

Healthwatch Barnet Advisory Board - Terms of Reference

Background

Healthwatch is a national network of 151 local Healthwatch organisations across the country that was established under the Health and Social Care Act 2012. Healthwatch Barnet is the local, independent champion for people who use health and social care services. Healthwatch Barnet gives a voice to people who use those services and aims to influence changes to services that would improve people's experience.

Aims of Healthwatch Barnet

Influence Local Services

We want to understand people's experiences of using services to help inform the commissioning design, delivery and evaluation of local services based on Barnet's diverse communities by working closely with stakeholders and producing reports.

Champion Your Voice

We want to support people to have their say by providing an open platform where you can share your experiences and be heard so services can be improved.

Signposting and Advice

We want more people to get the information they need to take control of their health and care and make informed decisions.

Community Engagement

We want to develop close relationships with stakeholders and partners so we can share and gather intelligence so changes are made more agilely.

Purpose

The overall purpose of the Healthwatch Barnet Board is to enable the expertise, experience and knowledge of Board Members to assist Healthwatch Barnet in delivering its priorities and statutory obligations.

As part of this, the Healthwatch Barnet Advisory Board's purpose is:

- To participate in the planning of Healthwatch Barnet's priorities, including full projects, community events and Enter and View every quarter.
- To receive, read and provide feedback and guidance on reports.
- To build and maintain effective relationships with key local stakeholders including London Borough of Barnet; Health and Wellbeing Board; Barnet Public Health; NCL CCG; service providers and VCS.
- To network and promote the work and purpose of Healthwatch Barnet.
- To act as an ambassador and representative for Healthwatch Barnet when working with the public, partners and stakeholders in meetings.
- To review and maintain Healthwatch Barnet core Board policies and documents - Code of Conduct, Terms of Reference, and Decision Making policy.

Chairperson

Key responsibilities

- To lead each Board Meeting effectively and constructively allowing all members the opportunity to express their views openly.
- To lead the Board in ensuring that it fulfils its responsibilities for governance in line with the Terms of Reference.
- To review any endorsements for communications to the press or stakeholders by Board members.
- To optimise the relationship between the Healthwatch Advisory Board, Inclusion Barnet, staff, volunteers and stakeholders.

Membership

The Healthwatch Advisory Board will consist of up to 10 local members, the Healthwatch Barnet Manager and the Inclusion Barnet CEO. Each person is entitled to voting rights. Membership will be drawn from local members of the public with a broad range of life experiences. Representatives from statutory stakeholders can also be invited to join as non-voting members. The Chair may appoint a Vice-Chair at any time. Membership of the Healthwatch Barnet Board will be for a term of two years.

Meetings

The Healthwatch Barnet Advisory Board should meet at least 4 times per year with additional meetings as required. Meeting times and location can change to ensure the best possible attendance and participation. Healthwatch Advisory Boards may choose to meet more often, and the Chair will have the ability to call an urgent meeting as required to address immediate issues.

Quoracy

The Healthwatch Advisory Board meetings should have enough members present to allow decisions to be made; there should be 4 public representative members present and the Chair and Manager. If an item requires a vote and there is a draw, the Chair will have the casting vote. Where a meeting is not scheduled, decisions can be made by electronic methods which will be recorded at the next Board meeting.