

## Chair Job Description and Person Specification

Remuneration: £3,000 pa (excluding expenses)

### The Role of the Board

The primary purpose of the Board is to maintain a strategic role in governing Healthwatch Birmingham. The Board is responsible for the conduct and overall control of Healthwatch Birmingham's affairs and for ensuring compliance with the organisation's values and objectives through the establishment of policies and plans. In fulfilling its role, the Board exercises independent judgment on key issues such as strategy, accountability of the Chief Executive Officer and performance of the Board and the organisation as a whole.

The key responsibilities of the Board members include:

- Taking responsibility for ensuring Healthwatch Birmingham is appropriately governed.
- Considering possible strategy options to make the necessary governance decisions.
- Approving Healthwatch Birmingham's Business Plan and other statements of strategy aimed at achieving Healthwatch Birmingham's defined objectives.
- Taking ultimate responsibility for Healthwatch Birmingham and all its activities.
- Acting as an ambassador of the organisation when requested and in line with Healthwatch Birmingham's strategy.
- Ensuring that the Chief Executive Officer and staff are appropriately managed and remunerated.
- Ensuring appropriate policies and procedures are in place to safeguard staff and volunteers with particular attention to Health and Safety, HR and welfare.
- Assuring compliance, holding the Chief Executive Officer to account for delivery of delegated responsibility, as outlined in Healthwatch Birmingham's Policy and Procedure for Relevant Decision Making.
- Maintaining overall financial control of Healthwatch Birmingham including approving annual accounts, budgets and long-term financial plans.
- Establishing and overseeing a system of control and risk management.
- Monitoring performance in relation to plans, targets, decisions and controls.
- Maintaining awareness and knowledge of the national and local health and social care landscape.
- Assuring open and accountable relationships with stakeholders to ensure the organisation is highly regarded. In particular, attention should be given to:
  - Birmingham City Council (As Commissioners of Healthwatch Birmingham)
  - The Birmingham Health and Wellbeing Board
  - Birmingham Health and Environment Overview and Scrutiny Committee
  - Healthwatch England
  - Care Quality Commission
  - The Department of Health for guidance and changes in policy
  - Local health and social care economy including public, private and voluntary sector.

## Job Description

### 1. Job Purpose

The Chair of the Healthwatch Birmingham Board is responsible for the leadership of the board and ensures that it meets all its legal obligations. The Chair will also be responsible for creating the conditions for the effective governance of the overall Board and individual Non-Executive Director performance. In doing so the Chair will:

- Ensure the Board develops vision, strategies and clear objectives to deliver organisational purpose
- Act as an ambassador with the Chief Executive Officer for the Board and the organisation as a whole
- Lead the organisation in:
  - Upholding the reputation of Healthwatch Birmingham and the Healthwatch Network.
  - Adhering to the Principles of Public Life (Nolan Principles)
- Support the Chief Executive Officer in their role of:
  - Championing Healthwatch Birmingham
  - Relationship building with key strategic partners
- Build an effective Board ensuring it understands its own accountability for governing the organisation
- Set clear expectations concerning the organisation's culture, values and behaviours as well as style and tone of Board meetings
- Promote a culture of openness, critical thinking and grounded debate
- Encourage full participation and challenge of Non-Executive Directors
- Ensure Non-Executive Directors are well briefed and champion the development of knowledge, confidence and skills of Non-Executive Directors
- Monitor the professional development of the Chief Executive Officer
- Promote good governance and the execution of best practice
- Have an understanding of the local Health and Social Care landscape
- Establish a close and supportive relationship with other Non-Executive Directors and the Chief Executive Officer
- Support the Chief Executive Officer with maintaining key partners such as Birmingham City Council, the Health and Wellbeing Board, Healthwatch England and the Care Quality Commission.
- Be responsible for leading the Board in the appointment, supervision, retention and/or removal of the Chief Executive Officer.

### 2. Duties & Responsibilities

#### 2.1. Statutory Duties

The Chair has specific legal duties to ensure:

- The organisation complies with its governing document, company and/or charity law (if applicable) and any other relevant legislation or regulations.
- The organisation pursues its objects as defined in its governing document.
- The organisation applies its resources exclusively in pursuance of its objects.

- Active contribution by all Non-Executive Directors (including the Chair) to the Board's role in:
  - Giving firm strategic direction to the organisation,
  - Setting overall values and policy,
  - Assuring achievement against delegated responsibilities,
  - Achieving actions to mitigate against identified organisational risk.
- Fiduciary duties as a Non-Executive Director are fulfilled:
  - Act within powers
  - Promote the success of the organisation
  - Exercise reasonable judgement
  - Exercise reasonable care, skill and diligence
  - Declare conflicts of interest (including interests in proposed transactions or arrangements and benefits from third parties.)
- The safeguarding of the good name and values of the organisation.
- The effective and efficient administration of the organisation.
- The financial stability of the organisation.
- The protection and management of the organisation's property and to ensure the proper investment of the organisation's funds.
- The appointment of a suitable and qualified Chief Executive Officer and the monitoring of their performance.
- Duties as an individual Non-Executive Director are fulfilled and specific skills, knowledge and experience are used to help the Board reach sound decisions.

## 2.2. General Responsibilities

- Agree the annual cycle of Board meetings
- Agree the agendas for Board meetings and ensure meeting minutes are accurate
- Chair and facilitate Board meetings, taking the lead on decision-making
- Bring impartiality and objectivity to decision-making
- Monitor that decisions taken at meetings are implemented
- Give leadership to Board policy-making and strategy
- Within delegated responsibility arrangements with the Chief Executive Officer, represent the organisation at functions and/or meetings where necessary.
- With the Chief Executive Officer engage with the media in line with the Healthwatch Birmingham strategy.
- Identify individual Non-Executive Director skills, knowledge and experience to assist the Board in reaching sound decisions and assign roles where required.
- Monitor the performance of Board members and take the lead on annual appraisals of individual Non-Executive Directors and the Board as a collective, making suggestions for training where necessary
- Take and offer advice and support on the governance and internal structure of Healthwatch Birmingham and overall running of the organisation
- Review and sign off the overall risk management framework and the annual reports and accounts
- Liaise with the Chief Executive Officer to keep an overview of the organisation's affairs and to provide support as appropriate
- Lead the process of appraising the performance of the Chief Executive Officer
- Sit on appointment and disciplinary panels where appropriate

- Facilitate change and address conflict within the Board, liaising with the Chief Executive Officer, where necessary, to achieve this.
- Form Board sub-committees and Task & finish groups where appropriate

## Person Specification

To be considered the potential Chair should possess the following competencies and be able to provide evidence where necessary. Applicants will be assessed against the outlined competencies at application and these will be discussed at interview.

Area of Competency	Competencies
Skills and Knowledge	<ul style="list-style-type: none"> <li>▪ Good communication and interpersonal skills i.e. listening, speaking, presenting and writing</li> <li>▪ Leadership and people management skills</li> <li>▪ Creative and strategic thinking and leadership</li> <li>▪ Sound knowledge of the Health and Social Care Sector.</li> <li>▪ Sound knowledge of the Voluntary and Community Sector.</li> <li>▪ Knowledge and understanding of governance and board procedures, particularly legal duties, responsibilities and liabilities.</li> <li>▪ Sound financial and/or legal knowledge with respect to company/charity law.</li> <li>▪ General business, financial and risk management skills (including IT, human resources and public relations).</li> <li>▪ Understanding of research and data analysis</li> <li>▪ Political sensitivity and influence</li> <li>▪ Knowledge and understanding of Nolan's Seven Principles of Public Life.</li> <li>▪ Knowledge and understanding of safeguarding structures within health and social care</li> <li>▪ Knowledge and understanding of the Equality Act 2010</li> <li>▪ Ability to analyse complex data and risk</li> </ul>
Qualifications and Training	<ul style="list-style-type: none"> <li>▪ Have or be willing to undertake appropriate training.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>▪ Chairing Board and Committee meetings</li> <li>▪ Leading a group/team in public, private or third sector</li> <li>▪ Executive senior leadership and people management</li> <li>▪ Media and public relations</li> <li>▪ Committee and board membership</li> <li>▪ Crisis management and conflict resolution</li> <li>▪ Running a business including business planning and development</li> <li>▪ Managing projects and change</li> <li>▪ Managing and setting budgets</li> <li>▪ Knowledge of Health and Social Care Services</li> </ul>

Personal Attributes	<ul style="list-style-type: none"> <li>▪ Ability to work as part of a team</li> <li>▪ Ability to be discrete and diplomatic</li> <li>▪ A person of integrity</li> <li>▪ Impartial , fair and inclusive</li> <li>▪ Confident and with a high level of interpersonal skills</li> <li>▪ Motivated, efficient and adaptable</li> <li>▪ Committed to championing public interests</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>▪ Must <u>not</u> already be involved with the organisation as a paid member of staff or active volunteer</li> <li>▪ Be able to work at times convenient to the Board</li> <li>▪ Be able to travel to meetings</li> <li>▪ Be available (or commit) to meeting at mutually agreed times</li> <li>▪ Have no ongoing conflicts of interest</li> <li>▪ Have local knowledge of Birmingham</li> <li>▪ Must <u>not</u> be elected members or senior employees of the Local Authority and NHS</li> </ul>