



Healthwatch Islington Treasurer

Recruitment pack

February 2019



1. Background

What Healthwatch is

Healthwatch Islington is a Charitable Company Limited by Guarantee. It was set up in February 2013. It is led by a Board, has a staff team made up of six people and a volunteer team of around 20.

The organisation exists to influence health and care commissioning in and around Islington and to provide local residents with information about local services and their rights to access those. It is part of a network of Healthwatch organisations across England.

The vision

Healthwatch Islington is working for the best health and social care for you.

Our mission is:

- To collect knowledge that reflects the diversity of needs and experiences within the borough and encourage people to feedback their honest views on services,
- To use the evidence we gather to influence service delivery, provision and commissioning for the benefit of local people to improve their experience.
- To reach out to and empower our local community to be informed about and involved in local services and exercise choice in taking up services.
- To support the independent assessment and audit of local services.

Our values were reviewed and agreed by the Board, staff and volunteers during February and March 2018.

- Inclusive - we will work in ways which encourage participation from people across the borough,
- Influential - we will use evidence from our community and knowledge of key policy to inform commissioning and delivery of services,
- Responsive - we will work with empathy and compassion, we will ensure that we are up-to-date with policy so that our work is relevant,
- Professional - we will work with integrity, treating everyone with respect,
- Collaborative - we will work with others to maximise the impact of our work.

1. The charity's Board

The Charities Act 1993 defines charity Board members as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology (trustees/directors) used to describe the role. For Healthwatch Islington the board comprises:

- the chair,
- the treasurer,
- up to seven further appointed Board members.

The Board may choose to appoint a vice chair from among its members.

At its simplest, the role of the Board is to receive assets from donors, safeguard them and apply them to the charitable purposes of Healthwatch Islington. The Board must always act in the best interests of Healthwatch Islington, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Board must act as a group, not as individuals and takes decisions collectively.

2. Duties of a board member

The Treasurer is a member of the Board. The duties of all board members are to:

- Ensure that Healthwatch Islington complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations,
- Keep up-to-date with the Charity Commission's Regulatory Framework,
- Contribute actively to the Board by giving firm strategic direction to Healthwatch Islington, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Ensure the financial stability of Healthwatch Islington,
- Ensure the organisation's accounts are a true and fair representation of the organisation's finances,
- Ensure Healthwatch Islington applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be,
- Make decisions for the benefit of the organisation, exercising independent judgement and declaring any interests, exercising reasonable skill, care and diligence in carrying out activities,
- Safeguard the good name and values of Healthwatch Islington,
- Adhere to Healthwatch Islington's Code of Conduct.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

3. The role of Treasurer

Our Treasurer acts as an information and reference point for the Chair and other Board members: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation. All Board members are responsible for the finances of the organisation.

Main responsibilities of the Treasurer

- Liaise with Board colleagues and keep them up-dated,
- Liaise with designated staff about financial matters,
- Ensure that appropriate financial systems and controls are in place,
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies,
- Ensure compliance with relevant legislation,
- Advise on financial implications of strategic and operational plans,
- Advise on the organisation's fundraising strategy, reserves and investment policy,
- Present regular reports on the organisation's financial position
- Present accounts at the AGM.

4. The commitment

Hours: Six evening meetings a year. Board members are expected to attend all board meetings. Meetings last approximately two hours and are usually at Healthwatch Islington's offices in Islington. Papers are distributed two weeks in advance of meetings and Board members commit to read these in advance. Missing three meetings in a 12 month period may result in Board members being asked to step down.

Additionally, Board members are expected to attend an away day and AGM and may be invited to additional activities and meetings representing Healthwatch Islington in the borough. Board members are expected to attend an induction session at Healthwatch Islington.

Location: Meetings are usually held at our office 200A Pentonville Road, London, N1 9JP, or close by and always in Islington.

Expenses: This is an unpaid expenses incurred while travelling to meetings will be covered by Healthwatch Islington upon presentation of receipts and completion of an expenses claim form.

5. Person specification

You must be at least 18 years old to be a Board member. You must not act as a Board member if you are disqualified, unless authorised to do so by a waiver from the Charity Commission. The reasons for disqualification include:

- having an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- being bankrupt, or entering into a formal arrangement (for example an individual voluntary arrangement) with a creditor
- removal as a company director or charity trustee because of wrongdoing

Board members are expected to have:

- a commitment to the mission of Healthwatch Islington
- a willingness to meet the minimum time requirement
- integrity
- good, independent judgement
- an ability to think creatively
- a willingness to speak up
- an ability to work effectively as a member of a team and to take decisions for the good of Healthwatch Islington.

We would welcome experience of the following (though training can be provided):

- an understanding and acceptance of the legal duties, responsibilities and liabilities of directors/ trustees,
- financial management,
- human resource management including recruitment and supervision of CEO,
- public policy and affairs,
- health and social care,
- research, evaluation and impact.

Healthwatch Islington is committed to equality and diversity and welcomes applications from all backgrounds.

6. How to apply

If you are interested in the role, please submit a CV and covering letter, outlining your skills and knowledge to Emma Whitby, Chief Executive, Healthwatch Islington emma.whitby@healthwatchislington.co.uk

If you'd like a chat about the role, please feel free to get in touch: 020 7832 5814

Application is subject to an interview and approval by Healthwatch Islington Board members.