**Support for Healthwatch board members (in a standalone Healthwatch)**

**As a local Healthwatch your board members will have many responsibilities. This checklist will help you think through their role and identify any gaps in their knowledge that you need to fill.**

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| **Checklist** | **Action** |
| Are you clear about what values and behaviours you expect in a board member? |  |
| Is your board aware of the statutory duties of a local Healthwatch and their legal liabilities linked to your registration? |  |
| How does your board manage organisational risks? |  |
| Do your board understand the financial position and planning for the organisation? |  |
| Does your board understand the funding it receives and set budgets accordingly? |  |
| Does your board have a good understanding of the organisation’s strategic direction? |  |
| Do board members understand relevant policies? |  |
| Do board members routinely report any conflict of interest? |  |
| Are your board and staff clear about the split of strategic and operational roles between board and staff? |  |
| Do board members understand the Healthwatch decision-making policy? |  |
| Have you got adequate reporting of operational performance to the board? |  |
| Does your board set the vision for your Healthwatch? |  |
| Does your board embrace Equality, Diversity, and Inclusion? |  |
| Is there a process for the recruitment of new board members? |  |
| Is there induction for new board members and access to support for all board members? |  |
| Is your board aware of its responsibilities as an employer? |  |
| Have you got a clearly defined relationship between the Chair and the lead officer? |  |
| Is the board clear about who its key stakeholders are (e.g. commissioners, providers, Integrated Care System leads and voluntary and community sector partners)? |  |