

Healthwatch Oxfordshire Board of Directors

Date of Meeting: October 14 th 2014	Paper No: 5
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Title of Presentation: Update from Board Recruitment Sub Group
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This paper is for	Discussion		Decision	x	Information	x
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<p>Purpose and Executive Summary (if paper longer than 3 pages):</p> <p>This paper sets out:</p> <ul style="list-style-type: none"> • Draft TOR for this sub group • A recruitment process for a new Chair and Directors • A Chair and Directors recruitment pack

Financial Implications of Paper: None

<p>Action Required:</p> <ul style="list-style-type: none"> • To approve the draft TOR for this sub group. • To approve the recruitment process for a new Chair, Vice Chair and Directors recommended by the sub group. • To note the Chair and Directors recruitment pack approved by members of the sub group in line with its delegated powers, and shared with the Board now for information.
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1. Introduction

1.1 The Board recruitment sub group met on the 19th September 2014 to consider:

- Its own terms of reference (TOR)
- A recruitment and selection strategy for the Chair, Vice Chair and Director posts
- A draft recruitment pack and advert.

1.2 In line with the delegated powers agreed for this group at the meeting of the full Board on August 26th 2014, the sub group now asks the full Board to:

- Approve the draft TOR for this sub group.
- Approve the recruitment process for a new Chair, Vice Chair and Directors recommended by the sub group.
- Note the Chair and Directors recruitment pack added at Appendix 1 that has been approved by members of the sub group, in line with their delegated powers, and is shared now with the full Board for information.

1.3 The Recruitment sub group noted the interdependency between its work and the work of the Constitution and Governance sub group. That sub group had met prior to the Recruitment Group, and had developed proposals for a listening structure that will enable the Board, informed by the advice and experience of the Reference Group, the voluntary sector and the work of its volunteers, to focus on its core responsibility for the effective governance of Healthwatch Oxfordshire. Changes recommended to that structure by the voluntary sector conference do not affect the proposals made by the Recruitment sub group and set out here.

1.4 Both sub groups agreed that, in this structure, the Board will be specifically responsible for:

- i. Setting strategy and policy
- ii. Approving the operational plan and work programme which will be delivered by the CEO and staff
- iii. Directing investment of HWO resources (including agreement of staffing structure, roles and responsibilities and budgets)
- iv. Ensuring effective governance and compliance with all relevant legislation
- v. Establishing and overseeing control and risk management processes
- vi. Speaking formally for the organisation
- vii. Representing HWO on partnership boards and bodies
- viii. Appointing and managing the CEO.

- ix. Managing relationships with Healthwatch England and other relevant bodies.

1.5 The Recruitment Group further noted the recommendation of the Constitution and Governance group that the key issue to take into account when recruiting Directors should therefore be recruited on their ability to fulfil these core functions, with ability to represent the geography of the county and a diversity of care providers being a desirable, but not an essential criterion.

Representation of geographic communities and communities of interest within the work of Healthwatch Oxfordshire will be achieved via the voluntary sector conference, Reference Group, and other engagement mechanisms and is not an essential factor in the recruitment of Directors.

1.6 The Recruitment group therefore undertook an analysis of the skills required in the Board, and an initial assessment of those areas where the organisation would benefit if the skills base were stronger. It concluded that the Board has sufficient skills in community and public engagement, but that it would be strengthened if we could attract individuals with one or more of the following skills:

- Governance, risk management and legal compliance
- Contributing to or leading formal meetings (preferably in public and in the voluntary sector)
- Financial management
- Performance management
- People management/HR
- Community and public engagement
- Receiving, analysing and acting on information
- Strategic and business planning
- Overseeing operational delivery
- Communications, marketing and PR
- Ability to “be the face of” as required, in political and challenging environments
- Health and social care commissioning
- Health and social care and provision
- Quantitative and qualitative research
- Bid writing and tendering /fundraising

1.7 The group noted that to attract a diversity of candidates with this range of skills, Board meetings may need to reduce to a formal meeting every two months held in the evening, alternated with a workshop every two months, also held in the evening.

2. Terms of Reference (TOR)

The sub group proposes operating within the terms of reference set out below.

1. Core purpose

1.1 The Board Recruitment Group has been established in order:

- a) To draft role descriptions and draft recruitment strategy.
- b) To recruit Directors with the skills needed to enable HWO to develop its full potential.

2. Membership

2.1 The membership of the group, as agreed by the HWO Board at its meeting of August 26th 2014, will be the Vice Chair of the Board, Vivienne Laurie, Jacquie Pearce-Gervis and the CEO.

3. Delegated Powers

3.1 The sub group has delegated powers to:

- a) Agree role descriptions and advertising strategy and materials
- b) Recommend to the full Board a process by which applications to become a Director will be assessed, and appointments made.

4. The tasks the group must fulfil

4.1 The group has been charged by the Board with:

- a) Securing suitable applicants for the posts of Chair, Vice Chair and additional Directors.

5. Frequency of meetings

5.1 The group will meet as often as is required in order to fulfil its obligations and will then be disbanded.

ACTION: THE Board is asked to approve these terms of reference

3. Recruitment process for a new Chair, Vice Chair and Directors

The sub group recommends the following process to the Board:

TIMING

3.1 Actively seeking a Chair and Directors simultaneously, with a view to having people ready to be formally voted onto the Board at an AGM in January 2015.

3.2 Asking the Vice Chair to maintain his current role until the end of the 2014/15 financial year, and then seeking a new vice chair nomination from amongst the enlarged Board membership once the group has met two or three times.

3.3 Launching the marketing campaign by the end of October, seeking applications by the end of November and interviewing in early December.

ACTION: The Board is asked to approve this sequencing of recruitment

MARKETING STRATEGY

3.4 Promoting the vacancies for Chair and Directors in the following ways:

- i. For the CEO and Board to use their personal networks to spread the word that we are looking for a new Chair and Directors
- ii. Promote the vacancies via the Responsible Oxfordshire network on Linked IN
- iii. Seek pro-bono support from Gatenby Sanderson to promote to the bank of people they hold who are interested in Non Exec roles
- iv. Distribute an advert via our website, in our next newsletter and via email to our mailing list.
- v. Ask :
 - OCC to promote the vacancies via relevant mailing lists that it holds
 - The City Council to promote via the Oxford Strategic Partnership Board and its various sub groups
 - District Councils to promote via relevant mailing lists that they hold
 - The Chairs and recently retired Chairs of the local health Trusts to promote the vacancies 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
 - MPs and District Councils to promote via their networks
 - HW England to promote via its committee members.

3.5 The sub group does not recommend purchasing an advert in the Guardian or Oxford Times until or unless free networking and viral marketing routes prove unsuccessful.

3.6 The sub group does not recommend seeking editorial coverage of these vacancies in the local press as we then have no control over the way the story will be presented. The CEO is recommended to use live interview opportunities to promote vacancies if they arise.

ACTION: The Board is asked to approve this marketing strategy

PROCESS

3.7 The sub group recommends the following process;

1. A full Recruitment Pack (see appendix 1) to be available on the HWO website and available in hard copy by request from the office.
2. Candidates for both Chair and Director vacancies be asked to:
 - make informal contact with the CEO in the first instance
 - submit a formal written application outlining the ways in which they meet the person specification for the post in which they are interested
3. Applications for all vacancies be shortlisted for, and interviewed by, a panel comprising:
 - The Vice Chair
 - Vivienne Laurie
 - A HW England representative
 - A local person with substantial experience of chairing a health or social care body.
 - The CEO (non voting)
 - A County Council representative (non voting)
4. This panel base their assessment of applicants on the degree to which candidates meet the relevant person specification.

ACTION: The Board is asked to approve this recruitment process, and to authorise the CEO to approach appropriate individuals seeking their participation.

Appendix One - Recruitment Pack

1. ADVERT

Healthwatch Oxfordshire is seeking a new Chair and additional Directors, to lead the organisation through the next phase of its development.

The Chair position is an influential and high profile role, with substantial statutory responsibilities, and we are looking to recruit someone with the ability to lead this politically sensitive and powerful organisation, and to hold health and social care providers and commissioners in Oxfordshire to account at the highest level, on the public's behalf.

The Director roles require people with a strong commitment to improving local health and social care services and the skills and experience needed to direct and oversee the setting and implementation of the organisation's strategy and work programme.

For more information and to request a copy of the job description and person specification for these voluntary positions, please contact the Chief Executive, Rachel Coney, on 01865 520520, or by email at Rachel.coney@healthwatchoxfordshire.co.uk.

For more information about the organisation and to download a full recruitment pack, please go to: www.healthwatchoxfordshire.co.uk

2. RECRUITMENT PACK

Thank you for requesting a copy of this Board Recruitment pack. Healthwatch Oxfordshire is seeking a new Chair and additional Directors, to lead the organisation through the next phase of its development.

The Chair position is an influential and high profile role, with substantial statutory responsibilities, and we are looking to recruit someone with the ability to lead this politically sensitive and powerful organisation, and to hold health and social care providers and commissioners in Oxfordshire to account at the highest level, on the public's behalf.

The Director roles require people with a strong commitment to improving local health and social care services and the skills and experience needed to direct and oversee the setting and implementation of the organisation's strategy and work programme.

Both roles will be appointed for an initial two year term with a possible extension. Both roles are voluntary, but with out of pocket expenses reimbursed.

For more information about either role please contact the Chief Executive, Rachel Coney, on 01865 520520, or by email at Rachel.coney@healthwatchoxfordshire.co.uk. For more information about the organisation please go to: www.healthwatchoxfordshire.co.uk.

If you would like to apply for either of these voluntary roles, then please submit an application in writing by November 30th to Rachel.coney@healthwatchoxfordshire.co.uk outlining the reasons why you are applying, giving evidence as to how you meet the person specification for the role and naming two referees. Interviews will be held in December, with a view to successful candidates being formally appointed to the Board at the AGM in January 2015.

ABOUT HEALTHWATCH OXFORDSHIRE

Healthwatch Oxfordshire is one of 148 local Healthwatch organisations established across England after the passing of the 2012 Health and Social Care Act. We operate in a network with other local Healthwatch and with Healthwatch England.

Our core purpose is to find out what local people think about the health and social care services they receive, and to use that information to influence providers and commissioners of care to improve services.

Healthwatch Oxfordshire aims to:

1. Be independent and trusted in the local community.
2. Provide leadership that is highly visible, respected and accountable to local people.
3. Be recognised as the statutory route for the public, patients, service users and carers to express views about health and adult social care.
4. Have a good understanding of local voluntary and community groups, and other public, patient, service user and carer networks.
5. Engage those groups and individuals who want to contribute and allow them to express their aspirations and views.
6. Reach out to those groups and individuals who do not actively engage and enable them to express their aspirations and views.
7. Understand national NHS, public health and social care policy.
8. Be able to interpret information about NHS, public health and social care.
9. Be able to collect, consider and debate diverse opinions and develop a consistent narrative that articulates the most important issues clearly and consistently.
10. Be able to take a strategic view of local NHS, public health and adult social care priorities whilst remaining sensitive to local issues, to ensure that services are appropriate to the particular communities they serve.
11. Develop excellent relationships with commissioners and providers of NHS, public health and social care services.
12. Provide a trusted and high quality route to represent the opinions of groups and individuals to the Health and Wellbeing Board.

Our Powers

The 2012 Act gives all local Healthwatch a number of powers. These mean we:

- Are a voting member of the Health and Wellbeing Board which:
 - Sets overall health and social care strategy for the county.
 - Enables us to hold providers and commissioners publicly to account if they fail to respond to or act on recommendations we make.
- Are a key partner to the local Joint Health Overview and Scrutiny Committee which holds local providers and commissioners to account on quality and service change issues.
- Have rights to enter and view any local health or social care service and to report publicly on what we find.
- Are required to assist CQC with local inspections by providing intelligence on local services.

- Able to trigger a CQC inspection if we have serious enough concerns.

How we deliver

We are currently fulfilling our obligations by:

- Building a network of listening partners and listening channels through which we can learn what is concerning local people about local services.
- Commissioning research projects in areas where this information gives us a substantial cause for concern about the quality or accessibility of a local service.
- Grant aiding research projects by other voluntary organisations seeking to investigate the issues facing seldom heard members of our community when they seek health and social care services.
- Recruiting volunteers to be our eyes and ears around Oxfordshire and to undertake enter and view activities.

Our focus for the remainder of 2014/15 will be on:

- Undertaking enter and view based research to establish the impact of current hospital discharge processes on patients, their carers and the professionals providing them with care after they leave hospital
- Undertaking enter and view based research to establish whether local health and social care services meet expectations about provision of dignity in care
- Publishing our findings from a whole range of sources on people's experience of local GP services
- Working with local voluntary organisations which we have grant aided to investigate the care provided to people with long term neurological conditions and to establish how best to involve mental health service users in decisions about service change.

For more information about our work please go to www.healthwatchoxfordshire.co.uk.

Structure

The company is an independent Community Interest Company operating under contract to Oxfordshire County Council. The County Council have a statutory duty to commission a Healthwatch service. We hold the contract until April 2016 and a key objective for the Board will be to ensure that the contract is successfully renewed. Our turnover is c£320k per annum and we employ 4 wte staff.

Chair job description

THE ROLE

The Chair will be ultimately responsible for ensuring that Healthwatch Oxfordshire fully and effectively discharges its statutory obligations as set out in the Health and Social Care Act 2012, the objectives of its funding agreement with Oxfordshire County Council and its obligations as a CIC, whilst fully and effectively taking account of the advice and guidance issued by Healthwatch England. S/he will lead the Board in setting the company's strategy and overseeing its implementation.

RESPONSIBILITIES & TASKS

Promoting good governance:

1. Oversee governance of the organisation, working with the Board to ensure:
 - Compliance with the financial regulations, standing orders, delegated authorities and agreed codes of governance (including authorisation of payments);
 - The Board consists of suitably skilled, experienced and diverse members who understand their roles and responsibilities with appropriate arrangements for appraisal, training and development; and
 - Key issues are discussed by the Board in a timely manner with appropriate information and that the Board receives professional advice when needed.
 - Decisions are made by the Board in the best interests of the public of Oxfordshire and not as a result of personal interests or commitments.
2. Oversee the performance of the Board, ensuring:
 - The Board's business is conducted efficiently and effectively through a framework of delegation and systems of internal control that also enables the work of Healthwatch Oxfordshire to be carried on effectively between meetings of the Board; and
 - Implementation of frameworks for effective strategic planning, operational planning, financial control & management of risk.
3. Chair Board meetings, participating in other committees/ groups required, ensuring:
 - Agendas are agreed for Board meetings in consultation with the Chief Executive;

- All members are given the opportunity to express their views and that appropriate standards of behaviour are maintained in line with an agreed code of conduct; and
- Decisions are taken as delegated through the appropriate procedures.

Focusing on performance and working with the Board to:

4. Oversee performance and continuous improvement to drive excellence.
5. Lead the Board in scrutinising and reviewing performance and patient, service user, carer and wider community satisfaction with reference to the performance of comparable organisations.
6. Oversee the publishing of an Annual Report and Accounts each year, highlighting priorities, progress & key issues.

Maintaining good relationships with staff:

7. Build and maintain effective working relationships with the Chief Executive, the staff team and senior staff within other organisations and ensure that the Board as a whole acts in partnership.
8. Provide appropriate management, advice, support and challenge to the Chief Executive.
9. Ensure that the Board annually appraises the performance of the Chief Executive and agrees his/her remuneration.

Representing Healthwatch Oxfordshire:

10. Build and maintain good relationships with key stakeholders, including members of the public, patients, service users, carers, Healthwatch England, the Department of Health, Care Quality Commission, Oxfordshire County Council, Monitor (Regulator of NHS Foundation Trusts), NHS and local government funded providers, Clinical Commissioning Groups, District Councils & funders.
11. Act as an ambassador and representative for the organisation, upholding the reputation of Healthwatch Oxfordshire and its values.

12. Network and promote the achievements, purposes and benefits of Healthwatch Oxfordshire.
13. Ensure that Healthwatch Oxfordshire is represented on the Oxfordshire Health and Wellbeing Board and plays a proactive role in influencing the policy, planning, commissioning and delivery of health and social care.
14. Adhere to the NOLAN principles for good conduct in public life.

CHAIR PERSON SPECIFICATION

Candidates are asked to show in their applications how they meet the criteria in this person specification.

Core competencies

1. Strong communication and interpersonal skills, able to liaise effectively with a wide range of stakeholders and audiences.
2. Strategic thinking, able to analyse complex information, demonstrate clear analytical intellect and guide rational decision making by a group.
3. Able to lead the organisation through periods of change.
4. Support the values, ethos and objectives of Healthwatch Oxfordshire.

Knowledge and experience

5. Knowledge of how health and social care services operate and are funded
6. Experience of chairing formal board meetings, preferably in the voluntary sector and in public.
7. Significant experience of leading a complex and highly political customer focused organisation.
8. Good awareness and understanding of the current environment in Oxfordshire and how local health, social care and wellbeing services are delivered.
9. Experience of, or good understanding of, working with customer focused organisations and a commitment to high standards of customer care.
10. Experience of leading an organisation as a member of a management board, committee or senior management team.
11. Experience of managing a CEO or equivalent senior management post.
12. Experience of financial management.
13. Experience of securing contracts and/or fundraising substantial sums.
14. Experience of working with the media and politicians.

Skills and abilities

15. Proven ability to set strategy, lead effective decision making and oversee effective implementation of those decisions.
16. Able to develop vision and encourage others to contribute.
17. Able to challenge appropriately and hold the Board and staff team to account; with a wider vision to raise standards across Healthwatch Oxfordshire.
18. Skilled at bringing people together to generate a strong team spirit, able to work collaboratively, building consensus and encouraging decision making.
19. Proven ability to present effectively, on behalf of the organisation, to a very wide range of audiences both in person and in writing.
20. The proven ability, on behalf of the public, to challenge other organisations and to hold them successfully to account at the most senior level.
21. The ability to take decisions and to lead a team
22. The ability to build strong relationships with the most senior members of our key stakeholders and to develop HWO's networks at the highest level.

23. Ability to commit at least 4 days a month on a voluntary, expenses only, basis to HWO.

Personal behaviour and style

24. Passionate about promoting better outcomes in health and social care for all.

25. Actively leads by example the professional conduct expected of the Independent Chair role.

26. Proactively demonstrates strong commitment to equality and diversity.

27. Listens to others and provides decisive leadership when it is required.

28. Supportive management style that motivates people to deliver their best.

29. Open to learning and development, for self, staff and the Board.

30. Time and commitment to effectively discharge the responsibilities of the post.

31. IT literate with access to IT equipment.

32. Preferably lives and/or works within Oxfordshire.

33. Understands and adheres to the NOLAN principles

34. Excellent interpersonal skills.

Director Job Description

THE ROLE

Members of the Board will have ultimate responsibility, under the leadership of the Chair, for the governance of Healthwatch Oxfordshire. The Board's central role is to direct and control the work of organisation.

That is:

- To determine strategic direction and policies;
- To establish and oversee control and risk management arrangements;
- To ensure that Healthwatch Oxfordshire achieves its aims and objectives.

'Operational Management' - that is the implementation of Board policies - will be delegated to the Chief Executive and the staff team on a day-to-day basis.

The key responsibilities and accountabilities of Directors are as follows:

Leadership and direction

- Define the vision and values of Healthwatch Oxfordshire and ensure that these are realised and upheld.
- Define the direction of the organisation's business, services and activities.
- Ensure clear accountabilities and communication within the organisation and monitor the activities of Healthwatch Oxfordshire.
- Maintain a clear public, patient, service user, carer and wider community focus.
- Create a positive environment which fosters constructive challenge to assumptions about the organisation.
- Review Board composition, performance and succession planning regularly.
- Appoint (and if necessary, remove) the Independent Chair.

Strategic development

- Review the key strategic aims and determine the strategic objectives and outcomes required.
- Drive the development of the strategic plan, providing constructive challenge and ensuring its effectiveness.
- Approve an annual operational plan, budgets for both revenue and capital expenditure and financial arrangements that support the achievement of the strategic and operational plans.
- Establish a framework for approving and regularly reviewing policies and plans to achieve the objectives of the organisation.
- Ensure that all assets are managed efficiently and effectively, and that capacity is properly utilised, so as to maintain long term viability and sustainability of Healthwatch Oxfordshire and its assets.

Risk management

- Oversee a framework for the identification, management and review of risks.
- Contribute to the review and evaluation of strategic risks and receive regular reports on these and emergent risks.
- Ensure that a positive culture of managing opportunities, threats and uncertainties is embedded throughout the organisation.
- Determine policies and decisions on all matters that might create a significant financial or other risk to Healthwatch Oxfordshire, or which raise material matters of principle.

Internal controls framework

- Establish and oversee a framework of delegation and systems of internal controls.
- Draw up a schedule of significant matters specifically reserved for the Board's decision.
- Obtain systematic information that provides assurance on the effectiveness of internal controls.

Performance monitoring

- Regularly review and monitor performance and quality in relation to plans, budgets, controls and decisions.
- Obtain and consider performance and quality information in relation to public, patient, service user and carer feedback and benchmark against comparable organisations and activities.

Probity and integrity

- Approve each year's accounts prior to publication.
- Obtain assurance that Healthwatch Oxfordshire's affairs are conducted lawfully and in accordance with generally accepted and specific standards of reporting, performance and probity.
- Ensure that Healthwatch Oxfordshire complies with all relevant regulatory and statutory requirements.

Transparency and openness

- Review regularly Healthwatch Oxfordshire's openness arrangements, taking account of good practice developments.
- Publish Annual Report and Accounts each year, highlighting priorities, progress & key issues.
- Establish policy for communicating with, and involving, public, patients, service users, carers, partners and other stakeholders about its work and performance.

Representing Healthwatch Oxfordshire

- Promote the organisation at key events and other meetings, and establish constructive, high quality relationships, with key current and potential partners and stakeholders, internal and external, as required.
- Monitor, safeguard and enhance the reputation of Healthwatch Oxfordshire.

Executive and management arrangements

- Appoint (and if necessary, dismiss) the Chief Executive and approve his/ her salary, benefits and terms of employment.
- Ensure there are appropriate policies and systems in place to recruit, develop, retain and remunerate staff.
- Nominate a representative to sit on the Oxfordshire Health and Wellbeing Board and other partnership boards and bodies as required.
- Ensure that meetings of the Board (and any committees) are open to the public to attend, promoted in advance and held in appropriate venues. Matters of a confidential nature are noted as such and will be considered at closed meetings of the Board.
- A minimum of four meetings of the Board will be held each year.
- Set and review the Board's Regulatory Documents, including voting rights and quorum.

DIRECTOR PERSON SPECIFICATION

Core competencies

1. Strong communication and interpersonal skills, able to liaise effectively with a wide range of stakeholders and audiences.
2. Strategic thinking, able to analyse complex information, demonstrate clear analytical intellect and participate in rational decision making by a group.
3. Support the values, ethos and objectives of Healthwatch Oxfordshire.

Knowledge and experience

4. Knowledge of how health and social care services operate and are funded
5. Experience of participating in formal board meetings, preferably in the voluntary sector and in public.
6. Significant experience in the leadership team of a complex and highly political, customer focused organisation.
7. Good awareness and understanding of the current environment in Oxfordshire and how local health, social care and wellbeing services are delivered.
8. Experience of, or good understanding of, working with customer focused organisations and a commitment to high standards of customer care.
9. Experience of managing a CEO or equivalent senior management post.
10. Experience of financial management.
11. Experience of securing contracts and/or fundraising substantial sums.

Skills and abilities

12. Proven ability to contribute to the setting of strategy, participate in effective decision making and oversee effective implementation of those decisions.
13. Able to contribute to an organisations vision.
14. Able to challenge appropriately and hold other members of the Board and staff team to account; with a wider vision to raise standards across Healthwatch Oxfordshire.
15. Able to work collaboratively, building consensus and encouraging decision making.
16. Proven ability to present effectively, on behalf of the organisation, to a very wide range of audiences both in person and in writing.
17. The proven ability, on behalf of the public, to challenge other organisations and to hold them successfully to account at the most senior level.
18. The ability to take decisions within a team
19. The ability to build strong relationships with the most senior members of our key stakeholders and to develop HWO's networks at the highest level.
20. Ability to commit at least 2 days a month on a voluntary, expenses only, basis to HWO.

Personal behaviour and style

21. Passionate about promoting better outcomes in health and social care for all.
22. Actively leads by example, by demonstrating the professional conduct expected of a Director.
23. Proactively demonstrates strong commitment to equality and diversity.
24. Listens to others and provides decisive leadership when it is required.
25. Supportive management style that motivates people to deliver their best.
26. Open to learning and development, for self, staff and the Board.
27. Time and commitment to effectively discharge the responsibilities of the post.
28. IT literate with access to IT equipment.
29. Preferably lives and/or works within Oxfordshire.
30. Understands and adheres to the NOLAN principles
31. Excellent interpersonal skills.

Specific skills/knowledge needed

32. One or more of the following specialist skills:
 - i. Governance, risk management and legal compliance
 - ii. Financial management
 - iii. Performance management
 - iv. People management/HR
 - v. Receiving, analysing and acting on information
 - vi. Strategic and business planning
 - vii. Overseeing operational delivery
 - viii. Communications, marketing and PR
 - ix. Ability to “be the face of” as required, in political and challenging environments
 - x. Health and social care commissioning
 - xi. Health and social care and provision
 - xii. Quantitative and qualitative research
 - xiii. Bid writing and tendering /fundraising

Additional Information

Enhanced DBS check and references

The formal appointment of the new Chair and Directors will be subject to the completion of an enhanced DBS check and a minimum of two references.

Eligibility criteria

The following circumstances would make a person ineligible to be on the Board:

- Someone who does not live or work within the county of Oxfordshire;
- Someone who is employed in a senior management capacity by the NHS or County Council;
- Someone who is or becomes bankrupt or fails to make any arrangements with their creditors;
- Someone who is incapable by reason of medical disorder, illness or injury in managing and administering his/her property and/or affairs;
- Someone who is subjected to a court order disqualifying him or her from serving as a board member; and/or someone who has or is convicted of a serious criminal offence (in particular any offence involving dishonesty or any other in relation to promotion, formation, management or liquidation of a company).
- Note that Board members may be dismissed if they fail to declare circumstances which make them ineligible to be on the Board and these subsequently come to light.

Equality and Diversity

Healthwatch Oxfordshire is committed to the fair treatment of its staff and Directors and to users of local services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, disability or offending background.