



## **Community Southwark**

### **Terms of Reference: Healthwatch Southwark (HWS) Advisory Group**

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**Approved on July 2015 and reviewed & endorsed on:**

The Healthwatch Southwark (HWS) Advisory Group is a consultative body, supporting the HWS staff team to deliver local Healthwatch in the borough. All legal and financial responsibility for HWS lies with Community Southwark (Community Southwark) Board of Trustees.

The purpose of the advisory group is to advise and further the work of HWS, whose purpose is to gather and represent the views of local residents to influence and improve local health and social care services.

#### **Role and responsibilities**

The HWS Manager is accountable for the delivery of the work plan. The Advisory Group plays an important role in overseeing programme of work and reviewing progress.

The HWS Advisory Group will:

- Advise on HWS's priority areas (social care, sexual health, mental health)
- Advise on Enter and View programme to monitor quality of local services
- Review work plans and their delivery
- Support HWS team in prioritising workload
- Support HWS team in identifying local issues, priorities, concerns
- Communicate national/local policy, legislation and context related to the work of HWS
- Attend public meetings and events and support the team in publicity and facilitation
- Support the team in promoting HWS amongst their networks - local residents, voluntary and community sector and other stakeholder groups
- Share information and ideas from their networks that may be of use to HWS
- Identify opportunities for joint working amongst networks
- Represent the views of local people to improve and influence local services
- Develop, input and review consultations, responses and reports by HWS
- Advise on the main functions of HWS - engagement, representation, intelligence, influence, impact and volunteering

#### **Membership**

The HWS Advisory Group will comprise of individuals or representatives from organisations that have a key interest and areas of expertise in:

- Patient and public voice
- Influencing and improving health and social care services
- Working with diverse communities within Southwark
- Using or caring for someone who uses health and social care services

There is no fixed term membership for the group, and members are free to leave at any time. The group may decide to recruit more members at any time, when there is felt to be a skills gap in representation (i.e. protected characteristics).

The membership of the group will be reviewed in April of each financial year. As the HWS Advisory Group is a sub-committee of the Community Southwark Board of Trustees, at least one Community Southwark Trustee must sit on the HWS Advisory Group. However this does not affect quorate. The Community Southwark Board of Trustees is responsible for ratifying a new Chair of the HWS Advisory Group.

### Meetings

Advisory Group meetings will take place every quarter - 4 meetings a year. Time commitment will be on average 1-2 days per month, depending on level of involvement.

The quorum for the meeting is 3. All members are required to attend the Advisory Group meetings. Apologies must be sent to the HWS Manager if a member is unable to attend. To remain a member of the HWS Advisory Group, members must not be absent from three consecutive meetings.

Advisory Group members may meet outside of the main meeting, on task and finish groups relating to HWS's priority areas. If these do take place, they will report into the main Advisory Group meeting.

### Remuneration

The role of an Advisory Group member is an unpaid position, however HWS will pay travel expenses. Lunch expenses will be reimbursed up to a maximum of £5 for those that have volunteered for longer than 4 hours a day.

### Reporting

The HWS Manager will update the Advisory Group on a monthly basis between quarterly meetings. The Manager will also provide an update to the Community Southwark Board of Trustees every quarter.

### Review

The Terms of Reference for the Advisory Group will be reviewed on an annual basis.

Date of last review: July 2015