

Board Treasurer Candidate Pack



Healthwatch Redbridge
103 Cranbrook Road
Ilford
Essex IG1 4PU



Healthwatch Redbridge Treasurer Director Vacancy

Letter from the board

Healthwatch Redbridge is currently recruiting a Treasurer to support and be a part of our board for our Charity.

Healthwatch Redbridge (HWR) is the independent 'people's champion' for health and social care in the London Borough of Redbridge. We actively seek out the views of the public and patients on all matters relating to health and social care e.g. their experience in hospital, interim care, at the GP or dentist and collate those together to produce impact statements and reports. With this evidence we seek to campaign for and change for the better the way health and social care services are designed, delivered and improved.

While you might not have a background in health or social care, we are looking for someone who has the transferrable skills to play a leading part in the future of Healthwatch Redbridge. You will ensure HWR is well governed with robust policies and procedures in place, continue to establish and build constructive relationships with our key stakeholders and represent the organisation externally whenever appropriate as one of its leading ambassadors.

As part of the board of trustees you will be responsible for the strategic development of the organisation, the setting of priorities and the delivering of statutory and contractual obligations.

We welcome applications from anyone who lives or works in the London Borough of Redbridge, especially from one of the boroughs minority ethnic communities. Please see the person specification on page four for more details and how to apply on page six.

Please do not hesitate to contact us should you wish to discuss the role informally before applying.

We look forward to receiving your application. Thank you.

About Healthwatch Redbridge

Healthwatch Redbridge is a local Healthwatch organisation, established under the Health and Social Care Act 2012. Our role is to act as a local, independent consumer voice for people using health and social care services.

There are 150+ local Healthwatch organisations in England and a national body, [Healthwatch England](#), which provides advice, guidance, and a national profile for Local Healthwatch.

In 2013 HWR was created through a transitional arrangement and commissioned by the London Borough of Redbridge to deliver the Healthwatch role and functions in the borough. We established an independent company limited by guarantee with charitable status. During the first year a Board was formed to agree the overall strategic direction of the organisation.

We also have a great staff team and committed volunteers who work hard to achieve the aims of Healthwatch Redbridge.



Healthwatch Redbridge has six core functions:

1. Gathering the views and experiences of Redbridge patients and public
2. Making those views known to providers and commissioners
3. Promoting and supporting the involvement of people in the commissioning and provision of local care services and how they are scrutinised.
4. Recommending investigation or special review of services via Healthwatch England or directly to the Care Quality Commission (CQC)
5. Providing information and signposting about access to services and making complaints, and support for making informed choices
6. Making the views and experiences of people known to Healthwatch England, providing a steer to help it carry out its role as national champion

To enable HWR to fulfil its functions we have a statutory seat on the Health and Wellbeing Board. In addition, we are co-opted members of the Health Scrutiny Committee, and the Integrated Care System (ICS) Board as a non-voting member.

In carrying out our functions we also have a statutory role, enabling us to 'Enter & View' health and social care settings, announced or unannounced, to observe and talk to patients, carers, and relatives at the point of service delivery. For more information, please visit our [website](#).

Our vision, mission and values

Vision

We believe that people should be at the heart of health and social care services and that when it comes to shaping the future of those services, every voice counts.

Mission

Our mission is to empower local people to understand and get involved in improving health and social care services.

Values

Our values are:

- Reach out to all people - be inclusive
- Be approachable and make it easy for people to talk to us
- Use evidence to build a true picture of local services
- Promote services that are doing well and highlight where improvements are needed
- Keep people informed and tell people about opportunities to get involved
- Act on behalf of the people of Redbridge



Structure, Board and defining characteristics

Company and business structure

HWR is a Company limited by guarantee and a registered charity:

- [Company Number 08389279](#)
- [Registered charity number 1156320](#)

Our Commitment to Equity, Diversity & Inclusion

We are committed to increasing diversity and inclusion within our board. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.

We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview.
- Paying for your travel costs to the centre and back for interviews if they are held in person.
- Making any reasonable adjustments – for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview with Inclusive Boards to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.

Treasurer role and description

Role Summary

- Monitor the financial standing of Healthwatch Redbridge and reports to the Board and ED regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
 - Oversee the Healthwatch Redbridge's financial risk-management process and report financial health to the board of trustees at regular intervals.
 - Acts as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
 - Liaising with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.
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Main duties of the Treasurer in relation to finance

Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.
- Ensure delivery of monthly accounts in time for board meetings, covering money spent and outlook for the rest of the financial year, by fund.

Management reporting

- Ensure a high standard of management accounting is maintained to safeguard assets.
- Liaise with Executive Director and trustees to prepare and produce management accounts regularly.

Financial reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.
- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Chair finance sub committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies.

Reserves policy

- Develop reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.



Main duties of the Treasurer in relation to governance

Ensure accountability for activities to relevant parties.

- Ensure accountability to commissioners, as appropriate.
- Ensure accountability to service users etc., as appropriate.
- Ensure accountability to staff and volunteers, as appropriate.

Make sure that the organisation fulfils its statutory duties.

- Ensure that the organisation maintains full and accurate accounting records for each financial period.
- Ensure the organisation fulfils its statutory Healthwatch duties and responsibilities.
- Ensure the production of a Director's report and accounts for each financial year.
- Ensure that all statutory documents are prepared and filed with the appropriate regulatory body as and when required.
- Promote and ensure health and safety throughout the organisation.
- Promote and ensure equity and diversity across the organisation.

Fulfil the statutory duties of a Trustee.

- Act within powers.
- Promote the success of the organisation.
- Exercise independent judgment.
- Exercise reasonable care, skill and diligence.
- Avoid conflicts of interest.
- Not accept benefits from third parties.
- Declare any interest in an existing or proposed transaction or arrangement.

General Expectations.

- Work within the organisation's mission and values.
- Contribute and share collective responsibility for agreed Board decisions.
- Contribute to organisational planning and development.
- Contribute to work/project groups, as appropriate.
- Work in accordance with all policies and procedures of the organisation.
- Work in accordance with all relevant legislation including the Nolan principles.
- Contribute to the organisation's marketing and publicity.
- Identify and complete all learning & development, as required.
- Undertake any other duties appropriate to the role, as required.

Person specification

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills

Desirable

- Demonstrated knowledge and experience of fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the Healthwatch Redbridge ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

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make a difference
to health & social care

Additional information

Time commitment

- At the present time, the Board meets monthly. This is currently under review. The Treasurer is expected to be available for these meetings.
- You will be a member of a sub-committee which will meet 4 times in a year

Location

- Board meetings are a hybrid model of online and in person. When in person they are held at an accessible location in Redbridge.

Commitment and requirements:

We anticipate the time commitment will be approximately 10–15 hours per month, including responding to emails, meeting preparation, reading, and attending Board and other strategic meetings. Board meetings take place regularly each month and last an average of 1½ hours. These meetings have recently taken place online in the early evening.

Positions on the Board of HWR are voluntary and unpaid but reasonable out of pocket expenses will be considered as outlined in an agreed remuneration policy.

Board members will be expected to:

- Attend all scheduled meetings of the governing board.
- Uphold the objectives and policies agreed by the board, and to contribute to and share responsibility for decisions of the board. They will be expected to work constructively with other board members and staff of Healthwatch Redbridge.
- Follow the Nolan principles of standards in public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- They must also present a positive image of the board and HWR at external events.
- Identify personal training and development needs, and seek opportunities for development, attending training events as required.
- Participate in various committee meetings of the board and periodic working groups.
- Allocate time for reading reports and preparing for board meetings (and where appropriate committee meetings and working groups).
- Attend other events and associated meetings linked to supporting, developing or promoting HWR and its objectives.

Eligibility and exclusions:

Applications will be considered from:

- Anyone who is a member or eligible to be a member of HWR (people 18 or over who live in Redbridge, work in or use health and care services in the borough, or have a demonstrable interest in the organisation).

Applications from the following will not be considered:

- Redbridge Councillors or MPs.

Applications from the following may need further discussion to ensure no conflicts exist:

- Employees of organisations with a statutory role to commission health or social care services for people in Redbridge.

Individual circumstances will be considered by the panel, but generally applications will also be excluded if:

- They have been dismissed as a trustee, board member or a director of an organisation of any kind
- They are the subject of bankruptcy restrictions order or similar order.
- They have been dismissed as an employee for a reason other than redundancy.
- Anyone who is under a disqualification order under the Company Directors Disqualification Act.
- People who have received a prison sentence or suspended sentence of three months or more in the last five years.

Support for Trustees/Directors

HWR will provide training and support for Trustees in exchange for a strong commitment to improving local health and social care services for all.

We are committed to equality and diversity, and we recognise that some people may need additional support to fulfil this role.

The need for support should not preclude anyone and we ask you to identify any support needs you have on the application form to help us plan.

Disclosure & Barring Service (DBS) Checks

All HWR Board members will need to undergo a basic Disclosure and Barring Service (DBS) check.

Director Liabilities

Directors of companies have additional statutory duties arising from their status as company directors under the Companies Act 2006. In the event of the company being wound up in the normal course of business a director's liability will be limited to £1.

HWR (HWR) has indemnity insurance to indemnify all directors from liability while fulfilling their duties except for failures by the Board that cannot be insured against such as where a breach occurs resulting in a fine following criminal proceedings or penalty for non-compliance with regulatory requirements.

Personal liability of this kind is very rare and Directors who have followed the guidance of the Companies Act and Charities Act will generally be protected.

For more information please visit: www.gov.uk/running-a-limited-company.
www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

How to apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Healthwatch Redbridge. If you wish to apply for this position, please supply the following by **23.59 on 20/10/2024**.

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Details of two professional referees together with a brief statement of their relationship to you and over what time period they have known you. Referees will not be contacted without your prior consent.

If you have further questions after reading this pack, please email HWR@inclusiveboards.co.uk or call 0207 267 8369.

Please visit www.inclusiveboards.co.uk/opportunities to apply online or send your CV and cover letter to HWR@inclusiveboards.co.uk

INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

Contact us today

Improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



www.inclusiveboards.co.uk



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