



Member of the Board of Trustees: role profile

About HWE Insight

HWE Insights Ltd is an arms-length subsidiary of Healthwatch Essex, wholly owned by Healthwatch Essex.

It was set up to allow Healthwatch Essex to undertake high quality engagement, research and training activities on a commissioned basis, and to participate in joint venture arrangements.

It means that the charity Healthwatch Essex can continue to build on its growing track record of being an independent voice for the people of Essex, by drawing a distinction between the activities of Healthwatch Essex that are grant funded and undertaken under the terms of the Health and Social Care Act 2012, and activities that have been commissioned, or funded, by other organisations.

HWE Insights Ltd was established in spring 2016, following a decision taken by the Trustees and the Strategic Body of Healthwatch Essex, and the granting of approval from the commissioner of Healthwatch Essex, Essex County Council.

For more information about HWE Insight CEO Dr David Sollis on 01376 572829 or deborah.potticary@healthwatchessex.org.uk.

What is the role of the Board of Directors?

It is the responsibility of the Board of Directors to make sure that HWE Insight is solvent, well-run, and meeting the needs for which it has been set up. In particular, the Board must make sure that the day-to-day operational decisions and activities of HWE Insight comply with both the relevant legislation.

Composition of the Board of Directors

The Board currently consists of four members but looking to recruit a further three directors to make at least seven board members. Their current term of office runs for three years.

Following a review of governance, including an audit of the Board's existing knowledge, skills and experience, the Board have indicated that they would welcome applications from all individuals with exceptional qualities who can add value to the

governance of HWE Insight, and who may have specialisms or experience in one or more of the following areas:

- Health & social care business;
- Commerce/enterprise; Third sector Knowledge;
- Legal;
- Change management.

Directors' individual responsibilities

The role of HWE Insight Director can be summarised as follows:

- To take part in setting, implementing and monitoring HWE Insight's day-to-day and strategic objectives and operating practices, including the budget.
- To monitor the performance of HWE Insight to make sure it complies with constitutional, statutory, regulatory and contractual obligations.
- To take all reasonable steps for the prevention and detection of fraud and other irregularities.
- To ensure that financial judgments and estimates are reasonable and prudent, and that suitable accounting policies are applied consistently.
- To receive, read and consider reports, and question these where necessary to ensure that decisions are well founded.
- To ensure that decisions taken by the Board are in the best interest of HWE Insight and that its legal, financial and other responsibilities are met.
- To attend Board meetings, sub-committee meetings, working groups and training events, and to take part in discussions and decision making on a regular basis.
- To offer advice and expertise to the Board.
- To contribute to, and take collective responsibility for, decisions of the Board.
- To undertake special tasks and/or responsibilities as prescribed by the Board or one of its sub-committees, such as representing HWE Insight at meetings and external events.
- To commit to HWE Insight's approach towards valuing diversity and equal opportunities through its service delivery, activities and employment.
- To declare any relevant personal, professional or commercial interests in any matters being discussed by the Board.

- To uphold HWE Insight's code of conduct and maintain the highest standards of honesty and integrity.
- To respect the confidentiality of information, particularly where its release would compromise the interests of HWE Insight or breach its statutory, regulatory, contractual and/or other requirements.

The minimum time commitment for Directors will be 4 to 6 hours a month, to cover attendance at quarterly Board meetings, reading of papers, email and other correspondence, and attendance at other relevant meetings and events.

Knowledge, skills, attributes and experience

Directors are expected to make both a collective and an individual contribution to the work of the Board. As such, Directors would be expected to possess (or be willing to acquire) the following knowledge, skills, attributes and experience:

- A commitment to advancing the interests of patients, service users and the public within the changing landscape of health and social care. This should include an awareness of, or an interest in, the potential for using evidence of people's 'voice' and lived experience to drive change.
- A perspective on issues and challenges facing the health and social care system, and an ability to employ a balanced consideration of this when making decisions affecting HWE Insight. Your knowledge or experience of this may be in a professional, unpaid, non-executive or personal capacity.
- Excellent critical skills and business awareness, in order to inform the day-to-day operational and strategic management of HWE Insight.
- Financial awareness, in order to play a lead role in overseeing HWE Insight's effective financial management.
- Excellent communication skills, including a capability to play an active role at meetings, contributing to discussions and informing Board-level decisions. You will also potentially be communicating with a range of different individuals, from senior officials within health and social care to members of the public, so you must be willing to engage widely with people from all walks of life.
- In addition:
 - As a Director of HWE Insight, you will be a public representative of an organisation with statutory powers and obligations, and you should have a good idea of what is expected from a position of civic responsibility.
 - You should be open-minded and inclusive, and committed to the principles of diversity and equal opportunity.

Eligibility

Subject to the following exclusions, we would welcome applications from people who believe they could make a significant and effective contribution to the governance of HWE Insight. The Board have set the following exclusions:

- Senior employees within health or social care commissioner and provider organisations, whose main function is the provision of services to the people of Essex;
- County councillors and district councillors who hold an executive position in their council.

Disclosure & Barring Service (formerly Criminal Record Bureau) checks will be required for Trustees-designate. If these raise issues about suitability, the Board may take them into account when deciding whether to confirm appointment. References will also be sought.

Tenure

Trustees are appointed for a three-year term of office, which can be renewed if they and the other Trustees agree, but no Trustee may service more than three consecutive terms of office.

Payment

The role is unpaid, but all reasonable expenses will be reimbursed.

HWE Insight is committed to providing equal opportunities in the recruitment, training and development of its employees and volunteers.

David Sollis, CEO, HWE Insight
6th January 2020