

## Paper 4

### Standing Orders/Terms of Reference Meetings of Healthwatch Rutland (HWR) Board

The following are suggested guidelines for the efficient and effective operation of the HWR Board:

- 1) The HWR Board will meet on a quarterly basis, unless and until decided otherwise.
- 2) HWR Board meetings are meetings that are held in public, they are not 'public meetings'. The public and press are warmly invited to attend however only HWR Board members, volunteers and invited speakers/guests will sit at the Board table to discuss HWR business.
- 3) The public may be invited to ask questions of any invited speakers at the discretion of the Chair, once the Board has had an opportunity to ask their own questions for information and clarification.
- 4) There will be an agenda item for questions from the public to be submitted 48 hours in advance of the meeting to enable the Chair and the Board to give them due consideration. An opportunity for the public to speak and ask questions at the meeting without prior notification will be at the sole discretion of the Chair.
- 5) The Healthwatch Board, may, at its discretion, go into 'closed session' when matters of a confidential matter are to be discussed. Such 'closed sessions' will be announced prior to the start of the meeting.
- 6) The HWR Board should elect a Chair and a Deputy Chair at the Annual Meeting unless circumstances dictate otherwise.
- 7) The Chair and Vice-chair should stand for re-election after 3 years. It will then be open for anyone else to self-nominate followed by a rigorous selection process and interview.
- 8) All HWR Board members are elected for 3 years and re-elected via self-nomination at the Annual Meeting.
- 9) The deliberations of the HWR Board should be recorded, with particular reference to decisions made and action points. Other information to be recorded is at the discretion of the Chair.

10) Supporting papers:

- a. Items for the forthcoming Agenda should be with the Chair at least 10 days before the due date of the meeting.
- b. Agenda, previous Minutes and any other supporting papers should be circulated to Board members at least 7 days (5 working days) before the due date of the meeting, unless there are exceptional reasons for not doing so.
- c. AOB. Items for inclusion under Any Other Business should be submitted to the Chair before the Agenda is circulated and in any case no less than 24 hours before the start of the meeting. Any item not notified prior to the commencement of the meeting, will not be considered unless directed otherwise by the Chair.
- d. Minutes of meetings. Minutes of any meeting will be approved by the Chair/Vice Chair before being circulated to members.

11) Conduct of meetings:

- a. The Chair is responsible for the conduct of the meeting, however it is incumbent on the Chair to ensure that Board members, HWR staff and people invited to sit at the table are allowed, within reason, to voice their opinions on any matter under discussion.
- b. Minutes of the previous meeting should be approved and signed by the Chair at the commencement of any proceedings. Once this has been done, they should be available to any interested party and be posted on the HWR website.
- c. Where the Board has gone into 'closed session', the Minutes of that part of the meeting are not to be regarded as being available to the general public and their distribution restricted, at the discretion of the Chair.
- d. Any person whose conduct falls short of what is acceptable, can be asked to leave by the Chair, whose decision is final.

**HWR Board Membership**

12) The HW Board is responsible for the strategic direction of HWR.

- a) The HWR Board consists of people who have expressed an interest in the workings of Healthwatch Rutland, and who may, in addition, have some experience in the issues that may come before the Board for its consideration.
- b) It will take into account any recommendations from the working groups e.g. The Operations and Planning Group but is not bound by them

- c) The HWR Board may co-opt any person who in its opinion may assist in its deliberations.
  - e) The number of Board members will be limited to a maximum of 10 including co-options.
  - f) There will be no more than 2 people co-opted onto the Board at any one time.
  - g) Co-opted members will have the same voting status as other HWR Board members.
  - h) Co-option status will be reviewed every year for each co-optee.
  - i) If any Board member misses 2 successive meetings without giving apologies/good reason i.e. unexplained, the HWR Chair will write to the Board member. This will also apply to co-opted members.
- k) The HWR Board is quorate when 3 Board members/co-optees are in attendance.

#### 11) Expenses

Any travelling or other expenses necessarily incurred in the discharge of their function as member of the HWR Board may be claimed back from CTCIC. Other than mileage, receipts must be produced with any claim.

#### 12) Declarations of Interest

Members of the HWR Board and staff members of HWR, will be required to complete a 'Register of Interest' form, declaring any possible conflict of interest with their work for HWR and their relationship with outside organisations or individuals, where such relationship may be perceived as being detrimental to the impartial discharge of their roles and responsibilities as HWR members etc.

13) The HWR Board Standing Orders will be reviewed annually.

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