

Terms of Reference: Healthwatch Somerset Advisory Board

Name of Group: Healthwatch Somerset Advisory Board

Accountable To: COO the Advocacy People

Host Organisation: The Advocacy People

Primary Intent:

The Healthwatch Somerset Advisory Board (HWSAB) will direct and oversee the operation of Healthwatch Somerset (HWS) to ensure it is representing the voice of local people in expressing their views about the health and social care services.

Responsibilities:

The HWSAB will formulate the strategies for HWS and will, in conjunction with the HWS Manager:

- Establish work priorities through evidence gleaned from public engagement and system meetings, develop the work plan to enable reports to be created, which will feedback to stakeholders in order to influence their policies.
- Hold the Manager to account for the delivery of the work programme as agreed by the Advisory Board.
- Promote volunteering with HWS in partnership with the Volunteer Officer.
- Attend and participate in local Board meetings.
- Attend and participate in the informal meetings between Advisory Board meetings that are organised by HWS to allow networking and CPD opportunities.
- Participate in mandatory training whether face to face or online

- Develop community networks and partnerships by representing HWS at strategic meetings of commissioners and service providers.
- Share the workplan with The Advocacy People and ensure the HWS manager provides three monthly updates on its progress.
- Review the KPI's on a three monthly basis in order to monitor and evaluate the workplan.
- Use the Healthwatch Somerset email account provided, for communication on HWSAB business in order to comply with GDPR requirements.
- Comment on the Quality Accounts from Somerset NHS Foundation Trust.
- Comment on HWS workplan reports, alongside external stakeholders.

Task and Finish Groups:

The Advisory Board may create task and finish groups with their own Terms of Reference, including a time scale to report to the Advisory Board as required. Associate special advisers as required for projects and advice may be appointed.

Membership:

Advisory Board Chair

Chair of Patient Participation Groups Chair's Network

Maximum of Six representatives from Somerset

HWS Manager

Note: All Advisory Board Members will lead on a specialist area and attend local meeting or service user groups relating to this area. They must complete a feedback report and email to the Information and Signposting officer and give a short verbal report at Advisory Board meetings. Where specialist areas overlap it is the responsibility of those Advisory Board Members to keep each other informed.



Advisory Board Member Term:

Three years, plus three years with an option to extend, commencing November 2021.

Membership to be reviewed if Advisory Board Member misses three consecutive meetings, or regularly fails to provide updates.

Quorum:

Board Chair and four Board Members.

Decision Making Process:

Agreement should be reached by consensus. However, when this cannot be achieved, a vote will be taken. The Chair will have a casting vote in case of a tie.

Effective Start Date:

November 2021

Frequency of Meetings:

Six times per year, bi-monthly with informal meetings to network and exchange updates in between when needed. Members are expected to provide adequate notice and to send apologies if they are unable to attend any meeting.

Attendance (non-voting):

Associate special advisors (as required)

Team Administrator

Representation from the Advocacy People on request

Current document:

Updated 8th July 2024

Review Period:

Next review July 2025 or earlier as required.

¹ Healthwatch Somerset is hosted by The Advocacy People
Registered Office: Unit 2, 3rd Floor, Rock House, 49-51 Cambridge Road,
Hastings TN34 1DT
Registered Charity Number: 1080679; Registered Company Number: 3963421

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