

## **Healthwatch Southend Advisory Board -Terms of Reference**

The Healthwatch Southend Advisory Board is an advisory body, supporting the Healthwatch team to deliver local Healthwatch in Southend. The Advisory Board is not a formal sub-committee of the Family Action Board of Trustees.

All legal and financial responsibility for Healthwatch Southend rests with the Family Action Board of Trustees.

All strategy is owned by the Family Action Board.

### **Role**

The Advisory Board reviews issues relating to Healthwatch in detail and makes recommendations regarding its independence, transparency and openness. It plays an important role in overseeing Healthwatch Southend's strategic direction, monitoring the progress of Healthwatch Southend against its work plans, and reviewing the delivery of Healthwatch Southend in line with the contract.

Information will be supplied to the advisory board by the Healthwatch team.

Advisory board members should not engage with the press or politicians unless such activity is requested of them by the Family Action Chief Executive, the Chair of the Family Action Board or the Senior Officer.

### **Membership**

The Healthwatch Southend Advisory Board will be formed of people from a range of backgrounds with a range of relevant skills and experience, recruited in an open and transparent way. The Board will be chaired by an elected member of the Board.

There is no fixed term associated with membership of the Board. Departure can be at any time by mutual agreement with the Chair.

Where the involvement, activities or attitude of any board member are seen by the Chair to be detrimental to the effectiveness, reputation or working relationships of the Board or Healthwatch Southend, they will be asked to stand down. If unwilling to stand down, Board members' involvement may be discontinued without consent by majority decision of the Advisory Board or the Family Action Board.

With agreement from the Board, further people may be co-opted where it is seen to be advantageous, for example, where a certain demographic is not represented, such as young people or people from black and minority ethnic communities.

The Healthwatch Senior Officer and staff will support the group and provide information.

## **Main tasks**

The Healthwatch Southend Advisory Board takes initial responsibility for:

- contributing to the development of, and agreeing, strategic and operational plans
- reviewing progress against agreed plans and contract timescales
- reviewing proposals for the delivery of Healthwatch Southend
- making recommendations regarding maintaining and safeguarding the independence, openness and transparency of Healthwatch Southend
- highlighting potential and actual issues
- contributing to the on-going development and delivery of the service as appropriate

## **Meetings**

The Healthwatch Southend Advisory Board will meet in person, in public, on a quarterly basis.

The quorum for meetings shall be three.

Meetings will last no longer than two hours, and will be held at times and locations mutually agreed.

Where members share specific interests or skills, working sub-groups may meet as required, reporting back to the board as appropriate.

## **Review**

These Terms of Reference will be reviewed by the Advisory Board annually in April.