

Healthwatch Merton Operational Committee

Committee Purpose

Healthwatch Merton Operational Committee (HWMOC) will be a sub-committee in the MVSC governance arrangements.

Its role will be to lead on the strategic development of Healthwatch Merton and oversee its operations on behalf of MVSC Board of Trustees.

Terms of Reference:

1. Composition and attendees

- HWMOC will be chaired by selected Independent Chair appointed by the trustees of MVSC
- HWMOC shall have representation of at least 1 trustee appointed by the MVSC board and no more than 3 MVSC trustees
- 4 places on the HWMOC are allocated to representatives from Merton's voluntary, community and faith organisations selected through an open nomination process.
- 4 places on HWMOC are allocated to residents of Merton selected through an open recruitment process.
- The MVSC CEO will sit on the committee as an advisor but without voting rights.

2. Terms of Office

- The Independent Chair will be a 2 year appointment with the possibility of a one year extension at the discretion of the MVSC Board.
- MVSC trustee representatives will be reviewed and nominated annually.
- The resident representatives shall be 2 year appointments with the possibility of a one year extension at the discretion of the Independent Chair and ratified by the MVSC Board.

3. Reporting

- HWMOC reports directly to the MVSC Board, supported by the HWM team.
- HWMOC must provide written reports on work profile, activity, outputs and outcomes at least four times a year to the MVSC board of trustees.
- HWMOC must be mindful of the contract targets with the LB Merton and ensure that capacity is considered when developing work programmes.
- Contract compliance with regard to the LB Merton funding must be paramount in all considerations of the group.

4. Quorum

- A quorum shall consist of five members of HWMOC.

5. Decision Making

- HWMOC will operate under an evidence based decision making approach
- All decisions and recommendations to the MVSC Board must be on a majority vote
- In the case of a hung decision the Chair has the casting vote

Healthwatch Merton Operational Committee

- All strategic decisions about annual work programmes, campaigns, resources, consultancy and appointments to HWMOC must be ratified by the MVSC Board of Trustees
- The Terms of Reference of HWMOC are set and agreed by the MVSC Board and form part of our contractual arrangements with the London Borough of Merton. They are therefore not open to review or amendment by HWMOC.

6. Meeting Frequency

- HWMOC will meet six times a year.
- Meetings shall be timetabled to be three weeks before an MVSC board meeting wherever possible to ensure effective reporting.

7. Performance Review

- The trustees and CEO of MVSC will review the performance of HWMOC every six months with the Independent Chair in the first year.
- Thereafter HWMOC performance will be reviewed annually.

8. Dissolution

- MVSC trustees reserve the right (as the contracted organisation) to dissolve HWMOC if it is not felt to be working in the best interests of patients, carers, service users, residents and the wider voluntary and community sector.

Overall responsibility

Take delegated responsibility on behalf of the board of trustees for ensuring effective strategic development and improving governance.

Main duties

- To consider and make recommendations to the board on all matters relating to HWM (to include determining and making recommendations on the appropriate governance structures)
- To consider and develop the strategic direction of HWM.
- To consider and make recommendations concerning the function of HWM in relation to influence, engagement, volunteering and information.
- To act as champions for HWM and where appropriate liaise with key stakeholder groups.
- To establish critical success factors for HWM.
- To consider and advise the board on the most appropriate model of representation for HWM.
- To keep informed of developments in good practice and changes in policy and legislation in relation to health and social care.
- Members of HWMOC to attend meetings, representing HWM where appropriate and within capacity
- Work within a code of practice and Nolan Principles (The seven Principles of Public Life. These being: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.)