**Support for a Healthwatch Chair (in a standalone Healthwatch)**

**As a Healthwatch Chair, you will have many responsibilities. This checklist will help you think through the role of the Chair in your Healthwatch and identify any gaps you need to fill.**

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| **Checklist** | **Action** |
| Has your board been clear about what they expect from you as Chair? |  |
| Do you understand the strategy of your organisation? |  |
| Do you understand the organisation’s policies and the board’s approval and oversight roles well? |  |
| Do you have and are you confident about using the board’s scheme of delegation? |  |
| Do you understand the organisation’s financial position, and can you support the board with its role in ensuring financial sustainability and probity? |  |
| Have you got a clearly defined relationship between the Chair and lead officer? |  |
| As a Chair, have you set or are you aware of the objectives set for your lead officer, and do you have systems in place to monitor their performance? |  |
| What systems are in place to support your board when there is tension between the Chair and lead officer? |  |
| Do you know who your key stakeholders are (e.g. commissioners, providers, Integrated Care System leads and voluntary and community sector partners)? |  |
| Have you got a clearly defined relationship with your commissioner? |  |
| Are your board and staff clear about the split of strategic and operational roles between board and staff? |  |
| Do your board members understand their legal liabilities? |  |
| Do you have a proactive approach to supporting your board members? |  |
| Is there an approach to ensuring you take account of Equality, Diversity and Inclusion? |  |
| How would your board manage conflict? |  |
| How do you know you have a process for effective board meetings? |  |
| Do you know what support is available to help you fulfil your duties as Chair? |  |
| Is there a Chair succession strategy in place for interim and permanent replacement? |  |