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**Healthwatch Bexley Role Description Summary**

**Chair of Advisory Group**

**About Healthwatch Bexley**

**Healthwatch Bexley (HWB)** was established in April 2013 as the new health and social care consumer champion in the borough representing residents, service users, carers and organisations within Bexley. Mind in Bexley is responsible for ensuring the effective delivery of Healthwatch Bexley.

Healthwatch Bexley is the **independent champion** for the patient and public voice. It brings people together to influence health and social care services to make them better. We **listen** to the needs and experiences of Bexley residents on health and social care services and **use those experiences** to influence the professionals who plan, buy and deliver services so that they can be improved.  
  
We **visit** health and social care services to find out what it’s like for people using them and then we make recommendations of how to improve those services. We **provide information** and signposting on local health and care services and tell the public where to go to make a complaint or where to leave feedback.

**Our vision and mission**  
Our vision is that all residents can access and expect the best possible health and social care services. Our mission is to:

* **Simplify and improve** peoples’ experiences by signposting them to health and social care services
* **Monitor quality** to enable everyone to receive the best possible health and social care services
* **Be the voice** for the views and concerns of the public to make health and social care services better

**Role description**

To **provide Non executive** **leadership** and work with the Healthwatch staff team and Advisory Group in setting the strategic plan and **Annual Report for** HWB, in line with the Local Authority, Department of Health and Social Care, and Healthwatch England requirements and agreed objectives, through good governance and effective strategic planning.

**Summary of the Role and responsibilities of the Chair of the Advisory Group:**

Adhere to the “Nolan Principles”, The Seven Principles of Public Life. These being -

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.

* Oversee governance of HWB, by working with **the HWB Manager and staff team,** the Advisory Group and Mind in Bexley and Age UK Bexley.
* Chair Board meetings, participating in other committees/groups required.
* Oversee the publishing of an Annual Report and highlighting priorities, progress & key issues.
* Build and maintain effective working relationships with the staff team and senior staff within other organisations and ensure that the Advisory Group as a whole acts in partnership.
* 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, Bexley Council, Monitor (Regulator of NHS Foundation Trusts), NHS funded providers, and Clinical Commissioning Groups. Act as an ambassador and representative for and uphold the reputation of Healthwatch Bexley and its values.
* Network and promote the achievements, purposes and benefits of Healthwatch Bexley.
* Ensure that Healthwatch Bexley is represented on various boards and committees including NHS Bexley Clinical Commissioning Group, Health and Wellbeing Board and that it plays a proactive role in decisions relating to the Health and Wellbeing Strategy, planning, commissioning and delivery of health and social care.

**When required**

Advisory Group meetings will take place bi-monthly, lasting approximately 90 minutes. **The chairperson is expected to attend all meetings, consider relevant paper work, and may also represent HWB at other events, and forums etc.**  We anticipate time commitment to be **1-2 days per month**, depending on level of involvement.

**Equality and diversity**

Healthwatch Bexley is committed to equality and diversity and welcome interest from the many diverse communities and groups within Bexley. We recognise that some people may need additional support to fulfil this role. Please contact us for any support.

**Terms and Conditions  
  
Remuneration**Up to £5,000 per annum, will be paid depending on experience.  
  
**Recruitment method**  
  
Application form, Informal interview, References, CRB/DBS check, Trial Period

**Application closing date**

The application closing date is **4th January 2019 at 5pm.**

**Contact Information**

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**A full job description and person specification can be found in the Healthwatch Bexley Chair recruitment pack.**