

# Decision making policy

# Decision making: policy and procedures for all staff, board and volunteers

## Policy Statement

Healthwatch Barking and Dagenham makes its decisions in an open and transparent way and ensures the interests of the people of Barking and Dagenham 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.

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 throughout this document.
- *Freedom of Information Act 2000*.
- *Seven Principles of Public Life (Nolan Principles)*.

This policy applies to all relevant decisions made by Healthwatch Barking and Dagenham

## Relevant decisions

Regulation 40 requires Healthwatch Barking and Dagenham to have in place and publish procedures for making relevant decisions. 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.
- 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.

## Who may make such decisions?

The Healthwatch Barking and Dagenham advisory board, will be responsible advising and supporting the Healthwatch Team.

Healthwatch Barking and Dagenham is delivered by LifeLine Community Projects, who ultimately hold accountability for the delivery of the contract. LifeLine remains the budget holder and will be responsible for substantive decisions, which may impact finances, staff and other resources must be authorised and signed off by LifeLine Community Projects.

All relevant decisions 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 Barking and Dagenham 's website once they have been agreed by the Board as being a correct record of the meeting concerned. Please note confidential business will be omitted from the minutes.

## Involving lay persons or volunteers in such decisions

Healthwatch Barking and Dagenham 's Board is composed partly of lay persons (a person who is not a health or social care professional) and volunteers (a person who is not a paid employee of Healthwatch Barking and Dagenham). Healthwatch Barking and Dagenham intends to secure broad based views on its activities wherever possible, and involves others, particularly lay people and volunteers in its decision making.

## How are decisions made?

The potential scope of the work of Healthwatch Barking and Dagenham is vast - it has a responsibility for health and social care services for all adults, children and young people in Barking and Dagenham, including those who are most vulnerable or may be excluded. This means we must prioritise the issues we focus on. The main sources to inform our work programme are likely to come from:

- People's experiences of health and social care services that they share with us.
- Evidence we proactively collect about specific areas of concern through the stories and enquiries we hear directly, including deliberative research, public surveys and polls.
- National and local data sets that evidence issues affecting large numbers of the local population and the most excluded.

This list is not exhaustive and other relevant sources of data will be considered.

In order to prioritise, Healthwatch Barking and Dagenham team will look at what local people are sharing and what they are not sharing. A PID will be undertaken and shared with the board. The board should carefully consider all sources of information and decide where it can add most value. Areas to be considered include but are not limited to:

- That the issues fit with our role and responsibilities, ensuring Healthwatch Barking and Dagenham delivers to its statutory remit.
- How much the issue matters to local people, it must be something they care about as we are here to be the voice of people in health and social care.
- How much change Healthwatch Barking and Dagenham can bring about? This enables us to make sure we are choosing areas where we can have the greatest impact. This is important to deliver the greatest return for our budget, maintain our independence and ensure we bring issues to the attention of the health and care system.

- Does the change need to come from Healthwatch Barking and Dagenham - so we aren't focusing on things that others can do more easily and effectively?
- Finally, the Board of Healthwatch Barking and Dagenham will consider our work as a full set of priorities, as together they need to have the greatest impact for people using health and social care services.

Board meetings are open to the public, and minutes recording decisions will be available via Healthwatch Barking and Dagenham's website. Where there is confidential business, this will be discussed in part two of the meeting and these minutes will not be published to the public.

### **Dealing with breaches of any procedure referred to in this policy document, including circumstances in which a breach would be referred to the local authority.**

If a decision is taken in the name of Healthwatch Barking and Dagenham without authorisation in the manner set out in this policy document, the Board will determine what action is needed. This may be to either approve the decision retrospectively, or to reverse the decision.

If the breach of the agreed procedure is considered to have also breached the contract between Healthwatch Barking and Dagenham and Barking and Dagenham Local Authority, it will be reported to the Local Authority and further action agreed between the Local Authority and Healthwatch Barking and Dagenham.

In each eventuality, actions will be minute and published on Healthwatch Barking and Dagenham's website.

### **Equality, Diversity and Inclusion statement**

Healthwatch Barking and Dagenham is committed to ensuring all decisions made are free from any form of discrimination on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, in accordance with the Equality Act 2010.

Healthwatch Barking and Dagenham will monitor this policy in order to identify whether it is having an adverse impact on any group of individuals and act accordingly.

### **Review of policy document**

The Board of Healthwatch Barking and Dagenham will review the effectiveness of the decision-making policy and procedures set out in this document every three years). Any amendments to this policy and the procedures governing the making of relevant decisions will require the host organisation to vote in favour.

The amended policy document will be published on the website of Healthwatch Barking and Dagenham as soon as is practicable.

## Procedures

Healthwatch Barking and Dagenham undertakes to carry out the following procedures:

- Publish Healthwatch Barking and Dagenham 's most up to date policy document on Healthwatch Barking and Dagenham 's website.
- Review and obtain Board approval to Healthwatch Barking and Dagenham 's decision making policy every three years. With overall approval needed by the host organisation.
- Ensure all Healthwatch Barking and Dagenham staff are familiar with the policy and refresh their understanding and awareness of the need for open and transparent decision making by reading the policy on a regular basis, at a minimum after review by the Board.
- Publish minutes from Board meetings where decisions are made in a timely manner on Healthwatch Barking and Dagenham 's website. Where decisions are made outside of board meetings, they will be ratified at the subsequent Board meeting.

<b>Decision making policy and procedures</b>	
Version	0.4
Author	Manisha Modhvadia
Approved by	Board of Healthwatch Barking and Dagenham
Date approved	24 <sup>th</sup> May 2022
Effective date	24 <sup>th</sup> May 2022
Review date	24 <sup>th</sup> May 2025