

Healthwatch Lambeth Seeks Treasurer to join the Board of Trustees

Healthwatch Lambeth¹ is an award-winning health and social care charity that works to ensure that the health and wellbeing needs of all in Lambeth, are heard, understood and met. Healthwatch Lambeth does this by being a trusted source of insight into people's experiences of health and care services and by working with people, services, commissioners and local decision makers to improve access, quality and experience, and outcomes of treatment and care.

Healthwatch Lambeth wishes to recruit new members to their Board of trustees and is particularly seeking someone for the role of Treasurer. This briefing explains a little about the organisation, the role of trustee and the role of Treasurer, and the kind of people Healthwatch Lambeth is looking for.

Please do not hesitate to ask any questions and if you think this could be for you please complete the application form and the form 'About You' and send to

Chief Officer: Catherine.pearson@healthwatchlambeth.org.uk or
Chair of Trustees: sarah.corlett@lsbu.ac.uk

¹ For more information on Healthwatch Lambeth see;
<http://www.healthwatchlambeth.org.uk/>

Member and Treasurer of the Board of Trustees of Healthwatch Lambeth

Role description

Good trustees come in all shapes and sizes with different backgrounds, experience and perspectives. A strong board contains a diverse range of expertise, experience and knowledge amongst its membership.

The greatest thing you can do as a trustee is to bring your passion and commitment to advancing the aims of Healthwatch Lambeth; to make health and social care services work for everyone in Lambeth and to ensure that people have a voice in decision making in health and social care on an equal footing with others. It is also important to have some understanding of strategic and organisational development, to have good networking skills, and to be able to work collaboratively with a diverse group of people.

The overall goal of a trustee is to ensure that Healthwatch Lambeth is well run, solvent, complies with its legal responsibilities and delivers on its goals.

It is important to Healthwatch Lambeth trustees that, as a board, we represent the people we serve. Thus we want to have a balance of people with direct current experience of health or social care services in Lambeth (experts by experience) and people who have other skills related to their field of employment or training (e.g in accounting, HR, business, criminal justice, health / social care professional). With this in mind we also particularly welcome people from different walks of life, diverse ethnic backgrounds, with disabilities etc.

Although the role of Treasurer requires specific experience and qualifications it does not matter if you have not been on a Board of trustees before. You will be offered training and support and the Board as a whole is supportive and always willing to help new members.

The Board meets four times a year and Healthwatch Lambeth also holds three sub-committees that also meet four times a year. These are; Strategy, Human Resources and Finance, Risk and Assurance. Trustees are usually on one or more of these subcommittees according to their interests and expertise.

The approximate time commitment for the Treasurer role is 2-3 hours per week. Although this will largely be focused on Board meetings and reading papers in preparation for meetings, the Treasurer will also chair the Finance, Risk and Assurance subcommittee and work closely with our finance staff in the preparation of accounts and reports.

In addition Board members are asked to commit to 1 - 2 days a year for Board and strategic development sessions and 1-2 days a year for training in line with learning needs (e.g on how to be an effective trustee, financial governance for non finance trustees)

The Treasurer does not have to confine themselves to the finance and fundraising aspects and is also welcome to offer input to other areas of the organisation's work according to interest and time availability e.g.,

- Children and young people
- People with learning disability
- Older people and or people with long term conditions
- People with mental health problems especially people from black communities in Lambeth
- Using health and, or social care in Lambeth - we want people able to contribute at Board level from their direct experience of using local services
- HR and personnel management
- Communications

The role of Treasurer in Healthwatch Lambeth

The role of the Treasurer includes²

- Being a full member of the Healthwatch Lambeth Board of Trustees (usually four meetings a year)³
- Providing financial oversight and assurance to the Board including on funding, monitoring and reporting, ensuring the organisation is legal and abides by required financial and accounting practices
- Leading financial planning, budgeting and risk management

² For a guide to the role of a Treasurer please see <http://www.diycommitteeguide.org/resource/what-role-of-treasurer>

³ For more information on the role of a charity trustee please see <https://www.gov.uk/guidance/charity-trustee-whats-involved>

- Ensuring financial reports are completed and submitted appropriately
- Ensuring appropriate policies and systems for banking, book-keeping and record keeping are in place and followed by staff and trustees
- Supporting all Board members to play an active role in the financial and business elements of the charity
- Building strong working arrangements with the Finance Officer and Chief Executive on financial and business aspects of the charity
- Chairing the Board's Finance, Risk and Assurance Committee. This is one of three subcommittees that report to the Board of Trustees (the others being Strategy and Human Resources). It also meets quarterly

The Treasurer will work closely with the Chair and all Trustees, the Chief Executive Officer and with an employed Finance Manager to fulfil the above responsibilities.

The scope includes the core work of both Healthwatch Lambeth and Black Thrive, which is a five year partnership hosted by Healthwatch Lambeth to promote race equality in mental health. Black Thrive is run as a separate programme with separate budget.

The role requires someone with knowledge, skills and experience of sound finance and accounting practice in small to medium organisations including; financial analysis, management and planning, budgeting, and book keeping, and who is proficient in using financial software systems, and familiar with relevant rules and regulations.

Ideal candidates will be organised and strategic thinkers with strong analytical skills and experience in leading on financial matters in small to medium organisations. An ability to work with others at Board level and to communicate clearly are also essential. Experience of fundraising in voluntary organisations is highly desirable.

What Healthwatch Lambeth offers you

- A growing organisation ambitious to be more influential and effective in its role to champion the voice of people using health and social care
- The opportunity to develop and exercise skills in a strategic and governance role in a pivotal and highly respected charity in Lambeth and to influence the strategic direction of Healthwatch Lambeth

- The opportunity to make a real difference to the health and wellbeing of the people of Lambeth especially people who are least well served by health and social care services
- The opportunity to empower people using health and social care services to find their voice and ensure services put people at the centre
- An experienced and highly skilled team of staff and volunteers dedicated to delivering the charity's aims
- An experienced, passionate and thoughtful group of trustees with diverse interests who work together as a team to further the purposes of Healthwatch Lambeth
- A committed and experienced Chief Executive who puts public engagement first and is leading the team into new opportunities to grow and develop new initiatives

Privacy Statement

Healthwatch Lambeth is updating our privacy statement in line with the requirements of GDPR from 25 May 2018. If you would like to know more about how we use, store and remove the information you provide on the application form please contact Cristina Lago on Cristina.lago@healthwatchlambeth.org.uk

Our current privacy statement can be accessed with this link: <http://www.healthwatchlambeth.org.uk/privacy/>

Healthwatch Lambeth Treasurer Role Description

Overall aims of the role

- To maintain an overview of the organisation's financial affairs, ensuring it is viable and that proper financial records and procedures are kept
- To develop and lead strategically on the financial plans of Healthwatch Lambeth so the organisation can develop and sustain its role and purpose

General financial oversight

- To oversee and present budgets, accounts and financial statements
- To liaise with designated staff about financial matters
- To ensure that appropriate accounting procedures and controls are in place
- To ensure compliance with relevant legislation e.g. Companies and Charity legislation
- To ensure any recommendations of the auditors are implemented
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies

Financial planning and reporting

- To present financial reports to the Board of Trustees (quarterly)
- To present the accounts at the Annual General Meeting (AGM)
- To advise on the organisation's reserves policy and investment policy
- To advise on the financial implications of the organisation's strategic and operational plans
- To advise on the fundraising strategy of the organisation
- To ensure that there is no conflict between any investment held and the aims and objects of the charity

Other

- To Chair the Finance, Risk and Assurance Committee (four times p.a)
- To work with other trustees in the interests of the organisation
- To sit on appraisal, recruitment and disciplinary panels as required

Knowledge, skills and experience

- Financial control, analysis, budgeting and book keeping in small to medium organisations
- Financial management and planning
- Financial software systems
- Banking and relevant rules and regulations
- Fundraising and pension schemes (desirable)

Qualities

- Strategic thinker and leader
- Good communication and interpersonal skills
- Willing to be contacted on an ad hoc basis
- Able to ensure decisions are taken and followed-up
- Good time-keeping
- Resilient; able to lead others positively through change and growth

A little more about Healthwatch Lambeth⁴

Healthwatch Lambeth's vision is that, in Lambeth, everyone's health and wellbeing needs are heard, understood and met. We plan to achieve this by being a trusted source of insight into people's experiences of health and social care.

Values:

- *Inclusive: we start with people first, we work for children, young people and adults, we cover all health and social care services, we tackle inequality, and work for everyone, not just those who shout the loudest.*
- *Credible: we value knowledge, we seek out data and intelligence to challenge assumptions with facts, we celebrate and share good practice in health and social care, we hold ourselves to the highest standards.*
- *Collaborative: we keep the debate positive and we get things done, we work in partnership with the public, health and social care sectors and the community and voluntary sector, we learn from people's experiences and from specialists and experts, we build on what is already known, and collaborate in developing and sharing new insights.*
- *Respectful: we treat people with dignity and kindness, we listen actively, we value people's opinions and lived experience*
- *Accountable and transparent: we are open and honest about our decision-making with the public and encourage others to do the same; we hold ourselves accountable for our actions, we seek and learn from feedback about our work to improve it in the future.*

Healthwatch Lambeth priorities are:

- Mental health & wellbeing with a focus on race equality in mental health
- People with Learning Disability
- Children & Young People
- Older People

⁴ For more information on Healthwatch Lambeth see; <http://www.healthwatchlambeth.org.uk/>

In 2017, in partnership with statutory, community and voluntary sectors, and the public, Black Thrive was established.⁵ This far reaching programme aims to enable the diverse black populations of the borough to thrive by addressing the wider determinants of mental health and by improving both access to and quality of experience of services especially mental health services.

Black Thrive is an independent and separately funded programme with its own Steering Committee chaired by a local authority councillor. However, Black Thrive is hosted by Healthwatch Lambeth and shares office space and office functions including financial management.

Healthwatch Lambeth offices are at *We Are 336*, 336 Brixton Rd., London SW9 7AA. This is the headquarters of a number of local and London-wide charities and is well placed for bus and tube connections. Board meetings are at different venues across the borough.

Healthwatch Lambeth is a registered charity: Charity Reg No 1153444
And a Registered Company No 08430436

Healthwatch Lambeth has an annual contract with Lambeth Council to deliver its core role. Overall turnover until 2017-18 from all sources was in the region of £300,000 per annum. Black Thrive was set up in 2017-18 and is now receiving funding from a number of charitable sources to the value of c.£500,000 per annum. Thus from 2018-19 the overall annual turnover for Healthwatch Lambeth will be approximately £800,000.

As a result of its expansion and new responsibilities Healthwatch Lambeth has completely revised its staffing profile and financial management procedures and is commissioning an independent review of its governance arrangements.

The Health and Social Care Act (2012) conferred certain responsibilities on Healthwatch and health and care organisations;

- Organisations who plan, run and regulate health and social care services have to listen to what Healthwatch has to say
- Healthwatch:
 - has a seat on the Health and Wellbeing Board; the Council's committee that provides strategic oversight of public health, health and social care in Lambeth

⁵ For more information on Black Thrive see www.blackthrive.org.uk

- has statutory powers to Enter and View services
- can make recommendations to services and commissioners and is entitled to receive a response
- can escalate issues to bodies such as the Care Quality Commission, and to Healthwatch England, who can take them forward on our behalf