

# Healthwatch Hampshire Decision Making Policy

(extract from HWH Terms of Reference Advisory Board Member Handbook, updated Oct '23.)



## Decision making

The Healthwatch Hampshire Advisory Board will be responsible for making relevant decisions. The Advisory Board will have the power to delegate some of the relevant decision making to the Manager of Healthwatch Hampshire for example, small pieces of work which do not have a substantive impact on staff or financial resources.

All relevant decisions, including those delegated to the Manager, will be recorded in the minutes of the Board meeting at which the decision was made. The minutes of all Board meetings are published on Healthwatch Hampshire's website once they have been agreed by the Board as being a correct record of the meeting concerned.

Once a decision has been made, the staff team is responsible for implementation and delivery, with an agreed reporting process to the Board.

The Advisory Board of Healthwatch Hampshire will reconsider a decision where new data has become available, or if circumstances change, which might prompt it to reach a different decision, or where there is evidence that this decision-making process was not followed.

Healthwatch Hampshire makes its decisions in an open and transparent way and ensures the interests of the people of Hampshire are always put first. This policy and associated procedures outline the steps taken to ensure decisions are evidence based and lead to substantive impact in the community.

- Decisions are made in public by the elected and co-opted HWH Advisory Board members.
- Lay persons and (non-Advisory Board) HWH volunteers can be involved in those decisions by attending HWH meetings and contributing ideas to the discussion.
- If there is a breach in the observance of the agreed decision-making policy those involved will be subject to Healthwatch Hampshire's Code of Conduct Policy. If there is a serious breach of the agreed decision-making policy then the section in Healthwatch Hampshire's Code of Conduct policy (see Appendix A) dealing with breaches of the Code of Conduct will be enacted as well as HWH's published Complaints Policy which includes at 'stage 2' referring the matter to the local authority.

The governing regulations and standards are:

- The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012 – *referred to as Regulation 40*.
- Freedom of Information Act 2000.
- Seven Principles of Public Life (Nolan Principles).

This policy applies to all relevant decisions made by Healthwatch Hampshire.

### **Relevant decisions:**

'Regulation 40' requires Healthwatch Hampshire to have in place and publish procedures for making relevant decisions. The procedure for making relevant decisions is through preparation and agreement in public by the Advisory Board on the content of the Annual Work Programme for Healthwatch Hampshire.

Relevant decisions include:

- How to undertake our activities.
- Which health and care services we are looking at covering with our activities.
- The amounts we will spend on our activities.
- Whether to request information.
- Whether to make a report or a recommendation.
- Which premises to Enter and View and when those premises are to be visited – these decisions and outcomes may well be published after the event of Healthwatch Hampshire using its statutory powers of Enter & View.
- Whether to refer a matter to Overview and Scrutiny Committee.
- Whether to report a matter concerning our activities to another person.
- Any decisions about sub-contracting.

Relevant decisions do not include day-to-day activity that may be required to carry out exploratory work prior to making a relevant decision.

**Ends. 2023**