

Recruitment Pack

Co-Chairs of Advisory Board

January 2026



Co-Chair Job Description and Person Specification

We are recruiting 2 x Co-Chairs for Healthwatch North Northamptonshire Advisory Board:

1 x Lived Experience Co-Chair

1 x with Health and Social Care Experience Co-Chair

Term: 18 months until 31st March 2027

Time Commitment: Typically, 1-2 day per month for meetings and preparation, plus ad-hoc engagement.

Renumeration expected to be in the region of £1,000 per annum for the Co-Chair positions (pro-rata on Co-Chairs responsibilities) plus travel and other expenses.

The Role of the Board

The primary purpose of the Advisory Board is to maintain a strategic role in governing Healthwatch North Northamptonshire. The Advisory Board is responsible for the conduct and overall control of Healthwatch North Northamptonshire's affairs and for ensuring compliance with the organisation's values and objectives through the establishment of policies and plans. In fulfilling its role, the Advisory Board exercises independent judgment on key issues such as strategy, accountability and performance of the Advisory Board.

The key responsibilities of the Advisory Board members include:

- Taking responsibility for ensuring Healthwatch North Northamptonshire is appropriately governed.
- Considering possible strategy options to make the necessary governance decisions.
- Approving North Northamptonshire Work Plan and other statements of strategy aimed at achieving Healthwatch North Northamptonshire defined objectives.
- Taking ultimate responsibility for Healthwatch North Northamptonshire and all its activities.
- Acting as an ambassador of the organisation where relevant and in line with Healthwatch North Northamptonshire strategy.

- Ensuring appropriate policies and procedures are in place to safeguard staff and volunteers with particular attention to Health and Safety, HR and welfare.
- Approving annual accounts, budgets and long-term financial plans.
- Monitoring performance in relation to plans, targets, decisions and controls.
- Maintaining awareness and knowledge of the national and local health and social care landscape.
- Assuring open and accountable relationships with stakeholders to ensure the organisation is highly regarded. In particular, attention should be given to:
 - North Northamptonshire Council (As Commissioners of Healthwatch North Northamptonshire)
 - ICB
 - North Northamptonshire Health and Wellbeing Board
 - Health Overview and Scrutiny Committee
 - Healthwatch England
 - The Care Quality Commission
 - The Department of Health for guidance and changes in policy
 - Local health and social care economy including public, private and VCSE sector.

Co-Chair Job Description and Person Specification

Job Purpose The Co-Chairs of the Healthwatch North Northamptonshire Advisory Board are jointly responsible for the leadership of the Advisory Board and ensures that it meets all of its obligations.

The Co-Chairs will also be jointly responsible for creating the conditions for the effective governance of the overall Advisory Board. In doing so the Co-Chairs will:

- Ensure the Board develops vision, strategies and clear objectives to deliver organisational purpose
- Act as an ambassador for the Advisory Board and Healthwatch North Northamptonshire
- Lead Healthwatch North Northamptonshire in:
 - Upholding the reputation of Healthwatch North Northamptonshire and the Healthwatch Network.
 - Adhering to the Principles of Public Life (Nolan Principles)
- Support the Healthwatch Team in their role of:
 - Championing Healthwatch North Northamptonshire
 - Relationship building with key strategic partners
- Build an effective Advisory Board ensuring it understands its own accountability for governing Healthwatch North Northamptonshire
- Set clear expectations concerning Healthwatch North Northamptonshire culture, values and behaviours as well as style and tone of Advisory Board meetings
- Promote a culture of openness, critical thinking and grounded debate
- Encourage full participation and challenge of Advisory Board members
- Ensure Advisory Board members are well briefed and champion the development of knowledge, confidence and skills of these members
- Promote good governance and the execution of best practice
- Have an understanding of the local Health and Social Care landscape
- Establish a close and supportive relationship with Advisory Group members

Duties & Responsibilities

Statutory Duties

The Chair with the Healthwatch Team has specific legal duties to ensure:

- Healthwatch North Northamptonshire complies with its contract specification, company and/or charity law (if applicable) and any other relevant legislation or regulations.
- Active contribution by all Advisory Board members (including the Co-Chairs) to the Advisory Board's role in:
 - Giving firm strategic direction to the organisation
 - Setting overall values and policy
 - Assuring achievement against delegated responsibilities
 - Achieving actions to mitigate against identified organisational risk
- Fiduciary duties as a Advisory Group members are fulfilled:
 - Act within powers
 - Promote the success of Healthwatch North Northamptonshire
 - Exercise reasonable judgement
 - Exercise reasonable care, skill and diligence
 - Declare conflicts of interest (including interests in proposed transactions or arrangements and benefits from third parties.)
- The safeguarding of the good name and values of Healthwatch North Northamptonshire
- The effective and efficient administration of Healthwatch North Northamptonshire.
- The financial stability of Healthwatch North Northamptonshire
- Duties as an individual Advisory Board member are fulfilled and specific skills, knowledge and experience are used to help the Advisory Board reach sound decisions.

General Responsibilities

- Agree the annual cycle of Board meetings
- Agree the agendas for Advisory Board meetings and ensure meeting minutes are accurate
- Co-Chair and facilitate Advisory Board meetings, taking the lead on decision-making
- Bring impartiality and objectivity to decision-making
- Monitor that decisions taken at meetings are implemented

- Give leadership to Advisory Board policy-making and strategy
- Within delegated responsibility arrangements with the Healthwatch team represent the organisation at functions and/or meetings where necessary.
- With the Healthwatch team, engage with the media in line with the Healthwatch North Northamptonshire strategy.
- Identify individual Advisory Group members skills, knowledge and experience to assist the Advisory Board in reaching sound decisions and assign roles where required.
- Take and offer advice and support on the governance and internal structure of Healthwatch North Northamptonshire and overall running of the organisation
- Review and sign off the overall risk management framework and the annual reports and accounts
- Liaise with the Healthwatch Team to keep an overview of the Healthwatch North Northamptonshire affairs and to provide support as appropriate
- Facilitate change and address conflict within the Advisory Board
- Form Advisory Board sub-committees and Task & finish groups where appropriate

Person Specification

The Co-Chairs of Healthwatch North Northamptonshire should possess the following competencies and be able to provide evidence where necessary.

Applicants will be assessed against the outlined competencies at application, and these will be discussed at interview.

Area of Competency:

Skills and Knowledge

- Good communication and interpersonal skills i.e. listening, speaking, presenting.
- Leadership and people management skills.
- Creative and strategic thinking and leadership.
- Sound knowledge of the Health and Social Care Sector.
- Sound knowledge of the Voluntary and Community Sector.
- Knowledge and understanding of governance and board procedures, particularly legal duties, responsibilities and liabilities.
- Sound financial and/or legal knowledge with respect to company/charity law.

- General business, financial and risk management skills (including IT, human resources and public relations).
- Understanding of research and data analysis.

Political sensitivity and influence.

- Knowledge and understanding of Nolan's Seven Principles of Public Life.
- Knowledge and understanding of safeguarding structures within health and social care.
- Knowledge and understanding of the Equality Act 2010.
- Ability to analyse complex data and risk.
- Ability to work as part of a team
- Ability to be discrete and diplomatic
- A person of integrity
- Impartial, fair and inclusive
- Confident and with a high level of interpersonal skills
- Motivated, efficient and adaptable
- Committed to championing public interests

Special Requirements

- Must not already be involved with Healthwatch North Northamptonshire as a paid member of staff or active volunteer
- Be able to work at times convenient to the Advisory Board
- Be able to travel to meetings
- Be available (or commit) to meeting at mutually agreed times
- Have no ongoing conflicts of interest
- Have local knowledge of North Northamptonshire
- Must not be elected members or senior employees of the Local Authority and NHS

If you are interested in the roles of Co-Chair, you are invited to submit your CV and a covering letter addressing the person specification to Healthwatch North Northamptonshire Service Manager, Claire Neilson (claire.neilson@healthwatchnn.org.uk) by **Thursday 22nd January 2026, 5pm.**

Please contact Pratima Dattani – 07771 973 195 with any questions or would like an informal discussion about the roles.

Interviews will take place week commencing 26th January 2026.

Appointments will be made, and ratified, at the Advisory Group meeting on 11th February 2026

healthwatch

North Northamptonshire

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