

Healthwatch Milton Keynes – Role and responsibilities of Trustees

This paper sets out responsibilities, roles, desired attributes and terms of office of trustees of Healthwatch Milton Keynes.

Responsibilities

The duty of each trustee of Healthwatch Milton Keynes is to contribute to the good performance of the board and leadership of the organisation. In particular, each trustee is individually required to:

- Ensure that the organisation complies with the constitution, charity law, Healthwatch legislative framework and any other relevant legislation or regulations.
- Contribute actively to the board of trustee's role in giving firm strategic direction to the organisation.
- Safeguard the good name and values of the organisation.
- Ensure effective and efficient administration of the organisation.

Role description

Ensure that the organisation complies with its governing document, charity law, company law, employment law and any other relevant regulations.

- Ensure that Healthwatch Milton Keynes CIO pursues its objects as defined in the constitution.
- Ensure that the organisation applies its resources exclusively in pursuance of its statutory requirements.

Contribute actively to the role of the Board of Trustees in giving firm strategic direction to the organisation.

- Contribute to setting policy, defining goals and setting targets.
- Contribute to the evaluation of performance against agreed targets.

- Prepare for, attend and contribute to board meetings.
- Use their specific skills, knowledge or experience to help the board of trustees reach sound decisions.

Safeguard the good name and values of the organisation.

- Act in accordance with the aims, objectives and values of Healthwatch Milton Keynes CIO.
- Act within the requirements of The Charity Commission.
- Act in accordance with the Nolan seven principles of public life: integrity, selflessness, objectivity, accountability, openness, honesty, and leadership.
- Represent the organisation as agreed by the board.
- Promote and protect the reputation of the organisation with all stakeholders and the general public.

Contribute to the effective and efficient administration of the organisation, working collaboratively with other trustees and the Chief Executive to:

- Ensure the financial stability of the organisation.
- Ensure proper investment of its funds.
- Appoint the Chief Executive of Healthwatch Milton Keynes.
- Implement the Board's decisions, carrying out activities between meetings as agreed.
- Share the workload of the organisation as agreed.
- Recognise their own development needs in relation to the role of trustee and seek to address them.

Person specification

SKILLS AND KNOWLEDGE	Essential/ Desirable
Good communicator, capable of playing an active role at regular meetings and contribute to the discussion informing policy decisions	E
Good analytical skills and awareness, and understanding of research and research costs, in order to identify gaps in public feedback and the provision and quality of local care services	E
Analytical intellect and financial awareness to guide rationale decision making in determining strategic approaches and how the organisation's budget is spent	E
Takes account of a wide range of views and to effectively represent the views of others	E
Good level of computer literacy, practical skills in office-based software (e.g.,	E

Microsoft Office Suite) and a proactive approach to picking up new IT skills	
KNOWLEDGE AND UNDERSTANDING OF	
Understanding of good governance principles	E
Understanding of what is expected from a position of civic responsibility	E
Understanding of equality legislation, its relevance and application	E
Understanding of NHS and social care commissioning	D
Safeguarding children and vulnerable adults	D
Community engagement, outreach and representing the views of others	D
Understanding of health and social care issues and policy, and an understanding of the importance of public involvement in these issues	D
PROFESSIONAL EXPERIENCE OF	
Representing the views of others and influencing the planning, commissioning and provision of services, including health and social care	D
Working or volunteering in a voluntary organisation or community group	D
Project management, oversight of projects and shaping projects	D
Public representation	D
OTHER ATTRIBUTES	
Be able to manage conflict positively and constructively	E
Is open-minded and inclusive, able to act as a representative of the entire spectrum of the local population	E
Active interest in how public involvement can shape health and social care services and a desire to promote it	E
A commitment to growing an organisation that is passionate about promoting better health and social care outcomes for all	E
Commitment to the aims, objectives and values of Healthwatch Milton Keynes CIO.	E
Commitment to promoting awareness of Healthwatch Milton Keynes	E
Willingness to devote the necessary time and effort to the organisation.	E
Has personable credibility, integrity and honesty, with a commitment to probity and to be independent of any special interest	E
Commitment to adhering to the Seven Principles of Public Life, known as the Nolan Principles	E
Lives or works within the borough of Milton Keynes	E