



Healthwatch South Gloucestershire 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 South Gloucestershire 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 Healthwatch's work
- identify quarterly how Healthwatch intelligence can be shared to influence and inform the provision of local services, and act accordingly
- 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 seven members:

Health and Wellbeing Board lead – a volunteer role

Enter and View lead – a volunteer role

Quality lead – a volunteer role

Equalities lead – a volunteer role

Children and young people's lead – a volunteer role

Healthwatch Team Manager

Advocacy (co-opted member)

3. Accountability

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

During January – March each year, all Healthwatch South Gloucestershire 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.

The chair and deputy chair will be elected by Executive Board members at the first full meeting each year. In the interim, the Healthwatch Team Manager can act as chair to ensure continuity.

Four members are required at each meeting for the Executive Board to be quorate, members can make decisions by email 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 Executive Board chair and 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 monthly e-bulletin and on the Healthwatch website.

Each meeting will include an agenda slot for a public submission. A South Gloucestershire resident, or user/former user of health or social care services in South Gloucestershire, 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 twice a year (every six 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: July 2018

To be reviewed: July 2019