



# Healthwatch South Tees Board Recruitment Pack

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## **Healthwatch South Tees (HWST) Board - Recruitment Pack**

This Recruitment Pack provides details of our recruitment process, gives guidance on the core competencies we request from our Board members, and outlines the key requirements of the role.

This forms part of HWST Board governance which include HWST:

- **Recruitment Pack**
- Terms of Reference
- Code of Conduct
- Conflict of Interest
- Decision Making Policy
- Compliments, Comments and Complaints

### **Purpose of the HWST Board**

The Board works to provide strategic oversight and good governance to HWST. It ensures HWST delivers its strategic objectives and adheres to any regulations published by the Government relating to Local Healthwatch. Further information about the role of the Board is detailed in our [Terms of Reference](#).

The Board is responsible for seeing that:

- HWST is effectively managed and that its affairs are in order;
- That it operates within its objectives and governing documents;
- That it acts at all times in the best interests of HWST;
- That it acts independently and promotes the voice of patients and the public in South Tees.

### **Responsibility of Board Members**

We require all Board members to take part in a number of activities, including:

- Attend scheduled meetings\* - These take place regularly, on a bi-monthly basis and last an average of 1 ½ - 2 hours including two yearly workshop style events with our locality forums (HWST Community Champions);
- Regularly provide feedback to influence HWST workplan direction and priorities, comments for HWST internal reports and responses to external reports, ensuring the views of the public are fully considered;
- Uphold the objectives and policies agreed by the Board, and to contribute to and share responsibility for decisions of the Board;
- Work constructively with other Board members and HWST staff;
- Follow our [Code of Conduct](#), including the Nolan principles of standards in public life;

- Present a positive image of the Board and HWST at external events;
- Identify personal training and development needs, and seek opportunities for development, attending training events as required;
- Allocate time for reading reports and preparing for Board meetings (and where appropriate committee meetings and working groups);
- Attend other events and associated meetings, linked to supporting, developing or promoting HWST and its objectives.

\*Due to current COVID-19 restrictions, these meetings are now being held quarterly through virtual platforms.

More information about Board Member activities and requirements are detailed in the [Terms of Reference](#).

### Person Specification

Our Board is made up of those who:

- Live in Middlesbrough or Redcar and Cleveland;
- Work in health and social care services in the area;
- Use health and social care services in the area;
- Have a strong interest in the healthcare sector or in the organisation.

### Core competencies

We require our Board Members to have some or all of the following qualities, experience and understanding:

#### Leadership:

- Able to demonstrate support for the organisation, colleagues and staff at all levels and in all circumstances;
- Self-motivated, and able to inspire and lead others as appropriate;
- Willing to take personal responsibility and to challenge the norm (management, traditions, history, protocols, culture, assumptions, perceptions) amongst others;
- Ensure there are no personal, professional, commercial or any other conflicting interests in any matter relating to HWST.

#### Clear analytical thinking & flexibility:

- Considered, independent judgement - putting aside personal opinions, prejudices and influences;
- Clear analytical and strategic thinking and flexibility;
- Ability to think creatively, grasp complex issues and problem solve.

**Team working:**

- Ability to work co-operatively and collaboratively within a diverse team;
- Develop effective listening and communication skills;
- Participate in setting, implementing and monitoring HWST strategic objectives, values and policy.

**Effective & clear communication & influencing skills:**

- Ability to influence on behalf of the organisation and gain the support of others;
- Clear vision and ability to enthuse others.

**Holding to account:**

- Understand and accept responsibilities and liabilities of a Board Member;
- Understand the fundamentals of good governance;
- Commit to continuously improving outcomes, challenging inequalities and delivering best value for money;
- Willing to be held to account for Board performance and of HWST management and staff;
- Ability to understand and accept the legal duties and liabilities of HWST;
- Ability to maintain focus on the organisations' vision, values and strategy and to ensure that these are embedded in the working of the board and are translated and undertaken by the staff;
- To respect the confidentiality of information, where its release would compromise the interests of HWST.

**Experience & understanding of health and social care, including issues affecting marginalised groups:**

- Experience of promoting equality within diverse communities, including marginalised communities;
- Experience of community engagement;
- Patient and/or social care service user experience;
- Involvement in public health programmes and campaigns.

## Eligibility and exclusions

### Applications will be considered from:

- Anyone 18 years and over, who lives in, works in, uses health and care services or has a demonstrable interest in the sector or HWST across the South Tees area.

### Applications from the following will not be considered:

- Employees of organisations with a statutory role to commission health or social care services for people in South Tees
- Councillors or MPs of Middlesbrough and Redcar and Cleveland

### Individual circumstances will be considered by the panel, but generally applications will also be excluded if:

- They have been dismissed as a trustee, board member or a director of an organisation of any kind
- They are the subject of bankruptcy restrictions order or similar order
- They have been dismissed as an employee for a reason other than redundancy
- They are under a disqualification order under the Company Directors Disqualification Act
- They have received a prison sentence or suspended sentence of three months or more in the last five years

## Training and support

HWST will provide training and support for board members in exchange for a strong commitment to improving local health and social care services for all.

We are committed to equality and diversity and we recognise that some people may need additional support to fulfil this role.

The need for support should not preclude anyone and we ask you to identify any support needs you have on the application form.

## Application and selection process

### Stage 1 - Expression of Interest

This stage allows you, to attend one Board meeting, as a guest, in order for you to determine whether you want to commit to this role on a long term basis. This also allows current members to agree that you would be suitable and would enhance the Board.

### Stage 2 - Formal Application

Board governance will be shared **for reference** and candidates will provide a copy of their CV together with a short personal statement, detailing how they meet the core and specific competencies included in this document. At this stage the Conflict of Interest is to be completed. These documents must be submitted by email to [healthwatchesouthtees@pcp.uk.net](mailto:healthwatchesouthtees@pcp.uk.net). Selection of board members is made against the competencies laid out in the governance documents.

### Stage 3 - Informal Interview

Candidates that meet the requirements will be invited for an informal interview with the Board Chair or HWST Lead.

### Stage 4 - Formal Offer

This confirms the completion of all stages required for this process and all governance documents associated with this role have been read. However, there will be a six-month cooling off period if this role is not beneficial for all parties and a formal resignation process is not required.

## Conflicts of interest

Applicants should make it clear at the time of application whether any conflicts of interest, or potential conflicts of interest exist or may arise. Potential conflicts of interest are:

- Health or social care providers and their employees within South Tees or who supply health and social care services to people in South Tees;
- Providers affiliated with a private company providing goods and services to local healthcare and social care providers.

This list is not exhaustive and further information around the Conflicts of Interest can be accessed by clicking [here](#).