



Advisory Group

Chair – Role Specification

Role Description: Chair, Healthwatch Rochdale Advisory Group

The list below covers what might usually be expected of an experienced Chair in an established, effective, well-functioning and adequately funded advisory group. Advisory groups take time to develop, so Chairs of newly established groups may not be able to fulfil all these responsibilities straight away. Some level of support to fulfil these roles may be required and should be identified by the Advisory Group members. The Chair will be supported by Healthwatch Rochdale staff and volunteers.

Role Responsibilities:

Contact point

- Be the main contact person for all enquiries to the Advisory Group. The Advisory Group Chair is the lynchpin of the committee and connects and networks interested parties and Advisory Group members, as well as users of health and social care services
- Regularly meet with the operational team accordingly
- Attend, as required, meetings on behalf of Healthwatch Rochdale.

Formal Meetings

- Attend and chair 4 formal Advisory Group meetings
- Attend 4 Healthwatch Rochdale Board meetings per annum
- Ensure all stakeholders can contribute to the meeting and receive feedback on outcomes.

Advisory Group Members

- Support the recruitment process of Advisory Group members and informally interview volunteer Advisory Group members
- Actively encourage the voices of minority groups to be involved
- Support the induction of Advisory Group members
- Offer ongoing support to Advisory Group members
- Be involved in planning – mentoring other Advisory group members to ensure the sustainability of the group

- The Chair may meet regularly with Advisory Group members outside of the meeting if deemed helpful

Governance

Healthwatch Rochdale operational team will ensure that the Advisory Group is fully GDPR compliant in line with Healthwatch Rochdale's policies and procedures, the Chair of the Advisory Group will be fully briefed and reassured in this area.

The Advisory Group Chair will be required to attend Healthwatch Rochdale Board meetings, these meetings run quarterly across the 5 townships of the Rochdale borough. The Advisory Group chair will complete a report which will go to Healthwatch Rochdale's Board for information and possible new areas of work.

It is the role of the Advisory Group Chair to hold the Healthwatch Rochdale Board to account on the information which is discussed during the Advisory Group meeting. Informal meetings may be arranged from time to time, as required by the group.

It is the role of the Chair to ensure the Advisory Group fulfil their business in line with Healthwatch Rochdale's policies and procedures ensuring that Healthwatch Rochdale's code of integrity is always followed. The Chair must act in accordance with the Nolan Principles of conduct in public life in carrying out this role – selflessness, integrity, **objectivity, accountability, openness, honesty and leadership.**

Requirements

The Advisory Group will include representatives from the Rochdale borough, including a Chair. We are interested in receiving applications from candidates who can represent one of the following special interest groups.

1. Health services, including GP Practices and hospitals
2. Mental health
3. Children and young people
4. Older people
5. BAME Communities
6. People with a physical or learning disability

7. Primary care health services (GP's, community pharmacy, dental, and optometry)
8. Secondary care health services (hospital care)
9. Adult Social Care
10. Children's Social Care
11. Carers

We also wish to attract representatives from people who can be the voice of the seldom heard. We require members who are passionate about their communities and about helping to ensure the quality of health and social care services in Rochdale borough.

Main Responsibilities of Advisory Group members is to:

Engagement

- Feedback your experience of health and social care services
- Provide feedback on key policies, strategies, service redesigns and quality performance to commissioners and providers
- Encourage local people to feedback their experience of health and social care services in the Rochdale Borough

Representation

- Represent key equalities, patient and user groups in the community such as: older people; mental health users; BAME; children and young people; people with a physical or learning disability; GP practice groups and hospital patient forums, people with a long-term condition
- Participate in commissioning processes relevant to their area of interest or expertise
- Review and discuss items in relation to local and Greater Manchester commissioning process and review to provide an informed view to the Healthwatch Rochdale Board of Directors.

Promotion and communication

- Promote Healthwatch Rochdale in the community generally, to seldom heard groups and at key events and other meetings
- Establish constructive high-quality relationships, with key current and potential partners and stakeholders, internal and external
- Monitor and enhance the reputation of Healthwatch Rochdale

Influencing strategic development

- Prioritise areas of focus and objectives for Healthwatch Rochdale based on patient and community feedback
- Consider the appropriate allocation of resources against key priority areas

Your Commitment

- Attend Advisory Group meetings, these will initially be on a 6 weekly basis during the development stage with a view to becoming quarterly. Ad-hoc meetings may be called by the Chair of the Advisory group or the CEO of HWR. Task and finish groups may also be implemented as and when required with agreement from members participating in them.
- Meetings will be held across the 5 townships of the Rochdale borough or virtually if we are unable to physically meet.
- Support the facilitator of the Advisory Group with agenda items and topics for consideration
- Act in accordance with the Nolan Principles of conduct in public life in carrying out this role – selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Ensuring that the Healthwatch Rochdale code of integrity is always followed
- To adhere to the code of conduct for Advisory Group Members

Healthwatch Rochdale Advisory Group Member – Person Specification

Requirements	Essential Desirable	Method of Assessment A = Assessment I = Interview
1 Skills and competencies		
(a) Ability to exercise independent judgement.	E	A / I
(b) Ability to contribute to the development of key policies, strategies, service redesigns and quality performance.	E	A / I
(c) Excellent communication skills, capable of playing an active role at meetings and engaging with people in different capacities and from different communities.	E	A / I
(d) Good written and verbal communication and active listening skills.	E	A / I
(e) Good information technology skills.	D	A / I
(f) Ability to prioritise areas of focus and objectives for Healthwatch Rochdale.	E	A/I
(g) To review and discuss items on the Advisory Group agenda to develop Tasks and Actions to be developed	E	A/I
2 Knowledge – type and depth		

Requirements	Essential Desirable	Method of Assessment A = Assessment I = Interview
(a) Knowledge and awareness of the areas and communities with which the organisation works, and their key issues within the Rochdale Borough	D	A / I
(b) Knowledge of health and happiness, health and social care, or community development.	D	A / I
(c) Good understanding of the duties and function of Healthwatch Rochdale.	D	I
3 Learning and development – <i>type and depth</i>		
(a) Willingness to follow learning, development, or training through to completion.	E	A / I
4 Experience – <i>quality and relevance</i>		
(a) Broad and varied life experience.	E	A / I
(b) Experience of making significant or difficult decisions about an organisation.	D	A / I
(c) Experience of working effectively as a member of a team.	D	A / I
(d) Experience of health and/or social care services, as a user, or as a carer of someone who has used services, or through previous employment within Rochdale borough.	E	A / I
5 Personal qualities and circumstances – <i>essential and directly relevant to post</i>		

Requirements	Essential Desirable	Method of Assessment A = Assessment I = Interview
(a) Strong desire to make the world a happier and healthier place to live.	E	A / I
(b) Ability to act honestly, reasonably and with integrity.	E	A / I
(c) Flexible, adaptable and open minded.	E	A / I
(d) Passionate about promoting better outcomes in health & social care for all.	E	A / I
(e) Active commitment to equality and diversity.	E	A / I
(f) Time and commitment to effectively discharge the responsibilities of the post.	E	A / I
(g) Representative of one or more of these key areas: Health Services, Mental Health, Children & Young People, Elderly, BAME communities, people with physical or learning disabilities, Primary Care Health Services, Secondary Care Health Services, Adult Social Care, Children's Social Care or a Carer.	E	A / I