

Healthwatch Oxfordshire Board of Directors

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| Date of Meeting: January 8 th 2015 | Paper No: 3 |
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| Title of Presentation: Appointment of new Chair and Directors |
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| This paper is for | Discussion | | Decision | x | Information | |
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| Purpose and Executive Summary (if paper longer than 3 pages): n/a |
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| Financial Implications of Paper: none |
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| Action Required: The Board is asked to accept the recommendations of the interview panel to appoint a new Chair and Directors and to note the intentions and wishes of the proposed new Chair regarding induction of new Directors and next steps. |
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1. Introduction

1.1 At its meeting of October 14th 2014 Healthwatch Oxfordshire approved a recruitment process and recruitment pack, designed to enable it to appoint a new Chair and several new Directors by January 2015. At that meeting the Board agreed not to appoint a new Vice Chair at this stage, but to ask the current Vice Chair to serve until new Directors and a new Chair had been appointed, and nominations could be sought from amongst that group. This was agreed.

2. Progress

2.1 That process led to submission of 13 applications from individuals interested in becoming members of the CIC and therefore Directors of the company. After a rigorous shortlisting process 11 candidates were invited for interview, 2 of whom were expressly interested in the Chair position and 2 of whom expressed an interest in the Chair position but who also indicated a willingness to be considered for a Director post.

2.2 Interviews were conducted by a panel comprising 2 members of HWO current Board, a representative from OCC and an independent observer with extensive Board level NHS and patient engagement experience. Interviews were observed by the HWO CEO.

2.3 At the end of the interview process 8 candidates were asked if the interview panel could recommend to the Board of HWO that they be appointed as members and Directors of the company. All accepted.

2.4 References have subsequently been taken up for all 8 candidates, and at the time of writing we are currently only awaiting a second reference for 2 candidates. All references already received are positive.

3. Panel recommendations

3.1 The panel now unanimously recommends that:

- i. The following appointments be made to the Board: Eddie Duller, Caroline King, George Smith, Geraldine Shepherd, Jane Manley, Mia Van Manen, Paul Ader and Tracey Rees.
- ii. Eddie Duller be invited to take up the post of Chair.
- iii. The new Chair assume full responsibility for the running of the company, as set out in the Chair Job Description, from the close of this meeting.
- iv. The Board formally thank Jean Nunn-Price for filling this role since June 2014.

4. Intentions and wishes of new Chair regarding next steps

4.1 Eddie Duller is on a previously planned overseas trip until early March, but has met with the CEO. Arrangements have subsequently been put in place to enable him to assume effective leadership of the company from the close of this Board meeting, and for other new Directors to start to engage with the company in his absence - whilst still enabling him to lead the creation of the newly enlarged Director team personally on his return.

4.2 These arrangements are subject, of course, to the Board accepting the recommendation of the interview panel to make appointments as set out above, although the existing Board were alerted to the plans to engage and induct new Directors by email before Christmas, in order that the CEO and team could start getting dates in diaries.

4.3 The full arrangements comprise:

- i. Set up of a HWO outlook account and email address for the new Chair, and induction in the remote access system.
- ii. Obtaining the incoming Chair's signatures on bank mandate and companies house appointment forms.
- iii. Booking 1 hour skype calls between the incoming Chair and CEO every two weeks or so throughout the next two months, and clearly agreeing routes of communication.
- iv. Initial conversations with Firebird PR about how to handle the press announcement of appointments to the Board, and arrangements being made to enable the new Chair to conduct media interviews by phone whilst he is away.
- v. Requesting brief biogs of all new Board members to inform drafting of a press release for publication before the end of January.
- vi. Requesting photographs of all new Board members so that the website can be updated.
- vii. Design of an induction programme that will engage new Board members effectively whilst the new Chair is away, and in the two months before their first formal Board meeting. This will comprise a social event/office warming with existing Board members around the end of January, followed by an induction workshop for new Directors led by the CEO in February.
- viii. Holding the next formal meeting of the board in the w/c March 23rd 2015, which will enable the new Chair to sign off agendas and papers, and to run the first meeting of the newly enlarged Board.

The Board is asked to note the wishes and intentions of the new Chair as set out above.