



# **Healthwatch Nottingham and Nottinghamshire Trustee/Non-Executive Director Recruitment pack**



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Further information about Healthwatch is available at:

- Healthwatch Nottingham and Nottinghamshire: [www.hwnn.co.uk](http://www.hwnn.co.uk)
- Healthwatch England: [www.healthwatch.co.uk](http://www.healthwatch.co.uk)
- Department of Health and Social Care:  
<https://www.gov.uk/government/organisations/department-of-health-and-social-care>, search Healthwatch

## Welcome

Thank you for your interest in joining Healthwatch Nottingham and Nottinghamshire.

We hope that the information in this pack will give you a feel for the organisation and a sense of the exciting opportunities we have. Please also look at our website and social media to learn more about us and what we are currently working on.

Healthwatch Nottingham and Nottinghamshire was established in June 2018, when the two separate Boards of Healthwatch Nottingham and Healthwatch Nottinghamshire amalgamate.

Our primary aim is to improve the services offered to local people in the areas of health, adult and children's social care in conjunction with a wide range of partners and stakeholders. This presents the organisation with some exciting challenges.

We are therefore looking for people of the highest calibre to join us, who share our passion for developing Healthwatch Nottingham and Nottinghamshire as the independent 'consumer champion' for NHS, public health, and social care services across both our City and County.

You may not have a background in health or social care, but you will certainly be able to demonstrate that you have the knowledge, experience, skills and abilities required and that you can deliver exceptional results through effective governance and stewardship of our organisation.

So, if you want to play a leading part in shaping the future of a vital organisation, then we'd be delighted to hear from you.

A handwritten signature in black ink, reading "Sarah Collis".

Sarah Collis, Chair

## Who we are and what do we do

Healthwatch Nottingham & Nottinghamshire is the local independent patient and public champion. The public's voice within Health and Social care playing a vital feedback role.

We hold local health and care leaders to account for providing excellent care by making sure they communicate and engage with local people, clearly and meaningfully and that they are transparent in their decision making.

We gather and represent the views of those who use health and social care services, particularly those whose voice is not often listened to. We use this information to make recommendations to those who have the power to make change happen.

### We have 3 key roles:



**Scrutiny:** To hold local health and care commissioners and providers to account for listening to the public, as well as providing excellent care, signposting and total transparency.



**Make a difference:** To collect & provide insights in partnership with patients & communities, making recommendations to improve services for the public, patients and service users. Holding commissioners and providers to account for delivering these recommendations.



**To work in partnership:** Across local, regional and national networks of Healthwatch and the CQC to ensure big issues/opportunities are acted upon & best practice is shared, whilst ensuring that our independence is maintained.

## Our background

Healthwatch was created in 2013 under the Health and Social Care Act 2012 to ensure service users are at the heart of health and social care delivery. This Act stipulates that local Healthwatch must be independent organisations that are not-for-profits and run for community benefit only.

Local Healthwatch were set up specifically to support the stated intention of increasing patient and public centred care, generating world leading health outcomes, enhancing collaboration and co-operation between health and social care bodies. We are an effective, powerful, representative, and independent local public and patient voice for all aspects of health and social care services within a community. The local Healthwatch bodies also act to support local views in influencing national policy and practice through Healthwatch England.

## Strategic Objectives

Healthwatch Nottingham and Nottinghamshire's strategic objectives are as follows:

- Fulfil statutory duties and functions, holding providers and commissioners of health and social care services to account
- Act as a local consumer champion, representing the collective voice of patients, service users, carers and the public through its statutory seat on the Health and Wellbeing Board and providing robust challenge and scrutiny in the interests of the citizens of Nottingham and Nottinghamshire
- Make people's views known, including those from excluded and under-represented communities
- Exercise real influence on commissioners, providers, regulators and Healthwatch England, using its knowledge of what matters most to local people
- Report concerns about the quality of local health and social care services to Healthwatch England which can then recommend that the Care Quality Commission take action
- Provide information to patients and public who need to access health and care services and promote informed choice in health and social care services

## Role Description

### Trustee/Non-Executive Director Role Description

#### Purpose of the role

1. Provides governance to Healthwatch Nottingham and Nottinghamshire (HWNN) and represents it to the community and accepts the legal authority for it.
2. Ensure that HWNN exists and takes all necessary steps in the pursuit of the objectives of Healthwatch Nottingham and Nottinghamshire as set out in the Memorandum and Articles of Association.

#### Key Responsibilities and Accountabilities

1. To ensure that HWNN complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that HWNN pursues its objects as defined in its governing document.
3. To ensure HWNN applies its resources exclusively in pursuance of its objects.
4. To contribute actively to the Board's role in giving firm strategic direction to HWNN, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
5. To safeguard the reputation and values of HWNN
6. To ensure the effective and efficient administration of HWNN
7. To ensure the financial stability of HWNN
8. To protect and manage the property of HWNN and to ensure the proper investment of the charity funds.
9. To appoint the Chief Executive and monitor his / her performance.
10. Scrutinise Board papers
11. Participate in discussions as appropriate
12. Providing guidance on new initiatives
13. Other issues in which the member has special expertise.
14. Representing HWNN at functions, meetings.

#### Special conditions:

- The position is unpaid and on a voluntary basis
- We welcome applications from people with disabilities, please get in touch if you require reasonable adjustments to support your access needs.
- Trustees/Non-Executive Directors must regularly attend Board Meetings (usually every 2 months)
- Applicant must live in Nottingham or Nottinghamshire (this can include students in university accommodation while studying in Nottingham or Nottinghamshire)
- We are unable to offer visa sponsorship opportunities through this role.

## Person specification – Trustee/Non-Executive Director

### Notes for applicants

All criteria listed are relevant to the role. We are interested in learning about your experience, skills, knowledge, and abilities.

This is not a static role. As Health and Social care changes and develops we also need to adapt and grow as an organisation to ensure we are doing the best for the local community and that they are benefiting from us being in place. This can create challenges however it is also very rewarding and we need to ensure our board is effective in being able to flex to the ongoing developments in this area.

We wish to recruit people who can add value to our organisation and offer valuable insight as well as skills. So, experience is very helpful to us especially in relation to health and social care either as someone who has used services, is engaged in communities that face health and care inequalities or has professional experience.

We welcome the opportunity to grow a diverse board made up of people who can bring insights into the experience of local people, including bringing different perspectives to challenge us to better engage with those affected most by health inequity. Nottingham and Nottinghamshire is rich with diversity and we want to ensure those who govern HWNN reflect the communities and individuals we serve. We therefore welcome experience, passion, energy and enthusiasm and aim to support you to grow your skills and knowledge in exchange.

We wish to encourage young people, disabled people, care experienced individuals, carers, community leaders, minoritised community members and those whose voices are often unheard to join their voice to ours to support our work.

Below are the types of experience, knowledge and insights we are looking for, please tell us about your own examples of these in your application. It may be helpful to use this list to order your responses.

Category	Desirable Criteria – these are the attributes we are <i>generally</i> looking for but we appreciate not everyone may have – tell us about how you meet these criteria using examples that highlight your experience, skills and knowledge.
Experience	<ul style="list-style-type: none"> <li>Health and social care Sector: Experience in healthcare, public health, or social care can be invaluable as a user and or professional.</li> <li>Governance: Previous experience on boards or committee's and in governance roles such as management committees, school governors, charity trustee, local government officer/(former) elected member, school council, etc.</li> <li>Community Engagement: Experience working with communities, particularly in advocacy or support roles.</li> </ul>

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Health and Social Care Systems: Understanding of the local and national health and social care landscape.</li> <li>• Charity Governance: Knowledge of charity law, governance, and financial management.</li> <li>• Policy and Advocacy: Awareness of health policies and the ability to advocate for change.</li> </ul>
<p><b>skills and abilities</b></p>	<ul style="list-style-type: none"> <li>• Leadership and Strategic Thinking: Ability to provide strategic vision, direction and leadership.</li> <li>• Communication: Strong communication skills, both written and verbal.</li> <li>• Analytical Skills: Ability to analyse information and make informed decisions.</li> <li>• Financial Acumen: Understanding of financial statements and budgeting.</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Commitment: Dedication to the mission and values of Healthwatch Nottingham and Nottinghamshire</li> <li>• Integrity: High ethical standards and integrity.</li> <li>• Collaboration: Ability to work effectively as part of a team.</li> <li>• Adaptability: Willingness to learn and adapt to new challenges.</li> <li>• Motivated to learn and to support the organisation to grow.</li> </ul>
<p><b>Additional Factors</b></p>	<ul style="list-style-type: none"> <li>• Willingness to devote time and effort necessary including quarterly Board meetings, in person or on-line and at least one annual strategic planning session. You may wish to join one of our sub committees (e.g. finance or HR) and your attendance at public events or representing HWNN in general would be welcome.</li> <li>• You will need to understand the legal duties, liabilities and responsibilities of a Trustee/Non-Executive Director and be able to operate within the standard Nolan principles of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership</li> </ul> <p>For more information on being a Trustee please read the Essential Trustee, Charity Commission or visit <a href="#">The essential trustee: what you need to know, what you need to do (CC3) - GOV.UK</a></p>
<p><b>Next Steps</b></p>	<p>If you feel you would be a good fit for this role and are motivated to make a change, support people to have their voices heard and interested in Health and Social care sector we would welcome you to apply for this role.</p>



We are holding a potential trustee information session online on the **26<sup>th</sup> June 12:30-13:15** which would be a great opportunity for you to find out more about us, we will send you an invitation for this however if you have not received it and would like to attend please do reach out. Please send your completed application form to [natalie.wright@hwnn.co.uk](mailto:natalie.wright@hwnn.co.uk) by the **3<sup>rd</sup> July 2025**.

## Guidance notes

These notes are intended to provide you with guidance on completing your application form.

### General

Application forms must be completed in full by answering each question. You may, if you wish, use your Curricula Vitae to support the information in your form. Please reference clearly which areas of your Curricula Vitae is being used to support any given question.

Your form can be completed by typing into the sections or handwritten in Black Ink to facilitate copying if returning to us by post. If possible please provide us with an email address so we can communicate with you without incurring postal charges. We will endeavour to respond to your application within 28 days of receipt.

Please note, due to the legal responsibilities associated with this role, we are unable to offer visa sponsorship opportunities and all applicants need to have residence in the Nottingham and Nottinghamshire area.

### Completing your application

Take care to ensure that additional sheets have your name and position applied for on and that they are securely attached to your application form or email. Remember to sign, date and take a copy of your completed application form before returning it if using the postal route

### Declaration and Signature

Please make sure that you read your form carefully and that all details are correct and complete. A false declaration or omission in support of your application will disqualify you from appointment. If you are successful, and false declarations or omissions are subsequently discovered, this is likely to lead to your dismissal from the opportunity you have been appointed too. We will accept electronic signatures alongside and email application.

### Data Protection

We will retain all application forms and short-listing information for six months following the date of appointment, after which time they will be destroyed.

### Support

If you require any support to complete the application, require it in a different format or have any questions please get in contact and we would be happy to support you to complete this process and to make it more accessible.

## **Selection for Interview**

Your application form will be reviewed by the Nominations Committee (Chair of HWNN, the CEO and another member of the Board). They will be looking to see how you meet the criteria for the role and especially your awareness and understanding of the role HWNN plays in our community.

The Nominations Committee will invite applicants who in their opinion, best meet the desired requirements of the role specification to meet with them for a formal (but relaxed) interview.

All applicants will be contacted either by telephone, email or in writing to advise them of the panel's decision.

## **References**

You will be asked to give the details of two referees who can provide a reference for you. This may be someone you have worked with/for, a person who knows you well and who can speak about your suitability for being a trustee/non-executive director.

Please tell us how your referee/s are connected to you.

We accept that not everyone will have access to two references for a range of reasons. If this is the case, please let us know on the form why you cannot provide a reference. This will not automatically exclude you from consideration.

## **Disclosure Check**

If successful and you have decided to accept the role you may then be asked to apply for a standard disclosure with the Disclosure and Barring Service.

## **We wish you every success in your application**

Please send the completed application by the **3<sup>rd</sup> July 2025** to:

Email: [natalie.wright@hwnn.co.uk](mailto:natalie.wright@hwnn.co.uk)

Or you can return via post:

Healthwatch Nottingham and Nottinghamshire

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