

**HEALTHWATCH PROGRAMME BOARD PAPER  
05 – HWPB – 26Jan**

<b>Reference:</b> 05 – HWPB – 26Jan
<b><u>Title:</u></b> Healthwatch Programme Board – Terms of Reference
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<b><u>HWPB Sponsor(s):</u></b> Andrew Larter
<b><u>Purpose:</u></b> This paper sets out the terms of reference for the Healthwatch Programme Board, as discussed at the meeting on 5 December 2011.
<b><u>Links:</u></b>
<b><u>Desired outcome:</u></b>  To note the revisions following the discussions at the last meeting
<b><u>Circulation:</u></b> HealthWatch Programme Board

## HEALTHWATCH PROGRAMME BOARD PAPER 05 – HWPB – 26Jan

### Healthwatch Programme Board - Terms of Reference (January 2012)

#### 1. Purpose

1.1 The Healthwatch programme is part of the overall DH and Local Government programme. Its objectives are

- To ensure the implementation of the provisions in the Health and Social Care Bill 2011 to establish Healthwatch England as a committee of the Care Quality Commission, and to set up a local Healthwatch in each local authority area<sup>1</sup>;
- support the successful transition of current LINKs functions and the effective participation of current LINKs volunteers in local Healthwatch organisations
- With LAs, supporting community capacity to engage in the new system
- Co-produce the plans for Healthwatch with local government, the NHS and voluntary and community sector partners.

1.2 An underlying principle of the programme is that it adopts a partnership approach between DH, CQC and local authorities and that it engages people who use health and social care services and their representative organisations in all stages of the development.

#### 2. Overview

2.1 The Healthwatch programme board is accountable for the implementation of Healthwatch England and local Healthwatch, through the transition process

2.2 The role of the implementation board is to:

- Be responsible for the implementation of the programme plan,
- set direction,
- make recommendations to the DH&LG PB and Ministers , and
- manage risks to delivery of the programme .

2.3 The programme board will represent the key partners in the programme, both in DH and externally. It will be chaired by John Wilderspin National Director, Health and Wellbeing Board Implementation. The Board's function will be reviewed when, subject to legislation, the chair of the Healthwatch England takes up post.

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<sup>1</sup> Authorities with social services responsibilities

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2.4 The programme board will have a reference group, drawing in a wider range of stakeholders, to ensure that engagement continues throughout the transition process and that the programme is drawing on a range of expertise.

2.5 A joint Department of Health and Care Quality Commission management group will take day-to-day responsibility for delivery of the programme, including managing the projects that make up the programme. At the working level, the Healthwatch Team will set up arrangements to identify and manage interdependencies of this programme’s development work with other areas covered in the Bill.

### 3. Membership

Organisation/interest	Name
Chair	John Wilderspin
DH	Joan Saddler
	Paul Streets/Mary Simpson
	Lisa Walder
	John Lewis
CQC	Phillip King
	Nigel Thompson
LINKs	Nick Kennedy LINKs rep
	Anita Higham/Dag Saunders LINKs rep
NALM	Malcolm Alexander
Voluntary and community sector (public)	Don Redding, National Voices,
	Patrick Vernon, Afiya
	Val Harrison, PoWHer
	Katy Wing, NAVCA
	Hilary Emery, National Childrens Bureau
Local Government	Becky Shaw, East Sussex
	Steve Atkinson, Hinkley & Bosworth
	Nick Bell, Staffordshire
	Andrew Cozens, LGA
	Lorraine Denoris, LGA
DCLG	Patrick White
NHS Acute sector	Invited
NHS non acute	Dr Jane Halpin, Hertfordshire
CCGs	Dr Tim Dalton
Professions	Sarah Norman, ADASS
	ADCS (invited)
	Nicola Close, ADPH
	Tony Butterworth, NHS Institute
Independent care providers	Frank Ursell, Care Providers Alliance
Healthwatch team DH/CQC	Andrew Larter

## HEALTHWATCH PROGRAMME BOARD PAPER 05 – HWPB – 26Jan

	Kasey Chan
	Frances Hasler
	Sarah Crossland
	Helen Jones
	Ian Forsyth
	Sara Cain
	Amy Key

### 4. Terms of reference

4.1 The Healthwatch programme board, thereafter referred to as ‘the Board’ in points made in this section, will meet monthly.

The Board will operate in accordance with the arrangements set out under objectives and overview (sections 1 and 2 above) which covers its Chair and membership

4.1 The Board will consider programme plans and will receive summary progress reports. They will offer advice and, where appropriate, challenge to the Healthwatch Programme. In addition, the Board will take diversity and inclusion into account when considering the issues it is being sought after for advice.

4.2 Principles for identifying critical discussions for the Board:

- There is new or emerging clarity about an element of the programme which needs to be discussed with the Board.
- There has been a change to the position or understanding of a key element of the programme which needs discussion.
- The Board has asked for substantive discussion or further explanation about the mitigation plans for one of the risks.

4.3 The Board will consider options concerning the implementation of Healthwatch and will advise on key decisions, recommendations and preferred options.

4.4 The Board will review risks and issues affecting the programme and will ensure that these are being managed.

4.5 The board may make recommendations on the work of the programme. Where board recommendations impact on wider policy, they will be referred to the DH and Local Government Board or to Ministers as appropriate (at the discretion of the Chair).

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4.6 Specifically, the Board will review its purpose once the Chair of the Healthwatch England committee is appointed, and the dissolution of the programme board once Healthwatch England comes into being.

4.7 Except where indicated as restricted, board papers will be treated as public and may be shared immediately following the meeting. They will be placed on the DH website modernisation channel and the CQC Healthwatch online community.

### **5. Secretariat**

Members of the Healthwatch team will provide secretariat and support the programme board and reference group. Contact is Kasey Chan.

January 2012