

Healthwatch Leeds Board Director Recruitment Pack

If you would like to volunteer to join the Board of an established organisation, playing a part in improving health and care services for Leeds then we'd love to hear from you. Healthwatch Leeds works to bring local people's voices to influence decisions about their health and care.

This pack gives details of the recruitment process, further information about Healthwatch Leeds, the role of the Board Director and how to apply.

If you would like an informal chat about the role please contact our office either by phone 01138980035 (answerphone outside office hours), email: info@healthwatchleeds.co.uk or text phone: 07551122289

To apply, please complete the Expression of Interest form at the back of the pack and return by email to stuart@healthwatchleeds.co.uk or post to: Healthwatch Leeds, The Old Fire Station, Gipton Approach. Leeds LS9 6NL

If you would like support in applying or require this pack in an alternative format please contact the office on 0113 8980035 or email info@healthwatchleeds.co.uk

The deadline for applications is 14th May 2018 (noon) and interviews will take place on the 24th May 2018.

Dr John Beal
Healthwatch Leeds Chair

About Healthwatch Leeds

Healthwatch Leeds is here to help local people get the best out of their local health and care services by bringing their voice to those who plan and deliver services in Leeds.

Understanding our work & what we do

1. We actively gather views from local people and communities about their experiences of services. We use these in different ways to influence change.
2. We work together with our health and social care partners to identify how we can have the most influence and make the best use of our resources.
3. When services are planned or changed, we ensure that local people are being listened to. We will always check whether their views have been taken into account.
4. We provide an information, advice and signposting service for the public about finding and accessing health and care services.

Vision and Values of Healthwatch Leeds

Making your voice count in health and social care services in Leeds

Based on:

Leeds vision (Health & Wellbeing Board Strategy)

Leeds will be a healthy and caring city for all ages, where people who are the poorest will improve their health the fastest.

Purpose:

Healthwatch Leeds was established in April 2013 to bring the voices and experiences of local people to influence the decisions made in their health and care. We use local people's voices and experiences to work to influence planners, decision makers and service providers in Leeds. The government provides money for each local authority to set up a Healthwatch. Local Healthwatch organisations have the right to go to places where health and care is delivered and report what they find.

Key values:

Values are the principles under which Healthwatch Leeds operates. They describe the way we expect everyone who volunteers or works for Healthwatch Leeds to behave when doing Healthwatch Leeds business.

Our values are to be:

- Independent
- Inclusive
- Open
- Supportive
- Collaborative

Our Ways of working:

Work with local people and communities

We enable and support local people to have their voice heard in the planning and provision of health and social care in Leeds. We are flexible and innovative in listening to voices that are not always heard, and make sure that local people are offered as many opportunities to take part and influence as possible.

Working with volunteers

We work together with our volunteers who bring with them a wealth of skills, connections and knowledge. We support them to develop their talents and recognise their achievements.

Build on what works well

We are committed to building on past learning and experience. We recognise and promote good practice where we find it, working together with partners and communities.

Treat everyone fairly, be open to all

We will always work hard to reach as many people as possible, and treat everyone with respect and dignity.

Living the values

We will do what we say, and when we cannot we will be clear about that. We will hold our Board meetings in public and make the reports we write available to all. We will ask for feedback and take it into account when planning our work every year.

Taking stock - measuring what we do

We will reflect on how and where local people's voices have made a difference to how services are planned or provided, and use this learning to influence future work. We will publicise any impact we have, making sure that we share this information with those who have contributed to our work in any way.

What can we do?

Healthwatch Leeds has a responsibility to share the views of the local community.

The NHS and Local Authority has a legal responsibility to listen and respond to those views.

This is part of the Health and Social Care Act 2012 and is important as it means we have the power in law to influence local decision making around health and social care.

We can ask service providers for information which they must make available to us within 20 days.

We can carry out an Enter and View visit to any place where an NHS or Local Authority Adult Social Care service is provided. Our focus is on people's experiences which we share widely with decision makers and the Care Quality Commission.

We can refer a matter to the Local Authority Overview and Scrutiny Committee. These committees must then consider any relevant information we have sent them.

The law allows Healthwatch to have a voting representative on our local Health and Well-Being Board.

Our Structure

Healthwatch Leeds is a Community Interest Company.

The Board has 12 Board Directors, 10 volunteers and 2 staff members.

The CEO manages a staff team of 8.

HWL CIC Board Director Role and Responsibilities

Role Description and Person Specification

Healthwatch encourages applications from people who have experience/knowledge of social care or mental health services. We welcome people who identify with or have worked with communities whose voices are not always heard - for example black, Asian and minority ethnic communities, young people, lesbian gay bisexual and transgender people, disabled people, people from disadvantaged communities.

Role Description

Purpose of the role:

- Be accountable for the purpose of our community interest company - making local people's voices heard in health and care
- Have oversight of the organisation including compliance with company law as a registered company director
- Seek assurance that the right systems and processes are in place
- To constructively challenge other Board Directors, staff team and decision makers for the benefit of local people and HWL

What you will be doing:

- Attending most Board meetings (4 formal meetings a year)
- Joining development and planning meetings or agreed sub-committees
- Representing Healthwatch Leeds on groups or external meetings as agreed
- Feeding back on Healthwatch Leeds reports and updates or plans where shared
- Taking part in learning and development sessions about many different aspects of health and care

Time Commitment:

- Up to two days per month (includes reading and feedback which can be done when convenient)
- Commit to regular attendance of agreed meetings and notify Healthwatch Leeds in advance when unable to attend

Where: Meetings will take place in Leeds, travel outside the city is rare and always by agreement

Who can apply: You need to be 18 or above and live, work or study within the boundary of Leeds City Council.

Person specification

Essential

1. Skills

- Good at listening to a wide range of people and feeding back key points and learning
- Experience in building strong relationships and collaborative partnerships (can include study groups, project teams etc.)
- Able to work as part of a team
- Committed to representing agreed Healthwatch Leeds view and collective decisions rather than personal views or opinions
- Have or be willing to develop skills to negotiate effectively, challenge positively and influence others
- Have or be willing to develop skills to effectively influence discussions and bring local people's voices to the discussion in a clear and objective way.

2. Experience and knowledge

- Good local knowledge of Leeds and its communities
- Some knowledge of the health and social care planning or provision
- Experience of working in a collective decision making group such as a board or group
- Some understanding of finance and budget management

3. Attitudes and Values

- Commit to the Healthwatch Leeds volunteer Code of Conduct including our Visions and Values
- Be non-judgemental and open to feedback
- Show commitment to a positive approach to equality and diversity - constructively challenge discrimination and prejudice
- Recognise and respect diverse views and values
- Willing to undertake training and personal development to continue to develop skills, experience and knowledge to fulfil the role of the board
- Participate in an annual appraisal and feedback process with the Chair of Healthwatch Leeds

Desirable

- Ability to use IT and web based applications e.g. Microsoft Office and internet

- Willingness to share skills and expertise with other volunteers and act as a mentor or “buddy” to a new volunteer
- Experience of finance and/or contracting
- Understanding of the national and policy challenges facing the health and care systems which impact on community health and well-being
- Experience of working with a diverse range of local partners and networks e.g. Third Sector organisations, Council, Clinical Commissioning Groups, Health & Social Care providers

Additional Information

DBS check and two references will be required for this role. This role is not paid but reasonable expenses as described in our policy will be reimbursed.

If you would like an informal conversation about the role before applying please contact the Company Secretary Stuart Morrison on 0113 8980035. A discussion with the Healthwatch Leeds Chair can be arranged on request.

**Expression of Interest to join Healthwatch
Leeds Community Interest Company as a Board Director**

Healthwatch Leeds is an independent Community Interest Company as prescribed in the regulations of the Health and Social Care Act (2012) that set-up Healthwatch in England.

If you are interested in becoming a Board Director please email the attached form to Stuart stuart@healthwatchleeds.co.uk or post to: Company Secretary, Healthwatch Leeds, The Old Fire Station, Gipton Approach, Leeds, LS9 6NL to arrive by noon on 14th May 2018.

Expression of Interest

I am interested in applying to become a Director in the Board of Healthwatch Leeds Community Interest Company.
Name:
Preferred contact details:
Please describe any skills, knowledge or experience you have in the following areas :
People skills - an understanding how best to connect with groups and communities:
Knowledge or experience of connecting with people who are not always heard:

Experience of working with people, communities and teams:
Knowledge and or experience of health and care system and/or policy:
Knowledge and/or experience of financial management, auditing and \or accounting:
Knowledge and/or experience of organisational governance including risk and performance management: