

**Board Trustee**

**Application Pack for Board of Trustees**

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**Application Pack**

**For Board Trustees**

Dear Applicant,

Thank you for your interest in joining Healthwatch Torbay and Engaging Communities South West (ECSW) as a Trustee. This application pack is designed to give you information about the organisation and our role in the community.

We are always looking for dynamic individuals to join our Board of Trustees, who share our passion for our local communities, and who will be able to take the organisation from strength to strength.

The Board of Trustees plays an integral role in shaping the services that ECSW deliver as an organisation.

Please read through the application pack and contact me if you require any further information or an informal discussion regarding your application.

If successful in being appointed as a Trustee for ECSW an induction training programme will be provided and more detail about your role and responsibilities.

Kind regards

***Pat Harris***

Healthwatch Torbay and Engaging Communities South West

Chief Executive

**Tel:** 0800 0520029   
**email:** [Pat.Harris@engagingcommunitiessouthwest.org.uk](mailto:Pat.Harris@engagingcommunitiessouthwest.org.uk)

[www.engagingcommunitiessouthwest.org.uk](http://www.engagingcommunitiessouthwest.org.uk)

**Overview - Who are we?**

Healthwatch Torbay was set up in 2013 as a registered charity in response to the changes to the Health and Social Care Act 2012 in which every local authority had to have a local Healthwatch to consult with and influence health and social care providers using information gathered from the local community.

As Healthwatch Torbay developed, the Board of Trustees agreed that the organisation needed to expand and be able to undertake opportunities other than Healthwatch in the local community area.

In June 2019, the Board of Trustees agreed that Healthwatch Torbay should be renamed and it is now known as Healthwatch Torbay and Engaging Community South West (ECSW) and is in the process of becoming a Charitable Incorporated Organisation (CIO).

In April 2020 the Local Authority merged the 3 local Healthwatch Devon, Plymouth and Torbay contracts and ECSW were successful in securing this contract in partnership with Colebrook South West and Citizens Advice Devon.

In addition to providing Healthwatch in Devon, Plymouth and Torbay, ECSW offers Community Engagement, Consultation, and Evaluation, Community Projects, Digital Support, and works in partnership to support the Voluntary Sector.

**Accountabilities for all ECSW Trustees:**

As an ECSW Trustee you will be responsible for working with the Chair and Chief Executive to lead the direction of the organisation and take an overview of the charity maintaining its key aims and objectives.

The Board of Trustees support the business plan and direction of the organisation. This will involve developing tailored outcomes for the services we provide.

In addition, you will be expected to assist the Board of Trustees in building an effective organisation by:

* Developing, monitoring, and implementing the organisation’s business plan and the requirement of service level agreements with relevant funding organisations
* Ensuring that governance is in place to lead, monitor, review and evaluate all activities of the organisation
* Supporting the Chair and CEO in providing strategic leadership on the vision, structure, governance, and functions of the organisation
* Providing and developing systems that raise issues of any poor performance with sub-contractors and ensure decisive action is taken
* Adhering to Confidentiality and General Data Protection Regulation requirements, ensuring that ECSW documents and data are always kept secure
* Adhering to the Nolan 7 Principles of Public Life

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**The Seven Principles of Public Life**

Every ECSW Trustee must be committed to the Nolan Principles of Public Life.

**1. Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

**2. Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**3. Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**4. Accountability**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**5. Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

**6. Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**7. Leadership**

Holders of public office should promote and support these principles by leadership and example.

**Responsibilities and Tasks**

**Overseeing the governance of the organisation, working with the Board to ensure that:**

* The Board of Trustees will have suitable skilled, experienced and diverse volunteers who understand their roles and responsibilities as a Trustee. They will ensure that the organisation complies with the “Articles of Association” and any relevant legislation or regulations including charity legislation
* The organisation applies its resources exclusively in the pursuance of its objectives
* There are appropriate arrangements for the appraisal, training and development of the Board of Trustees and other voluntary members of the organisation
* The Board of Trustees has a clear vision, strategies, objectives, and a culture for the organisation that this is reflected within the Board of Trustee’s behaviour and decision making
* Key issues are discussed by the Board of Trustees in a timely manner
* The Board of Trustees receives professional advice when needed
* The organisation maintains robust financial processes and strong governance
* The Board of Trustees sub-committees supporting accountability are properly constituted
* The Board of Trustees meetings are chaired effectively so that Board members are given an opportunity to express their views and are maintained in line with an agreed code of conduct
* The organisation builds and maintains good relationships with key stakeholders

**Other responsibilities include:**

* Acting as an ambassador and representative for the organisation when required
* Reviewing key strategic aims and objectives
* Approving and agreeing annual budget and expenditure in line with the strategic aims and objectives
* Overseeing a framework for identification of risk management
* Regularly reviewing and monitoring performance and quality in relation to business plans, budget, decisions etc

**Maintaining good relationships with staff** **to ensure that:**

* The Board of Trustees builds and maintains effective working relationships with the staff of ECSW
* The Board of Trustees provide appropriate management advice, support and challenge to the staff
* The Board of Trustees annually appraises the performance and reviews the salary of the staff
* The Board of Trustees ensure that terms of employment, salary and benefits of paid staff are met
* There are appropriate policies, procedures, and systems in place to recruit, develop, retain, and remunerate staff

**Person specification**

**Skills and Abilities**

* Strong communication and interpersonal skills
* Be able to liaise effectively with a wide a range of stakeholders and audiences
* Strategic thinking, being able to analyse complex information, demonstrating analytical intellect and an ability to guide decision making
* Be able to lead the organisation through periods of change
* Support the values, ethos, and objectives of ECSW

**Knowledge and experience (***Desirable***)**

* Good understanding of health, social care and wellbeing policy issues and challenges facing the NHS and Local Authorities
* Able to demonstrate good awareness and understanding of the current environment for the voluntary sector and how local services, including health and social care and wellbeing are delivered
* Experience of, or good understanding of working with customer-focused organisations and a commitment to high standards of customer care
* Experience of leading an organisation or project as a member of management or committee
* A proven history of one or more of financial management, business development, market research, human resources and collecting service user experiences, in developing or leading a community-based organisation

**Eligibility to apply**

Applicants must be over the age of 18 and will require if appropriate a DBS check and a minimum of two references.

**How to apply**

Please email a completed application form (attached) to:

[info@engagingcommunitiessouthwest.org.uk](mailto:info@engagingcommunitiessouthwest.org.uk)

If you have any questions regarding your application or would like an informal discussion, please call on **0800 0520029** to arrange a suitable time to speak with our Chair.

If you cannot send your application electronically, please post it to:

Healthwatch Torbay & Engaging Communities South West,

Room 17, Paignton Library and Information Centre,

Great Western Road,

Paignton

TQ4 5AG

**Selection Process**

Applicants will be selected through an open and transparent process, based on key skills, attributes, and experience measured against the requirements as a Board of Trustee for ECSW. Applicants will be required to attend an interview with the Chair, CEO, and another Board of Trustees member of ECSW.

**Equality & Diversity**

ECSW will be subject to the public sector duty under the Equality Act 2010 and as such will be committed to equal opportunities and expect all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect. We encourage people from diverse backgrounds to apply.

**Board Member Application Form**

Please complete both parts of the application form below.

Details entered in this form will be held by ECSW and will be kept in line with GDPR requirements.

Only details relevant to the position will be made available to the shortlisting panel, who will not have access to personal contact details entered.

If you wish to receive or submit an application in an alternative format please contact us on **0800 0520029** or **email** [**info@engagingcommunitiessouthwest.org.uk**](mailto:info@engagingcommunitiessouthwest.org.uk)

**Personal Details**

|  |  |
| --- | --- |
| Surname/Family Name |  |
| First Name(s) |  |
| Title |  |
| Address |  |
| Postcode |  |
| Country |  |
| Home Telephone |  |
| Mobile Telephone |  |
| Other contact number if preferred |  |
| Email Address |  |
| Are you a United Kingdom or European Community National? | Yes **□**  No **□** |
| If ‘no’ please specify | |

|  |  |
| --- | --- |
| Present Employment (if applicable): |  |
| Position: |  |
| Date of Appointment: |  |
| Employer: |  |
| Additional Information: |  |

|  |  |
| --- | --- |
| How did you learn of this position? |  |
| Are you related to, or do you have an existing relationship with a member of the Board of Directors, an employee, volunteer or client of ECSW? | Yes / No  If yes, please state whom and the nature of the relationship: |

|  |
| --- |
| Why are you interested in becoming a member of the Board of Trustees at ECSW? |

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| --- |
| What experience or expertise would you bring to the Board of Trustees at ECSW? |

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| --- |
| Which area(s) of ECSW particularly interest you? |

|  |
| --- |
| Further information (e.g. if you wish to expand on a particular skill or experience): |

|  |
| --- |
| What are your expectations of us to make your experience rewarding? |

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| --- |
| Any relevant information/conflicts of interest/concerns? |

|  |
| --- |
| What time commitment will you be able to make? |

|  |  |
| --- | --- |
| Do you consider you have a disability? | Yes / No  If yes, please state details of particular support required: |
| Do you have any other support needs? | Yes / No  If yes, please tell us what they are (e.g. do you need information in certain formats, large font, coloured paper, specialist dietary needs etc?): |

**Declaration**

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if appointed by the Board. Where applicable, I consent that the organisation can seek clarification regarding any professional registration details.

|  |  |
| --- | --- |
| I agree to the above declaration | |
| Signature |  |
| Name |  |
| Date |  |

**References**

Please state the names and contact details of those who have agreed to supply references

**Referee 1**

|  |  |
| --- | --- |
| Surname/Family Name |  |
| First Name |  |
| Title |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email |  |
| Relationship |  |
| Can the referee be contacted prior to the interview? | □ Yes  □ No |

**Referee 2**

|  |  |
| --- | --- |
| Surname/Family Name |  |
| First Name |  |
| Title |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email |  |
| Relationship |  |
| Can the referee be contacted prior to the interview? | □ Yes  □ No |

**Thank you for completing this application form.**

**Monitoring Information**

The information collected will only be used for monitoring purposes in an anonymous format and will help analyse the profile and make up of applicants and appointees to jobs in support of our equal opportunities policies.

We recognise and actively promote the benefits of a diverse workforce and are committed to treating all board members and employees with dignity and respect. We therefore welcome applications from all sections of the community.

|  |  |
| --- | --- |
| Gender | Male □ Female □  I do not wish to disclose this □ |

**Equality Act 2010**

|  |  |
| --- | --- |
| I would describe my ethnic origin as: | |
| Asian or Asian British □ | |
| Black or Black British □ | |
| Mixed □ | |
| White British or other White background □ | |
| I do not wish to disclose this □ | |
| Please select the option which best describes your sexual orientation: | |
| Lesbian □  Gay □  Bisexual □  Heterosexual □  I do not wish to disclose this □ | |
| Please indicate your religion or belief: | |
| □ Atheism  □ Buddhism  □ Christianity  □ Hinduism  □ Islam | □ Jainism  □ Judaism  □ Sikhism  □ Other  □ I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects disabled people - including those with long term health conditions, and learning disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection process - including the interview - is fair and equitable.

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | |
| Yes □ No □ I do not wish to disclose this □ | |
| Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark ‘other’. | |
| □ Physical Impairment  □ Sensory Impairment  □ Long-standing illness | □ Learning Disability/Difficulty  □ Mental Health Condition  □ Other |

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**Contact Us**

Address:   
Healthwatch Torbay & Engaging Communities South West,

Paignton Library,

Room 17,

Great Western Road,

Paignton,

Devon

TQ4 5AG

Phone number:

0800 052 0029

Email: [info@engagingcommunitiessouthwest.org.uk](mailto:info@engagingcommunitiessouthwest.org.uk)

Website URL: [www.engagingcommunitiessouthwest.org.uk](http://www.engagingcommunitiessouthwest.org.uk)

Healthwatch Torbay and Engaging Communities South West LTD, a community interest company limited by guarantee and registered in England with company number 1153450.

The registered office is at Paignton Library & Information Centre, Great Western Road, Paignton, Devon, TQ4 5AG.

Personal data is processed in accordance with the General Data Protection Regulation (GDPR) and relevant data protection law. Please see our Information on the processing of personal data by us can be found at <https://healthwatchtorbay.org.uk/privacy-policy/>

Statutory requests for information made under access to information legislation such as  the GDPR and the Freedom of Information Act 2000 should be sent to [DPO@healthwatchtorbay.org.uk](mailto:DPO@healthwatchtorbay.org.uk)