



Healthwatch Portsmouth
Advisory Board Membership
Information & Application Pack
January 2023

The Healthwatch Portsmouth Advisory Board

Healthwatch Portsmouth (HWP) is an independent body that gathers public views and experiences, provides information, and actively champions debate across the health and social care sector, bringing commissioners and providers together to ensure Portsmouth resident's views are heard.

Healthwatch Portsmouth collects local information through community engagement to ensure that people who plan, run and check services listen to people who use these services, with a view to continuously improving and adapting to changing needs. We direct this input into decision making processes to ensure the local voice is always heard and represented.

Since its inception in 2013, Healthwatch Portsmouth has come a long way. We have been very fortunate since 2013 of benefitting from Advisory Board Members who have a range of knowledge and experience which has helped guide Healthwatch Portsmouth to become the vibrant and growing public service it is now. We are looking to fill the two officer roles of Chairperson and Vice Chairperson to provide leadership to the Advisory Board in its role of providing governance, advice and guidance to the Healthwatch Portsmouth service.

Would you be able to commit to preparing for and participating in at least 6 Advisory Board meetings in public each year and supporting the staff team to make a real difference in the lives of local people in Portsmouth?

This information pack outlines the two roles of the Chairperson and Vice Chairperson of apply. An application form is available in this pack or a separate form can be requested by emailing info@healthwatchportsmouth.co.uk. It may be obtained in hard copy from the Healthwatch Portsmouth Manager email Siobhain.McCurrach@healthwatchportsmouth.co.uk or telephone number 023 9354 1510.

We look forward to receiving your application.

Yours sincerely,
Roger Batterbury

Roger Batterbury, Chairperson - Healthwatch Portsmouth Advisory Board

Application process

Those wishing to be considered for appointment to the Healthwatch Portsmouth Advisory Board, including that of Chairperson should complete an application form. They will be asked three questions on the application form, which are:

1. Why do you want to be a member of the Healthwatch Chairperson or Vice Chairperson
2. What would you like to say to the Healthwatch Advisory Board in support of your application (Max 200 words)
3. Please tell the Advisory Board how you feel you meet the key competencies for this role (please refer to the key competencies listed in this pack)

An application form is enclosed as part of this pack in Appendix A at the end of this document.

The answer provided by each applicant to question 2 above will be used as their statement in seeking election.

The Advisory Board reserves the right to exclude potentially unsuitable candidates.

Completed application forms need to be returned to the Healthwatch Portsmouth Manager. The selection and appointment process will be undertaken and decisions taken at the following Healthwatch Portsmouth Advisory Board meeting.

Election Process

The application will be considered by a panel made from 3 serving Advisory Board members who will present their recommendations for a vote by the full Advisory Board. The Advisory Board may wish to appoint a Vice Chair to act as a substitute for the Chairperson and to chair meetings that the Chairperson is unable to attend.

Healthwatch Portsmouth Advisory Board information for applicants

As a member of the Advisory Board, you will help contribute to the overall aims and objectives of Healthwatch Portsmouth:

Purpose of the Advisory Board

The Advisory Board is tasked with setting the strategic direction; identifying the operational priorities; and broadly directing the activities of Healthwatch Portsmouth to ensure it has a strong independent voice.

Role of the Advisory Board

On behalf of Healthwatch Portsmouth (HWP), the Advisory Board Member's role is to reflect and consider the views of the wider Healthwatch Portsmouth membership and the residents of Portsmouth by:

- Agreeing a vision, values and operating service ethos.
- Setting strategic direction and operational priorities.
- Ensuring the voice of the public influences the shape of Healthwatch Portsmouth services.
- Taking oversight of its performance against the priorities and goals.
- Developing good working relations with the executive staff team, recognising the demarcation line between operational activity and strategic development.
- Seeking out and consult the membership where appropriate.

Statutory Duties of Healthwatch Portsmouth

1. Promote and support the involvement of local people in the commissioning, the provision and scrutiny of local care services.
2. Enable local people to monitor the standard of provision of local care services and suggest how they could be improved.
3. Obtain the views of local people regarding their needs and experiences of local care services and make these views known.
4. Make reports and recommendations about how local care services could be improved. These should be directed to commissioners and providers of care services, and those responsible for managing or scrutinising local care services. The outcomes should be shared with Healthwatch England.
5. Provide advice and information about access to local care services and promote available choices.
6. Formulate views on the standard of provision, suggest improvements and share views with Healthwatch England.
7. Make recommendations to Healthwatch England and advise the Care Quality Commission to conduct special reviews or investigations (or, where the circumstances justify doing so, making such recommendations directly to the CQC); and to make recommendations to Healthwatch England to publish reports about particular issues.
8. Provide Healthwatch England with the intelligence and insight it needs to support it and allow it to perform effectively.

Note: In addition to the above service (Healthwatch Portsmouth), Portsmouth City Council co-commissions an Independent NHS Complaints Advocacy Service for Portsmouth residents which is provided for by the same service provider organisation (The Advocacy People).

Composition

Advisory Board Members will be elected on a 3-year term from appointment cycle. The Advisory Board comprises of:

- A maximum of 9 elected public members (who must be 16 years old or over, with the majority of members living in the PO1-PO6 postcode area) including a Chairperson, Vice Chairperson and staff member of the Senior Leadership Team of The Advocacy People.

- A maximum of 3 co-opted members (appointed by the Advisory Board on account of their specific skills and experience). They have the same rights and privileges as full Advisory Board Members.

The Advisory Board will also invite ad-hoc representatives from a range of bodies including: Portsmouth City Council, PPGs (Patient Participation Groups), local service teams of the Hampshire and Isle of Wight Integrated Care System (HIOW ICS) and other relevant NHS Trusts and care bodies depending on the discussion item.

The Advisory Board will seek to work collectively and by consensus. The Healthwatch Portsmouth Manager will serve as secretary to the Advisory Board and as the accountable officer.

Healthwatch Portsmouth Advisory Board Member

Role Outline

To contribute to the development and delivery of the strategic plan for Healthwatch Portsmouth in line with the requirements of the Department of Health and Healthwatch England¹, through clear governance, effective strategic planning, and good management.

Key Responsibilities and Tasks to Promote Good Governance

Oversee governance of HWP, working with the Chairperson and other members of the Advisory Board to:

- Adhere to the principles of HWP Advisory Board role responsibility.
- Comply with the agreed codes of Governance, Portsmouth City Council & HWP financial regulations, national guidance and delegated authorities.
- Commit to the HWP approach to valuing diversity and equal opportunities through its service delivery.

Attend and contribute to regular Advisory Board meetings to ensure key issues are discussed by the Advisory Board in a timely manner and addressed with an agreed approach.

Contribute to the effectiveness of HWP through the use of expertise, skills and experiences, either as an Advisory Board member in an appointed capacity, or in committees and work groups.

1. <https://network.healthwatch.co.uk/sites/network.healthwatch.co.uk/files/20230106%20Commissioners%20Guide.pdf>
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Attend Advisory Board meetings, participating in other committees/groups where required.

Conduct meetings in a way that all members are given the opportunity to express their views and that appropriate standards of behaviour are maintained in line with the agreed code of conduct.

Declare any relevant personal, professional or commercial interests in any matters being discussed by the Advisory Board.

Engagement

Be involved as the outward face of HWP at public engagement events and conferences, demonstrating leadership and taking an active role in public and membership engagement.

Support HWP to reach diverse communities of Portsmouth, including those who are seldom heard.

Representing Healthwatch Portsmouth

Build and maintain good relationships with key stakeholders, including members of the public, patients, service users, carers, Healthwatch England, Department of Health and Social Care, Care Quality Commission, NHS funded providers, HIOW Integrated Care Board-Portsmouth teams, Portsmouth Health & Wellbeing Board, Portsmouth Health Overview and Scrutiny Panel (HOSP), and Portsmouth City Council.

Act as an ambassador and representative for Healthwatch Portsmouth, upholding its reputation and its values.

Network and promote the achievements, purposes and benefits of HWP.

Ensure any presentation from HWP is evidence based and supported by data and analysis, not purely a personal opinion.

Requirements of Advisory Board Members

Advisory Board Meetings: Advisory Board members are expected to attend all scheduled meetings of the Advisory Board.

Working Together:

- Advisory Board members will be required to support the objectives and policies agreed by the Advisory Board, and to contribute to and share responsibility for the decisions of the Advisory Board.
- They will be expected to work constructively with all other Advisory Board members, staff and volunteers of HWP.

Code of Conduct:

Advisory Board members will be expected to abide fully with HWP's code of conduct, to maintain high standards of probity and follow the Nolan principles of standards in public life. They must also present a positive image of the Advisory Board and HWP at external events.

Training:

Advisory Board members are encouraged to identify personal training and development needs, and seek opportunities for development, attending training events as required. Specific training will be offered which is relevant to the role of the HWP Advisory Board members.

Committee Meetings and Working Groups:

There will be various committee meetings of the Advisory Board, and periodic work groups, that Advisory Board members may be required to participate in.

Preparation Time:

Advisory Board members are required to allocate time for reading reports and preparing for Advisory Board Meetings

Other Attendance:

As part of their role Advisory Board members will be requested to attend at least one external provider meeting plus they may be requested to attend events and associated meetings linked to supporting, developing or promoting HWP.

Develop with HWP methods of prioritising and responding to issues that come to HWP from the public.

Specialist roles in Healthwatch Portsmouth Advisory Board

The Chairperson's primary role supported by the Vice Chairperson is to ensure that Healthwatch Portsmouth is effective in its tasks of setting and implementing the direction and strategy.

The key responsibilities are:

- To lead the Advisory Board in ensuring that it fulfils its responsibilities for the governance, by ensuring that Healthwatch Portsmouth acts in accordance with its terms of reference
- To promote and represent Healthwatch Portsmouth effectively to external stakeholders.
- Ensure that HWP is represented on the Portsmouth Health and Wellbeing Advisory Board and plays a proactive role in decisions relating to the Health and Wellbeing Strategy, planning, commissioning and delivery of health and social care.

Eligibility & Exclusions

In order to ensure the independent integrity of the Healthwatch Portsmouth Advisory Board, the following are ineligible from applying to be Advisory Board members:

- People who work in commissioning of, or make strategic policy affecting, health and social care services in the city.
- All Advisory Board members and staff of the Hampshire and Isle of Wight Integrated Care Board, any NHS provider organisation, any elected statutory officer.
- Major regulated health and social care providers, and their employees, whose main function is to provide commissioned services to local Portsmouth areas which would include electoral wards for Portsmouth. This could include:
 - Portsmouth City Council (PCC) or staff undertaking statutory duties for the council,
 - Companies regulated by the Care Quality Commission (CQC) and delivering services for which residents in Portsmouth are eligible to receive,
 - PCC, private and voluntary, community and social enterprise sector organisations. However, attendees may also need to consider declarations of interest dependant on agenda items. Staff or consultants in the pay of an organisation with a statutory duty to regulate health and social care services.
- Candidates nominated to stand for elections as well as their election agents as defined under Part 2 of the Representation of the Peoples Act 1983.
- Individuals who are disqualified from acting as Directors and Individuals who have been ordered by a Court of Law not to work with children or vulnerable adults as a result of a criminal conviction.

Members of voluntary, community and social enterprise sector organisations would need to declare any conflicts of interests, particularly if they are contracted to deliver services by organisations mentioned in the above. In the interests of transparency, all attendees should consider declarations of interest dependant on agenda items and ensure these are included within the minutes.

Expenses and remuneration

Advisory Board Members will be recruited in a voluntary capacity. Healthwatch Portsmouth will provide for reasonable, agreed and receipted expenses (such as travel) in accordance with the volunteer remuneration policy.

General governance information

More information can be found in the Healthwatch Portsmouth Governance Handbook, available on request or online at [FINAL Updated Healthwatch Portsmouth Governance Terms of Reference -Sept 21 v3](#)

2. What would you like to say to the Healthwatch Portsmouth Advisory Board in support of your application?
(please use a maximum of 200 words for this section)

3. Please tell us how you feel that you meet the key competencies required for a leadership role such as this?

(please give details of your skills, achievements and experience).

Declaration

I declare that the information I have provided is true and complete. I understand that any information that I have provided that is false or misrepresentative will exclude my application or result in my dismissal if appointed.

Signature:

Print name

Monitoring information: This information if optional	
Date of Birth	
Gender	
Which of these groups do you consider yourself to belong to? (please tick)	
Asian or Asian British	
Black or Black British	
Mixed: White and Asian	
White	
Other	
<p>The Equality Act 2010 says that a person has a disability if they have a physical or mental impairment which has a long-term (last for at least 12 months) and substantial adverse effect on their ability to carry out normal day-to-day activities.</p> <p>If you consider that you have a disability under the Equality Act 2010 definition, which of the following best describes it?</p>	
Vision	
Mobility	
Hearing	
Other (please specify)	

Monitor and review

We will monitor and review the work of the Advisory Board and its members. All members of the Advisory Board will be asked to agree to and sign a code of conduct prior to their first meeting.

Your information

Your details will be used in accordance with the Freedom of Information Act (FOIA) 2000 and the Data Protection Act (DPA) 1998 or other appropriate legislation. The personal information you provide (defined as any data held either as manual and/or electronic records, or records held by means of audio and /or visual technology, about a living individual who can be personally identified from that data), will only be used for the purpose for which you provided it. We only share your personal data with a third party if we are required to do so by law or if we need to, in order to provide the service you requested.

If you have any questions regarding this form or would like further information, please contact Siobhain McCurrach, Healthwatch Portsmouth Manager on telephone: 07713 196 798

Please return your completed form to

Advisory Board Member Recruitment
Healthwatch Portsmouth
The Bradbury Centre,
16-18 Kingston Road
Portsmouth PO1 5RZ

or by email to: info@healthwatchportsmouth.co.uk

Healthwatch Portsmouth
The Bradbury Centre
16-18 Kingston Road
Portsmouth PO1 5RZ



Appendix (B)

THE SEVEN PRINCIPLES OF PUBLIC LIFE

From the Committee on Standards in Public Life (Nolan Committee)

SELFLESSNESS

- Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

- Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

- Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

- Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

- Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

- Holders of public office should promote and support these principles by leadership and example.

These principles apply to all aspects of public life. The Nolan Committee has set them out here for the benefit of all who serve the public in any way. For more info go to

<http://www.public-standards.org.uk/>