

<b>Role Title:</b>	Chair
<b>Hours:</b>	Flexible
<b>Responsible for:</b>	Healthwatch Rochdale Board of directors and direct line manager to the CEO of Healthwatch Rochdale
<b>Remuneration</b>	£2000 PA

### About Healthwatch Rochdale

The Healthwatch Rochdale structure is based on staff members supporting local people to design, manage and deliver local health and care services. We depend on attracting, training and retaining many local volunteers with diverse skills and backgrounds who together can make an impact on the commissioning and delivery of health and social care services.

Staff will focus on supporting local people to represent and act, rather than acting on their behalf. This includes involving local people in identifying the health and wellbeing issues that matter to them and working with the insight, energy and assets of the community to shape actions and activities in response.

#### Purpose of Healthwatch Rochdale

- The role of Healthwatch Rochdale is to:
- Promote and support the involvement of local people in the commissioning, provision and scrutiny of local care services.
- Enable local people to monitor the standard of provision of local care services and how services could be improved.
- Obtain the views of local people regarding their needs for, and experiences of, local care services and make these views known.
- Make reports and recommendations about how local care services could be improved.
- Provide information about local health and social care services to the public.
- Formulate views on the standard of provision and whether and how the local care services could be improved.
- Make recommendations to Healthwatch England to advise the Care Quality Commission to conduct special reviews or investigations.
- Provide Healthwatch England with the intelligence and insight it needs to enable it to perform effectively.

#### Leadership role

- The Chair will be the leader and spokesperson of the Healthwatch Rochdale Board and is expected to fully understand and represent Healthwatch Rochdale and its activities.
- In particular this means:
- Contributing actively by :-
- giving firm strategic direction to the organisation
- determining mission and strategy
- setting overall policy
- setting and evaluating performance against agreed targets
- Providing leadership to the board and ensuring that Board members fulfil their duties and responsibilities for the proper governance of Healthwatch.
- Acting as a spokesperson and figurehead, representing Healthwatch at various functions and outside events.

#### Ensuring involvement and accountability

- The Chair will have a responsibility to deliver accountability through:

- Ensuring that the Board, and Healthwatch generally, respond to the voices and views of key stakeholders.
- Ensuring that Healthwatch Rochdale fulfils its responsibility to help reduce health inequalities
- Ensuring that there is a systematic, open and fair procedure for the recruitment of the Chief Executive, Board members and future Chairs
- Being accountable (with other board members) for the actions of the organisation

### *Line Management of the Chief Executive on behalf of the Board*

- The Chair will have line management responsibility for the Chief Executive. This includes:
- Ensuring there are clear and open processes for the recruitment (and if necessary dismissal) of the chief executive
- Setting and reviewing the remuneration package of the chief executive.
- Managing the performance of, supporting, and where appropriate, challenging the chief executive and ensuring clear expectations and targets
- Ensuring the opportunity for professional development

### *Ensuring the effective management of the business*

- The Chair will have duties (shared with other board members) to ensure effective management of Healthwatch through:
- Safeguarding the good name and values of Healthwatch Rochdale
- Ensuring that Healthwatch Rochdale
- Complies with its articles of association
- Complies with company law and any other relevant legislation or regulations
- Ensuring that it pursues its objects as defined in its governing document
- Ensuring the organisation applies its resources exclusively in pursuance of its objects
- Ensuring the effective and efficient administration of Healthwatch Rochdale
- Ensuring that Healthwatch Rochdale delivers on performance and efficiency targets agreed with the commissioning body, Rochdale County Council
- Where appropriate, work with Healthwatch England and the Care Quality Commission (CQC)
- Ensuring the financial stability of the organisation
- Protecting and managing any property of Healthwatch Rochdale

### *Efficient conduct of Board meetings*

- The Chair will also have responsibility for ensuring the proper and efficient conduct of board meetings, including holding them in public, through:
- Chairing Board meetings effectively, seeking consensus, balancing the need for full debate on key questions with the expeditious despatch of business
- Ensuring that board decisions are made in the best, long-term interests of the business
- Ensuring that the board focuses on its governance role and does not drift into a management role
- Encouraging all Board members to participate and to feel free to challenge constructively both the chair and the chief executive
- Ensuring that decisions taken at meetings of the board are implemented
- Additionally, the Chair *in conjunction with other Board members* will make decisions on any matters that cannot be progressed without authorisation by the Board, but cannot wait until the next Board meeting.

### *Remuneration Requirements*

- Complete annual peer appraisals with board members
- Complete bi-monthly 121's with the CEO
- Attend monthly subcommittee meetings
- Attend external stakeholder events

- Attend and support the working partnership of Healthwatch in Greater Manchester, monthly.
- Attend strategic meetings across the health and social care arena of Rochdale and Greater Manchester 4 meetings per month.

## Person specification

### Knowledge and experience

- Able to demonstrate good awareness and understanding of the current environment in Rochdale and how local health, and social care and wellbeing services are delivered
- Good understanding of health, social care and wellbeing policy issues/challenges facing NHS and Local Authorities
- Good understanding of the Voluntary and Community Sector
- Leadership experience - of an organisation, department or team
- Experience of being a board member or chair
- Experience of high level governance, including strategic planning, financial management, commissioning skills, risk management, performance management and business growth
- Experience of, or good understanding of, working with member/customer focused organisations and a commitment to high standards of customer care
- Understand and acceptance of the legal duties, responsibilities and liabilities of being a Board member Understanding of the role of Healthwatch locally and in relation to Healthwatch England, and the Care Quality Commission (CQC) and Rochdale Borough Council as commissioner

### Skills and abilities

- Able to lead the organisation through periods of change
- Ability to develop the vision to raise standards across Rochdale
- Strong strategic planning and implementation skills
- Able to challenge and hold the Board, staff team and providing consortium members to account
- Strong communication and interpersonal skills, able to liaise effectively with a wide a range of stakeholders and audiences
- Skilled at bringing people together to generate a strong team spirit to work collaboratively and build consensus
- Excellent negotiating and influencing skills
- Ability to think creatively.

### Personal behaviour and style

- Passionate about promoting better outcomes in health and social care for all and ambitious in championing Healthwatch Rochdale's role
- Understanding and ability to follow the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership; leading by example and personal credibility
- A diplomatic and sensitive approach
- Proactively demonstrates strong commitment to equality and diversity
- Listens to others and provides decisive leadership when it is required
- Good, independent judgement and willingness to speak their mind.

### Other requirements

Vs.1 15/09/2021 – KJ – Renumerated Chair

- Has a commitment or connection to Rochdale
- A willingness and ability to devote the time and effort required to discharge the duties of this role
- ICT literate.