

Healthwatch South Tees Leadership and Delivery Group 8 March 2018	Agenda item: 2.0
Healthwatch South Tees Interim Decision-Making Policy	
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Purpose: To note the Interim Decision-Making Policy, which is currently governing any relevant decisions taken by Healthwatch South Tees. This Policy will be reviewed and further developed when the new Healthwatch South Tees Partnership Board is established.	Information	●
	Discussion	
	Discussion and decision	
	Approval	

Healthwatch South Tees Interim Decision-Making Policy (as at March 2018)

A service contract is in place between Middlesbrough Council and Redcar & Cleveland Council with MVDA, working with RCVDA, to develop and deliver local Healthwatch arrangements across the South Tees area.

Regulations require local Healthwatch to have a procedure for making relevant decisions. This is an Interim Decision-Making Policy for Healthwatch South Tees. This will be reviewed and further developed by April 2018 when the new Healthwatch South Tees Board is established. This Interim Policy is broad in scope and reflects the transition period during 2017-18 in developing a new model of local Healthwatch arrangements.

The following aspects are what are required to be in place in terms of making relevant decisions and the current arrangements, which form this Interim Decision-Making Policy:

Requirements	Our current position (Interim Policy)
Provision as to who may make such decisions	Work plan The Development and Delivery Manager will have delegated authority to make decisions as to what aspects of work can progress taking account of all relevant factors, such as: the information and intelligence gathered from a range of sources (including the public, providers, commissioners etc.); capacity, resource implication, and whether HWST can add value

	<p>Local Healthwatch statutory responsibilities The Leadership and Delivery Group will make decisions on the framework and implementation of all decisions connected to the statutory responsibilities of local Healthwatch.</p> <p>Contractual responsibilities MVDA’s Chief Executive will be responsible, in consultation with RCVDA Chief Executive, for all decisions concerning contractual issues. The Healthwatch South Tees service contract is governed through MVDA’s compliance with all regulations required of it as a charitable company.</p> <p>All employment issues will remain the sole responsibility of the employing organisations.</p>
<p>Provision for involving lay persons and volunteers in such decisions</p>	<p>Lay persons and volunteers are at the heart of delivering on the Healthwatch South Tees priorities, which includes acting as Enter & View Authorised Representatives, undertaking community engagement and capturing community intelligence and in the governance of local Healthwatch.</p> <p>Engagement with local people will fully inform all activities as part of the HWST work plan.</p>
<p>Provision for dealing with breaches of any procedure referred to in the two previous points</p>	<p>In the instance of a breach of any decision made by Healthwatch South Tees (except for issues connected to the service contract, which shall be the responsibility of MVDA in consultation with RCVDA), it will be considered by the Leadership and Delivery Group and appropriate action taken. The process for breaches to be considered by the Leadership and Delivery Group will be based on the following process:</p> <ol style="list-style-type: none"> 1. Issue raised with the Development and Delivery Manager, who will gather all information and facts 2. A report prepared and distributed to the Leadership and Delivery Group for discussion as soon as is practicable. 3. A decision taken by the Leadership and Delivery Group and notified to stakeholders as appropriate. <p>Where an issue is not appropriately resolved by the Leadership and Delivery Group, it will be escalated to MVDA’s Trustee Board (as the corporate body with</p>

	responsibility for the local Healthwatch arrangements under the service contract) to determine the appropriate action.
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Note: Healthwatch South Tees is the name under which Healthwatch Middlesbrough and Healthwatch Redcar and Cleveland is operating.