

Role description for the Chair

Leadership role

The Chair will be the leader and spokesperson of the Healthwatch Rochdale Board and is expected to fully understand and represent Healthwatch Rochdale and its activities.

In particular this means:

1. Contributing actively by :-
 - giving firm strategic direction to the organisation
 - determining mission and strategy
 - setting overall policy
 - setting and evaluating performance against agreed targets
2. Providing leadership to the board and ensuring that Board members fulfil their duties and responsibilities for the proper governance of Healthwatch.
3. Acting as a spokesperson and figurehead, representing Healthwatch at various functions and outside events.

Ensuring involvement and accountability

The Chair will have a responsibility to deliver accountability through:

4. Ensuring that the Board, and Healthwatch generally, respond to the voices and views of key stakeholders.
5. Ensuring that Healthwatch Rochdale fulfils its responsibility to help reduce health inequalities
6. Ensuring that there is a systematic, open and fair procedure for the recruitment of the Chief Executive, Board members and future Chairs
7. Being accountable (with other board members) for the actions of the organisation

Line Management of the Chief Executive on behalf of the Board

The Chair will have line management responsibility for the Chief Executive. This includes:

8. Ensuring there are clear and open processes for the recruitment (and if necessary dismissal) of the chief executive
9. Setting and reviewing the remuneration package of the chief executive.
10. Managing the performance of, supporting, and where appropriate, challenging the chief executive and ensuring clear expectations and targets
11. Ensuring the opportunity for professional development

Ensuring the effective management of the business

The Chair will have duties (shared with other board members) to ensure effective management of Healthwatch through:

12. Safeguarding the good name and values of Healthwatch Rochdale
13. Ensuring that Healthwatch Rochdale
 - Complies with its articles of association
 - Complies with company law and any other relevant legislation or regulations
 - Ensuring that it pursues its objects as defined in its governing document
 - Ensuring the organisation applies its resources exclusively in pursuance of its objects
14. Ensuring the effective and efficient administration of Healthwatch Rochdale
15. Ensuring that Healthwatch Rochdale delivers on performance and efficiency targets agreed with the commissioning body, Rochdale County Council
16. Where appropriate, work with Healthwatch England and the Care Quality Commission (CQC)
17. Ensuring the financial stability of the organisation
18. Protecting and managing any property of Healthwatch Rochdale

Efficient conduct of Board meetings

The Chair will also have responsibility for ensuring the proper and efficient conduct of board meetings, including holding them in public, through:

19. Chairing Board meetings effectively, seeking consensus, balancing the need for full debate on key questions with the expeditious despatch of business
20. Ensuring that board decisions are made in the best, long-term interests of the business
21. Ensuring that the board focuses on its governance role and does not drift into a management role
22. Encouraging all Board members to participate and to feel free to challenge constructively both the chair and the chief executive
23. Ensuring that decisions taken at meetings of the board are implemented
24. Additionally, the Chair *in conjunction with other Board members* will make decisions on any matters that cannot be progressed without authorisation by the Board, but cannot wait until the next Board meeting.

Person specification

Knowledge and experience

- Able to demonstrate good awareness and understanding of the current environment in Rochdale and how local health, and social care and wellbeing services are delivered
- Good understanding of health, social care and wellbeing policy issues/challenges facing NHS and Local Authorities
- Good understanding of the Voluntary and Community Sector
- Leadership experience - of an organisation, department or team
- Experience of being a board member or chair
- Experience of high level governance, including strategic planning, financial management, commissioning skills, risk management, performance management and business growth
- Experience of, or good understanding of, working with member/customer focused organisations and a commitment to high standards of customer care
- Understand and acceptance of the legal duties, responsibilities and liabilities of being a Board member Understanding of the role of Healthwatch locally and in relation to Healthwatch England, and the Care Quality Commission (CQC) and Rochdale County Council as commissioner

Skills and abilities

- Able to lead the organisation through periods of change
- Ability to develop the vision to raise standards across Rochdale
- Strong strategic planning and implementation skills
- Able to challenge and hold the Board, staff team and providing consortium members to account
- Strong communication and interpersonal skills, able to liaise effectively with a wide a range of stakeholders and audiences
- Skilled at bringing people together to generate a strong team spirit to work collaboratively and build consensus
- Excellent negotiating and influencing skills
- Ability to think creatively.

Personal behaviour and style

- Passionate about promoting better outcomes in health and social care for all and ambitious in championing Healthwatch Rochdale's role
- Understanding and ability to follow the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership; leading by example and personal credibility
- A diplomatic and sensitive approach
- Proactively demonstrates strong commitment to equality and diversity

- Listens to others and provides decisive leadership when it is required
- Good, independent judgement and willingness to speak their mind.

Other requirements

- Has a commitment or connection to Rochdale
- A willingness and ability to devote the time and effort required to discharge the duties of this role
- ICT literate.