

Healthwatch Oxfordshire Board of Directors

Date of Meeting: 22 nd November 2016	Paper No: 4
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Title of Presentation: Directors Recruitment Strategy

This paper is for	Discussion		Decision	x	Information	
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Purpose and Executive Summary (if paper longer than 3 pages): Please click the icon to access the document

The Directors are asked to review the process for the recruitment of new Directors/Trustees

Financial Implications of Paper:

- Action Required:** The Directors are asked to agree:
- The Board Recruitment Pack
 - The setting up of a task and finish group to manage the recruitment process
 - The recruitment strategy

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1 Context

- 1.1 The Healthwatch Oxfordshire Board currently has 7 Directors, 5 of whom were recruited in March 2015 and are coming to the end of their two-year term of office. The Directors agreed in October 2016 to set the maximum number of Board members to 10, therefore the Board will need to recruit a minimum of 3 new Directors/Trustees.
- 1.2 HWO is currently in the process of converting to a charity and it is anticipated that any Directors recruited will be directors in company law and trustees in charity law and as such will need to meet the criteria specified by the relevant legislative bodies. To plan for a seamless transition with as little disruption as possible to the organisation it is proposed that recruitment of Directors/Trustees commence in a timely manner.
- 1.3 In June 2016 a skills analysis of the current board clearly identified gaps in the following strategic areas:

Finance and Accounting
Health profiles and inequalities
Human Resource Management
ICT
Marketing
Strategy and Risk Management

2 Recruitment Planning

It is proposed that the Company set up a task and finish group of three Directors to include the Chair, Vice Chair and one other Director to complete the process of recruiting new Directors. The key tasks of the group are:

- i. Review and agree current the Board's Director role descriptions and person specification
- ii. Review, agree and implement the recruitment process as outlined below in sections 3 and 4 below.
- iii. The new Directors/trustees will be allowed to shadow the Board until their appointments are ratified at the first meeting of the Board / Trustees after 1st April 2017. During their time as shadow Directors/Trustees the recruits will be non-voting.

3 Recruitment process

It is proposed that the steps taken to recruit Directors are:

- i. Agree the Directors advert, recruitment process and recruitment pack for approval by the Directors.
- ii. For the Executive Director and Board to use their personal networks to spread the word that we are looking for a new Directors
- iii. To promote the vacancies via the Responsible Oxfordshire network on Linked IN
- iv. To distribute an advert/adverts via our website, in our next newsletter and via email to our mailing list.
- v. To ask :
 - OCC to promote the vacancy via relevant mailing lists that it holds
 - The City Council to promote via the Oxford Strategic Partnership Board and its various sub groups
 - District Council's to promote via relevant mailing lists that they hold
 - The Chair's and recently retired Chairs of the local health Trusts to promote the vacancy via their Board networks
 - Local Trusts to promote via their FT membership lists
 - HEXI to promote within the AHSN and other academic communities
 - The Association of Care Providers to promote via their networks
 - OCVA to promote via their networks
 - HW England to promote via it's committee members

4. Selection/ Interview process for Directors

- Interviews will be held in January 2017
- All applications will be measured against the person specification and current gaps identified by the board skills analysis.
- Applicants meeting the person specification will be invited to interview
- The interview panel will consist of the Chair, the Vice Chair and one other Director. The Executive Director will sit in on the interviews in an advisory capacity only.
- The interview panel will score all applicants using the template provided

5. Appointment of Directors

- Successful applicants will be contacted by the Chair of the Board and invited to join the Board subject to satisfactory references and DBS checks being received.