

Make a Difference in Your Community – Become a Volunteer Chair for one of Our Health & Care Forums in Peterborough and Huntingdonshire!

Health and Care Forums

What Are Health and Care Forums?

Health and Care Forums are community meetings open to the public, designed to give local people a platform to share their experiences and discuss health and care services in their area. These forums provide an opportunity for individuals, carers, and community groups to raise concerns, highlight positive experiences, and suggest improvements.

The forums also bring together health and care professionals, including representatives from hospitals, GP practices, ambulance services, and social care teams. The public can help shape the way local services are delivered and ensure that decision-makers hear what matters most to the community.

Why Attend a Health and Care Forum?

- **Share experiences** of using health and care services.
- **Ask questions** and discuss key health and care topics with professionals.
- **Influence decisions** by giving direct feedback to NHS leaders and service providers.
- **Stay informed** about changes and developments in local healthcare.

Where and When Do They Take Place?

Health and Care Forums are held every three months in public community centres across four local areas:

- **Cambridge & South Cambridgeshire**
- **Peterborough**
- **Fenland & East Cambridgeshire**
- **Huntingdonshire**

Everyone is welcome, and no registration is required, just come along and have your say.

How Patient and Service User Feedback Helps

The information shared at these forums are passed on to key decision-makers, including NHS leaders and service providers, helping them to understand community needs and improve local health and care services.

Role Description: Health and Care Forum Chair

Overview: As the Chair of the Health and Care Forum, you will provide leadership, strategic oversight, and guidance to ensure that forum meetings are effective, productive, and aligned with the core values of Healthwatch. Your role will be central to enhancing collaboration and driving positive change in the health and care system by engaging stakeholders, partners, and the public.

Time Commitment: 5 hours quarterly. (20 hours per annum)

- **Meetings:**
- Four meetings per annum, each lasting approximately two hours and thirty minutes.
- One hour preparation time is required for each meeting
- Thirty minutes required on communications preparation for each meeting
- One hour to edit and approve minutes

All administration and promotion is coordinated and facilitated by the Health & Care Forum Lead, and not the responsibility of the Chair.

This position offers an exciting opportunity to shape the future of local health and care services, collaborate with diverse stakeholders, and contribute to the improvement of public health system.

Key Responsibilities:

Leadership:

- **Ambassadorial Role:** Act as a passionate advocate and ambassador for Healthwatch, representing its mission and values in all engagements.
- **Chair Forum Meetings:** Lead the Health and Care Forum, convening four meetings per annum (approximately 2.5 hours each). Provide a clear structure to meetings, ensuring they remain focused, inclusive, and productive.
- **Pre-Meeting Liaison:** Collaborate with the Healthwatch lead and personal assistant before each forum to review the agenda, plan logistics, and ensure the timely distribution of materials. Ensure that action points are followed up effectively.
- **Relationship Building:** Build strong, constructive relationships with key stakeholders, including partners, members of the public, and other health and care professionals. Encourage collaboration and build a network of advocates for improving local health and care services.
- **Meeting Facilitation:** Manage the flow of forum meetings, ensuring that all voices are heard and that discussions are focused and constructive. Summarise key points and actions at the end of each meeting to ensure clarity and agreement among participants.

Experience:

- **Understanding of Healthwatch:** A good understanding of the role of Healthwatch essential.
- **Health & Care:** A basic understanding of the health care system and the integrated care system is desirable, but not essential.
- **Leadership Skills:** Proven experience of chairing meetings and providing effective leadership, particularly in multi-stakeholder settings.

- **Communication and Diplomacy:** Strong interpersonal skills, with the ability to engage diverse individuals and groups, demonstrate diplomacy, and resolve conflicts constructively. A commitment to listening and valuing all perspectives.
- **Objective Decision-Making:** Ability to **remain objective**, particularly when personal opinions may differ from those of other forum members. Proven experience in managing differing views while keeping the focus on achieving collaborative, actionable outcomes.
- **Passion for Health Improvement:** A genuine passion for improving health services and systems, with integrity and credibility in advocating for change.
- **Commitment to Equality:** A commitment to ensuring that all voices, particularly those from underserved or marginalised communities, are heard and valued in forum discussions.

For more information about how to apply, or if you are interested in the role and not sure if your skills align, please contact:

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