and set up small working groups to undertake the work, where possible in partnership with other community or voluntary sector organisations
- quarterly review the impact achieved through the work of Healthwatch B&NES and that of its partners (where funded to deliver Healthwatch work)
- identify quarterly how Healthwatch intelligence can be shared to influence and inform the provision of local services, and act accordingly
- review applications for funding received from stakeholders as part of the Healthwatch B&NES' additional service, and work with staff team to promote opportunities for organisations to buy-in Healthwatch services through the project's enhanced offer
- contribute to and to sign off the annual report to Healthwatch England

The Executive Board will not have operational oversight of the staff team, nor will they monitor or manage staff performance. This will be carried out by The Care Forum's Director of Community Services and the Healthwatch Team Manager.

2. Membership:

The Executive Board will comprise of the following nine members:

Lead for Enter and View and Quality – a volunteer role

Health and Wellbeing Board representative – a volunteer role

Provider link: Royal United Hospital - a volunteer role

Provider link: Virgin Care - a volunteer role

Provider link: Avon and Wiltshire Mental Health Partnership - a volunteer role

Healthwatch Team Manager

Children and Young People representative – co-opted from a local service

Signposting representative – co-opted from a local service

Advocacy representative – co-opted from seAp

3. Accountability

Membership of the Executive Board will be for a term of one year.

During January – March each year, all Healthwatch B&NES volunteers will be invited to apply for the Executive Board roles. A selection process will follow, led by the Volunteer Support Officer and Healthwatch Team Manager. Volunteers can serve for more than one term if there are no other applicants for their existing Executive Board role.

All Board members will take it in turns to act as chair. This rotation will include chairing Executive Board and open meetings. During the annual Board member application process, the Healthwatch Team Manager will act as chair to ensure continuity.

Three Board members are required at each meeting for the Executive Board to be quorate, members can make decisions by email or telephone on an issue where a decision is needed quickly.

4. Meetings

The Executive Board will meet quarterly.

Meetings will be called and organised by the Healthwatch Team Manager. Healthwatch staff will provide administrative support for the meetings. Papers will be circulated at least five working days before the meeting.

The meetings will be 'meetings in public', and will be held on a variety of days and times to enable attendance by the public and other stakeholders. Executive Board meetings will be advertised in the Healthwatch e-bulletin and on the Healthwatch website.

Each meeting will include an agenda slot for a public submission. A B&NES resident, or user/former user of health or social care services in B&NES, may address the meeting to present information to the Executive Board. Submissions must be received at least 24 hours before the

meeting. It will be at the chair's discretion to accept any submission that has not been notified for the agenda. All responses will be provided in writing at a later date.

Topics for the Executive Board meetings, other than those agreed in the annual work plan, will be generated through Open meetings held four times a year (every three months). These meetings, open to members of the public, representatives from voluntary sector organisations and groups, commissioners and providers, will offer an opportunity for a wider group of stakeholders to come together, share experiences and feedback, and highlight possible areas for Healthwatch work.

The Terms of Reference for the Executive Board will be reviewed annually.

5. Code of Conduct

All Healthwatch staff and volunteers who attend Healthwatch meetings will be bound by The Care Forum's code of conduct and its policies on health and safety, equalities, safeguarding and confidentiality. These centre around the Nolan principles as set by the Committee on Standards in Public Life and the Equalities Act 2010 **W:** <https://healthwatchsouthglos.co.uk/policies>

Agreed: 10 July 2018

Reviewed: Due July 2019