Healthwatch Barnsley - Decision Making Procedure

Introduction

Regulations for local Healthwatch state that each local Healthwatch must have a procedure for making relevant decisions.

To ensure the way that Healthwatch Barnsley makes its decisions is open and transparent and that the interests of Barnsley people are put first, the following Procedures have been adopted:

1. Provision as to who may make such decisions
2. Provision for involving lay persons or volunteers in such decisions
3. Provision for dealing with breaches of any procedure referred to in the two previous points which should include the circumstances in which a breach would be referred to the local authority

Relevant decisions

A relevant decision should not be taken without the necessary published procedure being in place. Relevant decisions include:

- How to undertake your activities
- Which health and care services you are looking at covering with your activities
- The amounts you will spend on your 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 your activities to another person
- Any decisions about sub-contracting
- Provision as to who may make such decisions

1. Provision as to who may make such decisions

The Board will be responsible for making the majority of the relevant decisions. The Board will have the power to delegate some of the relevant decision making to the Manager of Healthwatch Barnsley. Any amendments to this policy and the procedures governing the making of relevant decisions will require a simple majority of The Board members voting in favour. The amended policy will be published and made available to the public as soon as is practical.
Recording and Publishing Decisions

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 Barnsley’s website once they have been agreed by the Board as being a correct record of the meeting concerned.

Appeals Against Decisions

The Board of Healthwatch Barnsley will reconsider a decision where new evidence 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.

2. Provision for involving lay persons or volunteers in such decisions

Healthwatch Barnsley’s Strategic Board is composed solely of lay persons and volunteers.

3. Provision for dealing with breaches of any procedure referred to in the two previous points which should include the circumstances in which a breach would be referred to the local authority.

4. If a decision is taken in the name of Healthwatch Barnsley without authorisation in the manner set out above, the Board will determine what action is needed, either to 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 Barnsley and Barnsley Metropolitan Borough Council, it will be reported to the Council and further action agreed.

Review of Procedures

The Board of Healthwatch Barnsley will review the effectiveness of the decision-making procedures set out in this document annually.