**Healthwatch Rotherham Strategic Advisory Board
Terms of Reference**

The Healthwatch Rotherham Strategic Advisory Board will play a role in setting the strategic direction of Healthwatch Rotherham, ensuring that the Healthwatch Rotherham vision, aims and values are upheld. The Strategic Advisory Board will provide advice and recommendations to the Trustees of Citizens Advice Rotherham & District (CARD) to achieve the successful delivery of the local Healthwatch contract in Rotherham. It will be accountable to the Trustees of Citizens Advice Rotherham & District (CARD).

**Responsibilities**

The Strategic Advisory Board will work with the Healthwatch Rotherham Manager to:

* Establish annual priorities for Healthwatch Rotherham in line with the SLA with RMBC from public engagement, developing work plans and timelines for confirmation by CARD
* Coordinate the activity of Healthwatch Rotherham, ensuring it is in alignment with the SLA agreement that CARD has with Rotherham Council
* Ensure systems and processes are in place for the effective monitoring and evaluation of the agreed work plan
* Ensure that agreed objectives and outcomes are achieved
* Contributing towards identifying and managing risks and maintaining and updating a Risk Register
* Assist with communication relating to the Healthwatch service within the local community, in line with corporate guidelines
* Review the quarterly progress report as well as regular updates for CARD, to demonstrate the SLA with RMBC is being met
* Develop community networks and partnerships by representing Healthwatch Rotherham at meetings of commissioners and service providers and other community events
* Work cooperatively with other members of the Healthwatch network and sharing best practice
* Attend and participating in planned Strategic Advisory Board meetings
* Have a clear understanding of the role of Healthwatch and working with other Healthwatch Strategic Advisory Board members and the Healthwatch staff team to plan, review, evaluate and oversee Healthwatch Rotherham
* Promote Healthwatch and our role within the local community
* Uphold the Healthwatch brand by adhering to Healthwatch values and behaviour whilst minimising and mitigating risks to delivery and reputation
* Engage with appropriate local people within Rotherham to understand the strategy for the delivery of health and care services
* Have a clear understanding of legal responsibilities as a Strategic Advisory Board member, expectations as an individual member and collectively as a board
* Keep up to date with Strategic Advisory Board terms of reference and implementing this within your role.

**Membership**

The Strategic Advisory Board includes a Strategic Advisory Board Chair, the Healthwatch Rotherham Manager and 4-6 representatives from Rotherham.

Members are expected to provide adequate notice and send apologies if they are unable to attend Strategic Advisory Board meetings. A Strategic Advisory Board Member who does not attend 3 consecutive Healthwatch Rotherham Strategic Advisory Board meetings will cease to be a group member, unless there are extenuating reasons or circumstances.

**Attendance (non-voting)**

* Citizens Advice Rotherham representative
* Strategic Advisory Board Special Advisors
* Healthwatch Rotherham team member (minute taker)

**Decision making**

Agreement should be reached by consensus. However, when this cannot be achieved, a vote will be taken. The Chair will have a casting vote in case of a tie. Any Strategic Advisory Board Special Advisors may not vote.

**Quorum**

* Strategic Advisory Board Chair or deputy
* Healthwatch Rotherham Manager or representative
* 2 Strategic Advisory Board members

**Frequency**

Meetings will take place monthly in the first instance, then to be reviewed.