

Agenda Item 6.

Updated and agreed at HWN Board meeting 18 Oct 2016

Standing Orders Meetings of Healthwatch Northamptonshire (HWN) Board

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

- 1) The HWN Board will meet on a quarterly basis, unless and until decided otherwise.
- 2) All meetings of the Healthwatch Board, should be regarded as open meetings, and may be attended by any interested party. 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.
- 3) The HWN Board should elect a Chair and a Deputy Chair at the Annual Meeting unless circumstances dictate otherwise.
- 4) The Chair and Vice-chair should stand for re-election after 3 years. It will then be open for anyone else who is an HWN Board member to self-nominate.
- 5) All HWN Board members are elected for 3 years and re-elected via self-nomination at the Annual Meeting.
- 6) The deliberations of the HWN 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
- 7) 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 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

- 8) Minutes of meetings. Minutes of any meeting will be approved by the Chair/Vice Chair before being circulated to members.
- 9) Conduct of meetings:
 - a. The Chair is responsible for the conduct of the meeting, however it is incumbent on the Chair to ensure that all persons 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 HWN 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

HWN Board Membership

- 10) The HW Board is responsible for the strategic direction of HWN.
 - a) The HWN Board consists of people who have expressed an interest in the workings of Healthwatch Northamptonshire, and who may, in addition, have some experience in the issues that may come before the Board for its consideration
 - b) The Chairs of the Working Groups are members of the HWN Board
 - c) It will take into account any recommendations from the working groups but is not bound by them
 - d) The HWN 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 16 including co-options
 - f) There will be no more than 4 people co-opted onto the Board at any one time
 - g) Co-opted members will have the same voting status as other HWN 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 HWN Chair will write to the Board member. This will also apply to co-opted members
- j) Because of issues with timing of the meetings the Young Healthwatch Board member may send a deputy if he/she can't attend because of school or other commitments.
- k) The HWN Board is quorate when 6 Board members are in attendance.

11) Expenses

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

12) Declarations of Interest

Members of the HWN Board and staff members of HWN, will be required to complete a 'Register of Interest' form, declaring any possible conflict of interest with their work for HWN 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 HWN members etc.

13) The HWN Board Standing Orders will be reviewed annually at the Annual Meeting.

Updated and Agreed 18.10.2016