

Healthwatch Essex: Immediate staffing resources

1. Issue

1.1 To address the immediate staffing issues to support the Healthwatch Executive with implementation of plans.

1.2 Executive members are asked to consider and endorse the recommendations set out in paragraph 3.

2. Background

2.1 To manage increasing expectations and maintain credibility during the transition period we require a small number of interim staff immediately. They will support the executive officer to deliver the complex phased programme of work.

2.2 Over the next 6 months the follow areas of work need to be undertaken:

- Transition plan
- Communications and engagement (including strategy)
- Project management of Proxy Projects
- Body corporate structure – legal entity and governance
- Associate membership role and governance structure
- Member development programme
- Concordat
- Co-ordination of executive meetings
- General business support and administration
- Engagement with the Department of Health (DoH)
- Engagement events
- Analysis of resource requirements, including accommodation, HR and IT support

3. Recommended role profiles

3.1 The executive are asked to comment on the proposed indicative interim posts:

1 Business administrator (full-time) - To be the main point of contact for members, business support, maintenance of contact details and liaison with key stakeholders

2 Project manager (3 days) – To manage the implementation of the proxy projects as part of the development of Healthwatch Essex.

3 Communication/engagement manager (3 days) - To develop and deliver effective communications for Healthwatch Essex transition.

4 Programme manager (full-time) - To plan the programme and scheduling of the projects required to deliver on time and in budget the shadow Healthwatch Essex organisation.

3.2 Further scoping of the potential roles is required before finalisation but Executive members are asked to give 'in principle' support to the recruitment of staff within set budgets.

4. Budget

4.1 The cost of these interim (6 month) posts will depend on the mix of recruitment methods used, but will remain within budget constraints.

5. Next steps

5.1 The next step will be to identify executive members how would wish to provide support to the recruitment process.