

# Healthwatch Cambridgeshire and Peterborough Decision-making Policy

## Purpose of this document

This policy sets out how decisions will be made by Healthwatch Cambridgeshire and Peterborough and how these decisions meet the organisation's statutory obligations and its commitment to transparency.

## Process for decision-making

Healthwatch regulations require Local Healthwatch to establish procedures for its decision-making in relation to 'relevant decisions'. Decision-making procedures must be published on the Healthwatch website. Any amendments to these procedures must be published as soon as practicable.

## What is a relevant decision?

Regulations state that relevant decisions include:

- Setting strategic priorities
- Determining the work programme
- Escalating a matter to another body
- Budget setting
- Planning intelligence gathering activities such as enter and view
- Any decisions about subcontracting.

## Decision making policies

How relevant decisions are made are described in the policies listed below, all of which are publicly available on both the Healthwatch Cambridgeshire and the Healthwatch Peterborough websites.

### Governance

- Processes for how Directors make decisions are described in Healthwatch Cambridgeshire and Peterborough's Articles of Association
- Processes for appointing a Chair, a Vice-Chair and Guarantors are described in the Governance Document.

### Financial

- The Healthwatch Cambridgeshire and Peterborough Board approves the annual budget at its March meeting
- Monthly monitoring of the budget is delegated to the General Purposes Group who report the position to bimonthly Board meetings
- Healthwatch Cambridgeshire and Peterborough's audited annual accounts are approved and minuted at the organisation's AGM
- The decision-making process to apply for externally funded projects is described in the Business Development Strategy (currently in draft)
- Other financial decisions, including levels of delegated authority to approve expenditure and sub-contracting are made in accordance with the Financial Controls Policy.

### Escalation of matters

- The procedure for responding to concerns, including escalation to other bodies, and the levels of authority required for decisions is described in the Escalation Policy.

**Approved by Healthwatch Cambridgeshire and Peterborough Board of Directors**

Date: July 2020

For review: July 2022

**Responsible Officer**

Chief Executive Officer Healthwatch Cambridgeshire and Peterborough