

Healthwatch South Tees Board Recruitment Pack

Revised July 2024

Healthwatch South Tees (HWST) Board – Recruitment Pack

This Recruitment Pack provides details of our recruitment process, gives guidance on the core competencies we request from our Board members, and outlines the key requirements of the role.

This forms part of HWST Board governance which include HWST:

- **Recruitment Pack**
- Terms of Reference
- Code of Conduct
- Conflict of Interest
- Decision Making Policy
- Compliments, Comments and Complaints

Role and Purpose of the Board

To provide strategic oversight and good governance to Healthwatch South Tees (HWST) and ensure that HWST delivers its priorities and adheres to any regulations published by the Government relating to Local Healthwatch.

Primary Activities

Involve

- Actively take part in four Board meetings and two workshop style events with our locality forums (HWST Community Champions) per year.
- Receive reports and review recommendations from the HWST team and agree further actions and escalate where necessary.
- Act as a HWST Ambassador by promoting its work externally as well as supporting and contributing to its priorities.
- Provide feedback and/or amendments in response to all Healthwatch reports in order to sign off prior to publication.
- Provide support and challenge to the HWST team in order for priorities to be successfully delivered.

Monitor

- Ensure the views of the public are fully considered by the Board and evaluate the impact of changes made based on relevant feedback from local people.
- Monitor the progress of recommendations made to health and social care providers.

Insight

- Consider emerging issues identified from local people's experiences shared with HWST and agree further action and/or escalation as appropriate.

Accountability

- To agree priorities and sign off the annual work programme for HWST, based on feedback from communities and key health and care strategies.
- Oversee all statutory duties and powers held by HWST.
- Ensure HWST operates to high quality and equality standards, and manages any breaches of code of conduct, complaints or conflicts of interest in line with agreed policies and procedures.
- Oversee Enter and View activity in line with the work programme, receive reports and recommendations and escalate where necessary.

More information about Board Member activities and requirements are detailed in the [Terms of Reference](#).

Person Specification

Our Board is made up of those who:

- Live or work in Middlesbrough or Redcar and Cleveland;
- Work in health and social care services in the area;
- Use or are aware of health and care services in the area;
- Have a strong interest in the healthcare sector or in the organisation;
- Represent or support a specific demographic community within South Tees.

Core competencies

We require our Board Members to have some or all of the following qualities, experience and understanding:

Leadership:

- Able to demonstrate support for the organisation, colleagues and staff at all levels and in all circumstances;
- Self-motivated, and able to inspire and lead others as appropriate;
- Willing to take personal responsibility and to challenge the norm (management, traditions, history, protocols, culture, assumptions, perceptions) amongst others;
- Ensure there are no personal, professional, commercial or any other conflicting interests in any matter relating to HWST.

Clear analytical thinking & flexibility:

- Considered, independent judgement – putting aside personal opinions, prejudices and influences;
- Clear analytical, creative strategic thinking and problem solving.

Team working:

- Ability to work co-operatively and collaboratively within a diverse team;
- Effective listening and communication skills;
- Participate in setting, implementing and monitoring HWST strategic objectives, values and policy.

Effective & clear communication & influencing skills:

- Ability to positively influence on behalf of the organisation and gain the support of others;
- Clear vision and ability to enthuse others.

Holding to account:

- Understand and accept responsibilities and liabilities of a Board Member;
- Understand the fundamentals of good governance;
- Commit to continuously improving outcomes, challenging inequalities and delivering best value for money;
- Willing to be held to account for Board and HWST performance;
- Ability to understand and accept the legal duties and liabilities of HWST;
- Ability to maintain focus on the organisations' vision, values and strategy and to ensure that these are embedded in all aspects of the work;
- To respect the confidentiality of information, where its release would compromise the interests of HWST.

Experience and/ or understanding of health and care:

- Experience of promoting equality and diversity within all communities,
- Experience of community engagement;
- Patient and/or care service user experience;
- Involvement in public health programmes and campaigns.

Eligibility and exclusions

Applications will be considered from:

- Anyone 18 years and over, who lives in, works in, uses health and care services or has a demonstrable interest in the sector or HWST across the South Tees area.

Applications from the following will not be considered:

- Employees of organisations with a statutory role to commission health or care services for people in South Tees
- MPs of Middlesbrough and Redcar and Cleveland

Individual circumstances will be considered by the panel, but generally applications will also be excluded if:

- They have been dismissed as a trustee, board member or a director of an organisation of any kind;
- They are the subject of bankruptcy restrictions order or similar order;
- They have been dismissed as an employee for a reason other than redundancy;

- They are under a disqualification order under the Company Directors Disqualification Act
- They have received a prison sentence or suspended sentence of three months or more in the last five years.

Training and support

HWST will provide training and support for Board members in exchange for a strong commitment to improving local health and care services for all.

We are committed to equality and diversity, and we recognise that some people may need additional support to fulfil this role.

The need for support should not preclude anyone and we ask you to identify any support needs you have at any stage of being a Board member.

Application and Selection Process

Stage 1 – Expression of Interest

This stage allows you, to attend one Board meeting, as a guest, in order for you to determine whether you want to commit to this role on a long term basis. This also allows current members to agree that you would be suitable and would enhance the Board.

Stage 2 – Formal Application

Board governance will be shared for reference and candidates will provide a copy of their CV together with a short personal statement, detailing how they meet the core and specific competencies included in this document.

At this stage the Conflict of Interest is to be completed. These documents must be submitted by email to healthwatchsouthtees@pcp.uk.net. Selection of Board members is made against the competencies laid out in the governance documents.

Stage 3 – Informal Interview

Candidates that meet the requirements will be invited for an informal interview with the Board Chair and/ or HWST Lead. When recruiting a new Chair, the Vice Chair and HWST Lead will carry out the interview.

Stage 4 – Formal Offer

This confirms the completion of all stages required for this process and all governance documents associated with this role have been read. However, there will be a six-month cooling off period if this role is not beneficial for all parties and a formal resignation process is not required.

Resignation

A Board member may resign at any time by filing a written resignation with the Chair or Project Lead.

Board members can agree to co-opt additional members where required skills and knowledge does not exist within core board membership.

If the Chair resigns, they must give adequate notice for plans to be put in place for an interim or replacement Chair.

Existing Board members can nominate themselves to fill this role with a 'second' from another member. If they win a majority vote from existing members, then the position of the new Chair is agreed.

If none of the existing Board members nominate themselves for the role of Chair, the Application and Selection process above will be followed.

The Chairperson will have the opportunity to review their position every three years to ensure they are still 'fit for purpose' and is able to continue with the commitment required for this role.

Conflicts of interest

Applicants should make it clear at the time of application whether any conflicts of interest, or potential conflicts of interest exist or may arise.

Potential conflicts of interest are:

- Health or care providers and their employees within South Tees or who supply health and care services to people in South Tees;
- Providers affiliated with a private company providing goods and services to local healthcare and care providers.

This list is not exhaustive and further information around the Conflicts of Interest can be accessed by clicking [here](#).

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