Healthwatch Brent Advisory Group Draft Terms of Reference

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Introduction

The Advisory Group is the key priority setting structure in Healthwatch Brent. It brings together the experience and expertise from the other parts of the governance structure to ensure Healthwatch Brent is effective, inclusive and transparent in its priority setting.

Aims of the group:
- To ensure there is collective responsibility in setting the priorities and strategic direction of the organisation as set out in the Healthwatch Brent Workplan and Strategy.
- To ensure the views of the Brent Grassroots Community Voices are heard in the prioritisation process
- To ensure the views of the Independent Experts Network are heard in the prioritisation process.

Objectives:

- Work in constructive partnership with the members of The Advocacy Project Board, Brent Grassroots Community Voices, Independent Experts Network, staff and volunteers
- To have active oversight of the process for setting annual priorities for the organisation
- Regularly review the list of priorities, receive updates on potential new more urgent priorities and advise how the list of priorities should be adjusted
- Monitor the progress of project work and other activity on priorities, hold staff and volunteers to account if they are not progressing things effectively and that stakeholders are aware of any significant delays in project timeframes
- Identify what difference a Healthwatch intervention has made and take a view on whether it is enough
- Advise on utilising Enter & View effectively
- Evaluate whether we are effectively balancing how we raise the voices of the public and challenge services to improve, with ensuring we work in a professional, collegiate, constructive manner with stakeholders
- Consider whether Healthwatch Brent is suitably visible to public and stakeholders

Frequency:

The Group will meet quarterly for 2 hours. There will be occasional events that members need to attend.

Membership:

- 1 trustee from The Advocacy Project Group (Chair of the Advisory Group)
- 2 representatives of the Brent Grassroots Community Voices
- 2 representatives from the Independent Experts Network – Non voting (different people will be invited to attend as representatives of the network as required by the agenda).
- 4 members of the public
- 2 Healthwatch Brent volunteers
- Healthwatch Manager

Although not members of the Advisory Group and therefore not able to participate in priority setting, senior officers of Brent Council, the CCG and Chairs of committees such as Brent Health & Wellbeing Board and Overview & Scrutiny Committee will be invited to attend occasional meetings depending upon the agenda for the meeting.

Recruitment process for members of the public

- Members are recruited through an open recruitment process by a panel of the Chair of the Advisory Group, Healthwatch Brent staff and existing Group members.
- As vacancies arise we carry out further recruitment processes to fill the spaces.
- We are particularly keen to hear from people who can bring the perspective from communities in Brent whose voices are seldom heard in health and care planning, and people who can contribute to our strong commitment to equalities and diversity.

Recruitment process for other members

- Members who are providing representation from other groups such as the Brent Grassroots Community Voices, and The Advocacy Project Board, will be elected by their respective group.

Terms of office

The term of office is 2 years.

Review terms of reference

The terms of reference will be reviewed every 2 years.

Quorum

All members of the Advisory Group are required to endeavour to attend all meetings set. A minimum number of 75% of the Advisory Group are required for decision making purposes. The process the Advisory Group will use to make decisions will be to use a majority vote system. If there is a split vote the Chair will have the final vote.