

Healthwatch Cambridgeshire and Peterborough Appointment of Directors and Deputy Chair

Purpose

1. This report recommends the appointment of four new Directors and a Deputy Chair of the Healthwatch Cambridgeshire and Peterborough Board.

Key issues

2. Following the retirement of four Directors in 2021, a competitive process has been undertaken to recruit new Directors. A number of high quality applications were received and those suitable short-listed for interview.
3. As a result of this process Johnny Hebron, Chris Palmer and Laura Beer are recommended to the Board as Directors. It is further recommended that Chelsia Lake, Associate Director, is appointed to a Director role. An updated table of Directors' retirement and reappointment dates is in Appendix 1.
4. This report also notes the retirement of Paul Jobling and thanks him for his support and contributions. As a result we have sought nominations to the Deputy Chair (was Vice-Chair). Philippa Brice has been nominated to this role and this report seeks Board approval for her appointment.

Action required by the Board

5. The Board is asked to endorse:
 - The appointment of Chelsia Lake, Johnny Hebron, Chris Palmer and Laura Beer as Healthwatch Cambridgeshire and Peterborough Directors and
 - The appointment of Philippa Brice as Deputy Chair.

Authors

Stewart Francis, Chair

Sandie Smith, CEO

26th January 2022

Directors' Retirement and Reappointment Dates

Name	Role	Date Appointed	Retirement/ Reappointment Date	End of Second Term
Stewart Francis	Chair	Oct 2021	Oct 2024	
Jonathan Wells	Director	Nov 2016	Nov 2019	Nov 2022
Saqib Rehman	Director	Mar 2019	Mar 2022	
Nadia Shaw	Director	Nov 2019	Nov 2022	
Ellie Addison	Director	Jan 2021	Jan 2024	
Philippa Brice	Director	Jan 2021	Jan 2024	
Chelsia Lake	Director	Jan 2022	Jan 2025	
Laura Beer	Director	Jan 2022	Jan 2025	
Chris Palmer	Director	Jan 2022	Jan 2025	
Johnny Hebron	Director	Jan 2022	Jan 2025	

Members to serve for a term of three years with a maximum of two terms (i.e. six years maximum)

Appendix 2

Role description: Deputy Chair

Role:	Deputy Chair Healthwatch Cambridgeshire and Peterborough Board
Accountable to:	The Chair
Salary:	This is a voluntary position. Reasonable expenses will be reimbursed. Although in any prolonged absence of the Chair temporary remuneration may be offered.

The Deputy Chair will be expected to:

- Provide leadership support to the Chair of the Healthwatch Cambridgeshire and Peterborough Board
- Act as a deputy to the Chair and undertake representation when the Chair is unavailable or requires support
- Chair the Healthwatch Cambridgeshire and Peterborough Board meetings in the Chair's absence
- Liaise with the CEO regarding preparation of the Board meeting agendas and supporting papers should the Chair be unavailable

As a Director the Deputy Chair will also be expected to:

- Contribute to the development of strategic plans to enable the organisation to fulfil its responsibilities
- Ensure that patient and public interest is always at the heart of decision making with specific reference to seldom heard groups
- Monitor and constructively challenge the performance of the organisation in meeting the agreed goals and improvement targets
- Act as a conduit for sensitive issues and raise with the CEO, Chair or Guarantor(s), as appropriate
- Ensure that financial controls and systems of risk management are robust, and that the Board is kept fully informed through timely and relevant information
- Assist with the development of a 'business' culture within the organisation which is consistent with the statutory requirements of Local Healthwatch
- Play an appropriate role in building external relationships with key stakeholders including the Clinical Commissioning Group (CCG), GPs, secondary care, the Local Authorities, the voluntary and community sector and other stakeholders

- Actively participate and/or chair relevant sub-committees of the Board as required
- Take part in the appointment of senior staff
- Ensure that the organisation values diversity and demonstrates equality of opportunity in its treatment of staff and patients and in all aspects of its business
- Drive the establishment and maintenance of a volunteer culture within the organisation
- Act as an Ambassador for Healthwatch Cambridgeshire and Peterborough
- Execute the responsibilities of a company director according to lawful and ethical standards, at all times.