healthwatch Croydon

Terms of Reference for Local Leadership Board

Purpose of Local Leadership Board

The main purpose of the Healthwatch Croydon Local Leadership Board (LLB) will be to provide local leadership which reflects the voices of people living in the County of Croydon

The group's main duty will be to work with the Healthwatch Croydon operational staff to set strategic direction and to prioritise which issues should be taken forward. These decisions will form the basis of the Healthwatch Croydon work plan.

The Local Leadership Board's main functions will be to:

1. **Prioritise issues**

This will be the main task of the group and will involve working with the Healthwatch Croydon staff team to analyse the data that Healthwatch Croydon holds in order to determine which themes or issues are of highest priority for patients and service users in Croydon.

2. **Set Strategic Direction**

In light of the issues identified through the prioritisation process and through analysis of key local issues (for example, service changes related to the Sustainability and Transformation Plan), the LLB will be responsible for setting overall strategic direction for Healthwatch Croydon. A tool to support this role will be developed and utilised.

3. **Influencing**

Attend meetings that are held by statutory providers in order to ensure that the voice of patients and service users in Croydon is heard. Representatives at such meetings will need to work closely with the Healthwatch Croydon staff team to ensure awareness of current developments in health and social care so that they know what the collective patient and user voice thinks about a particular issue.

Accountability

The Local Leadership Board will be accountable to the Help & Care Trustee Board, and ultimately to the general public who use health and social care services in Croydon. Lines of communication between the Local Leadership Board and the Trustee Board are through Help & Care's Director of Partnerships who will attend the Local Leadership Board.

Governance

The Chair and Deputy Chair shall be appointed by the Local Leadership Board through a nomination and voting procedure. Length of tenure will be initially for one year, and this will then be reviewed.

Responsibilities of Chair of the Local Leadership Board:

- Set the agenda for each meeting.
- Ensure that agendas and supporting materials are delivered to members in advance of meetings.
- Make the purpose of each meeting clear to members and explain the agenda at the beginning of each meeting.
- Clarify and summarise discussions throughout the meeting.
- Keep the meeting moving by putting time limits on each agenda item and keep all meetings to a pre-determined time.
- Encourage broad participation from members in discussion.
- Complete each meeting with a summary of decisions and assignments.
- Follow up members after absence at two consecutive meetings to determine if they wish to continue/discontinue membership. (Exceptional personal circumstances will be taken into consideration e.g. illness)
- Work with the operational team to find replacements, identify gaps within the group and fill new vacancies.

Membership

The Local Leadership Board will consist of 6 Members plus Help & Care's Director of Partnership who will be excluded from chairing the meeting but must be in attendance for the Board to be quorate.

Other members should be selected based on their specialist knowledge, ability to represent the interests of stakeholders, and ability to help resolve issues the project may face.

The addition of any new members to the group will be decided by the Local Leadership Board. With consensus, the Local Leadership Board will have the ability to co-opt ad-hoc members when additional expertise/knowledge is required.

Individual Local Leadership Board members have responsibilities as set out in the attached role description and code of conduct.

Working Practice

The Local Leadership Board will meet at least quarterly. The meeting dates and venues will be agreed by the Local Leadership Board at its meetings or through consultation in the period between meetings.

The Local Leadership Board Chair will be responsible for chairing the meetings and, following review by the group, approving the minutes.

Agendas and papers will be sent out 1 week prior to the meeting - email is the preferred method of communication. Members should seek to print their own papers – or let the staff team know if they need papers printed.

Items for consideration at the next meeting should be submitted to the Chair and Director of Partnerships at least 2 weeks before the Local Leadership Board meeting.

The Local Leadership Board meetings will be supported by an operational team member who will produce the action notes.

The Local Leadership Board will agree who will receive copies of the action notes/minutes outside of the group. The action notes/minutes will be circulated no later than one week (preferably 48 hours) after the Local Leadership Board meeting.

Quorum

All members of this Local Leadership Board are required to endeavour to attend all meetings set. Members would be expected to attend ¾ of a year's cycle of meetings.
A minimum number of 50% of Local Leadership Board members plus the Director of Partnerships are required for decision-making purposes.

The process the Local Leadership Board will use to make decisions will be to use a majority vote system i.e. a course of action requires support from more than 50% members who attend the meeting if there is quorum.

Modifications to Terms of Reference

Modifications to these terms of reference may be proposed and adopted at any meeting of the Local Leadership Board.

September 2018