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**Healthwatch Bristol, North Somerset and South Gloucestershire**

**Board of Directors**

**Information Pack**

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**Board of Directors Information Pack**

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**Foreword**

Thank you for expressing your interest in the Board of Directors of Healthwatch Bristol, North Somerset and South Gloucestershire. This pack is designed to give you a feel of what we are working to achieve and what an exciting opportunity this is.

The NHS reforms in the White Paper ‘*Equity and excellence: Liberating the NHS’* set out the government’s vision for the future of the NHS and its proposals for Healthwatch. It said that the NHS would “be genuinely centred on patients and carers” and “give citizens a greater say in how the NHS is run”. One of the main ways the government intended to do this was through the creation of a new consumer champion – Healthwatch.

Healthwatch is designed to ensure that local people have a strong voice in influencing decisions about how health and social care is delivered in their own local areas. Healthwatch Bristol, North Somerset and South Gloucestershire seeks to strengthen the collective voice of local people who use local health and social care services and, through seats on the Health and Wellbeing Boards in Bristol, North Somerset and South Gloucestershire it influences the local Joint Strategic Needs Assessment, the Health and Wellbeing Strategies, and local health and social care commissioning decisions.

The creation of a strong and effective organisation that is rooted in the community and responsive to their needs is a priority and Healthwatch locally is building on networks, information and local knowledge that already exists across the county to ensure that it is representing as many people as possible as well as creating new networks where there are gaps.

By joining our dynamic Board of Healthwatch Directors, you will share their passion for creating an organisation that is an outstanding consumer champion for local residents and users of health and social care services, and will work with them to take the organisation from strength to strength.

As a Director you will have a major role to play in developing and setting the strategic direction and business objectives of Healthwatch, the key task in ensuring it is fit for purpose. Whilst being an independent organisation, Healthwatch Bristol, North Somerset and South Gloucestershire has to demonstrate that it is successfully achieving the outcomes stated in the Health and Social Care Act 2012 and the Bristol, North Somerset, South Gloucestershire Local Authorities joint contract and is delivering value for money for the funding it receives.

The members of the Board play an integral role in shaping not only Healthwatch as an organisation, but also shaping our local health and social care services and ensuring that Bristol, North Somerset and South Gloucestershire residents receive the highest quality care centred around their needs. The posts on the Board are voluntary and unpaid but reasonable expenses will be considered. If you are passionate about shaping health and social care in our area, then we would be delighted to hear from you.

If you wish to apply but have difficulty in filling out an electronic or paper application form please contact Healthwatch Bristol, North Somerset and South Gloucestershire.

**Healthwatch**

Healthwatch North Somerset (HWNS) was established in 2013 originally as a Community Interest Company (CIC), becoming a charity (number 1158487) in September 2014 and a company limited by guarantee (number 08187141).

Its constitutional arrangements are laid out in its Articles of Association, a formal document setting out its objectives and internal rules of operation. This document is held on file at Companies House.

Under the Articles, HWNS has a Board of Directors together with a wider membership which is open to anyone resident in or using health and social care services in Bristol, North Somerset and South Gloucestershire. HWNS won the single three-area contract October 2019 to 2024 and adopted a working name which we use for all stakeholder communication: Healthwatch Bristol, North Somerset and South Gloucestershire (internally referred to as Healthwatch BNSSG)

The Board of Directors are responsible for the governance of the organisation and have individual and collective responsibility for ensuring that the requirements of Company Law and the Charity Regulator are properly carried out.

Board of Directors responsibilities include for example:

* The provision of an Annual Report and Accounts
* Ensuring that the Company/Charity is solvent
* Meeting HMRC’s taxation regulations
* Compliance with relevant legislation, including Health & Safety, Equalities and Data Protection
* Direction and strategy
* Overall responsibility for the team of employed staff

**Healthwatch**

Healthwatch was set up under The Health and Social Care Act 2012, as the new consumer champion for health and social care.  It exists at two levels – local Healthwatch, and at a national level Healthwatch England.

Healthwatch Bristol, North Somerset and Gloucestershire represents the needs of all residents and users of Health and Social Care services in the area. It is led by an independent Board of Directors, and financed through a contract with Bristol, North Somerset and South Gloucestershire (BNSSG) Councils. There is an employed team consisting of a BNSSG Area Manager, a North Somerset Area Lead, two Bristol Area Leads and an Area Lead in South Gloucestershire. They are supported by a Communications Lead and Officers to coordinate volunteers.

**What does Healthwatch do?**

* Healthwatch Bristol, North Somerset South Gloucestershire each have a statutory seat on the respective local Health and Wellbeing Boards, ensuring that the views and experiences of patients, carers and other service users are taken into account when local needs assessments and strategies are prepared, such as the Joint Strategic Needs Assessment (JSNA) and the Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group purchases services. This ensures that Healthwatch across our area has a role in promoting public health, health improvements and in tackling health inequalities
* Healthwatch Bristol, North Somerset and South Gloucestershire enables people to share their views and concerns about their local health and social care services and understand that their contribution will help build a picture of where services are doing well and where they can be improved
* Healthwatch Bristol, North Somerset and South Gloucestershire can alert Healthwatch England to concerns about specific care providers
* Healthwatch Bristol, North Somerset and South Gloucestershire provides people with information about their choices and what to do when things go wrong
* Healthwatch Bristol, North Somerset and South Gloucestershire provides, or signposts people to information about local health and care services and how to access them
* Healthwatch Bristol, North Somerset and South Gloucestershire provides authoritative, evidence-based feedback to organisations responsible for commissioning or delivering local health and social care services
* Healthwatch Bristol, North Somerset and South Gloucestershire helps and supports Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group (CCG) to make sure that services are designed to meet people’s needs
* Healthwatch Bristol, North Somerset South Gloucestershire is an inclusive organisation and reflects the diversity of the community it serves. There is an explicit requirement in the Health and Social Care Act that the way in which a local Healthwatch exercises its functions must be representative of local people and different users of services, including carers.

**Recruitment Process for Healthwatch Directors**

**How to apply**

Director candidates must be a member of Healthwatch Bristol, North Somerset and South Gloucestershire.

Each candidate must apply using the Healthwatch Director Application Pack which includes:

* Skills audit
* Declaration of interests
* Eligibility to become a Director

**Recruitment process:**

1. Letter or email to potential Directors to acknowledge receipt of enquiry
2. Forward:
3. Directors Information Pack including background information, Director’s role, job description, application form, skills audit, declaration of interests eligibility to become a Director and equalities monitoring form.
4. Annual Report & Accounts
5. Confidentiality Policy
6. Latest Healthwatch Bristol, North Somerset & South Glos newsletter
7. Constitution
8. Provide link to “The Essential Trustee” Guidance from the Charities Commission
9. Interview

Application forms should be completed and returned to Georgie Bigg, Chair, Healthwatch Bristol, North Somerset & South Gloucestershire, 3rd Floor, The Sion, Crown Glass Place, Nailsea, BS48 1RB or email georgie@healthwatchbnssg.co.uk All applications should be marked ‘Private and Confidential’.

If you wish to include a CV please attach it to your application form.

A skills audit will be used to identify areas where there are skills or experience missing from the Board, it will identify the specific skills, knowledge, experience and attributes required and will be used as a basis for selecting new Directors. Directors applications will be particularly valued where they can bring any skills or experience that have been identified as needed, and that are not already present within the existing Board of Directors.

As part of the Skills Audit, the training needs of new Directors will be identified and built into the programme of training. Directors must have sufficient knowledge, of governance in general, to enable them to carry out their role and to represent Healthwatch at meetings and other events.

The interview panel will comprise of representatives the current Healthwatch Board of Directors.

Healthwatch will conduct post-interview checks and may take up references before an appointment is formally made. All applicants will be asked to declare any conflicts of interest and eligibility to become a Director and will be required to provide two references which will be taken up.

All information provided will be treated as confidential and used only for the purposes of selection to be a Director of Healthwatch Bristol, North Somerset & South Gloucestershire.

Should you have any questions about this application pack or require assistance please contact Georgie Bigg by telephone on 01934 863070 or email georgie@healthwatchbnssg.co.uk

**Induction**

This process will be undertaken when the potential Director has been approved by the Board and has agreed to become a Director.

* Letter to the successful applicant
* Contact Details of Existing Directors
* Support/Supervision identified for Directors
* Code of Conduct
* Strategic Business Plan / Workplan
* Finance Plan
* Directors Induction Checklist

The Chair will ensure that all new Directors sign the Directors declaration and other relevant documentation such as forms required by Companies House etc.

**Healthwatch Directors**

Healthwatch Directors act in the capacity of Director under the Companies Act and Charity Commission, contribute towards the Healthwatch Board in setting the strategic plan and direction and to ensure effective governance and management of the organisation.

**Accountabilities**

Healthwatch Directors are responsible for leading the work of Healthwatch Bristol, North Somerset & South Gloucestershire and for ensuring that fellow Board Members, staff and volunteers work together to deliver its statutory and additional functions under the Local Government and Public Involvement in Health Act 2007 as amended by the Health and Social Care Act 2012.

The Board of Directors support the development of the strategic plan and direction of Healthwatch, in line with the Department of Health and Healthwatch England’s requirements, and local priorities based on evidenced need. This will involve developing tailored additional outcomes for Healthwatch Bristol, North Somerset and South Gloucestershire.

The Board of Directors hold the ultimate legal and financial responsibility for all the activities of Healthwatch Bristol, North Somerset and South Gloucestershire. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations. The role of the Board of Directors is summarised below.

**Principal Tasks and Duties**

**Legal and Financial Duties**

* Ensure that Healthwatch complies with its governing document, company and charity law and any other relevant legislation or regulation
* Ensure that Healthwatch pursues its objects as defined in its governing document and uses its resources exclusively in pursuance of its objects
* Regularly monitor performance against the annual budget and support appropriate management action designed to achieve agreed levels of financial performance and ensure financial stability
* Ensure that governance is of the highest possible standard, and that it is openly and transparently accountable to funders, members and stakeholders

**Policy and Planning**

* Ensure that Healthwatch has a clear vision, mission, values and strategic direction and is focused on achieving them
* Contribute actively to the Board of Directors in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* Approve and review the business plan, focusing on key issues and providing guidance on new initiatives
* Ensure that all significant risks associated with Healthwatch are recognised and that appropriate mitigation measures are put in place and regularly monitored

**Advocacy**

* Safeguard the good name and values of Healthwatch, acting as an enthusiastic and well-informed ambassador at all times, and taking responsibility for Healthwatch’s ‘corporate behaviour’
* Promote Healthwatch’s activities and its needs, to the public, private and voluntary sectors so as to enhance Healthwatch’s profile

**Other Duties**

* Scrutinise Board papers, taking an active part in Board discussions, leading discussions and Board sub-groups as required, using any specific skills, knowledge or experience to help the Board of Directors reach sound decisions
* Oversee the recruitment of the Area Lead and senior staff as required, and monitor their performance
* Ensure the effective and efficient administration of the organisation, ensuring that appropriate internal policies are in place and monitored effectively respecting the role of staff and volunteers
* Act as guardians of the assets owned and managed by Healthwatch both tangible and intangible, taking all due care over their security, deployment and proper application.

**Experience**

The most effective Boards are ones which include a diverse range of backgrounds, experiences and skill sets. All appointments will be made purely on the basis of merit.

Experience and well-established networks, for example, in one or more of the following areas:

* Management
* Business
* Finance
* Law
* Human Resources
* Communications
* IT
* Marketing
* Public Relations
* Health
* Social Care
* Children and Young People
* Mental Health
* Hard to reach groups

**Healthwatch Bristol, North Somerset and South Gloucestershire Board of Directors Role Description**

The purpose of the role is to further the aims of the organisation, in keeping within its objectives. All Directors are collectively responsible for the decisions and management of Healthwatch**.**

**The role of Directors is to:**

* To ensure that Healthwatch pursues its objects as defined in its governing documents
* Ensure that Healthwatch has a clear vision, mission and strategic direction and regularly reviews the organisations strategic aims
* Act reasonably and prudently in the best interests of Healthwatch, never in pursuit of personal interests or the interests of another organisation, meeting the legal obligations common to all Directors
* Contribute specific skills, interests and contacts and support the organisation in all of its activities
* Follow the Code of Conduct at all times, particularly when exercising the functions of the Directors, or any of its committees, sub-committees, groups
* Attend Board meetings
* Reflect the Directors’ policies and concerns on all its committees, sub-committees, and groups
* Be an active member of the Governing Body in exercising its responsibilities and functions
* Maintain good relations with senior managerial staff
* Take part in training sessions provided for the benefit of the Directors
* Fulfil such other duties and assignments as may be required from time to time by the Governing Body.

**Eligibility to be a Director**

The law disqualifies the following from acting as Directors:

* an unspent conviction for an offence involving dishonesty or deception
* currently declared bankrupt, or are subject to bankruptcy restrictions or an interim order
* have an individual voluntary arrangement to pay off debts with creditors
* disqualified from being a company director
* previously been removed as a Director by either the Charity Commission or the High Court due to misconduct or mismanagement.

**Directors must be:**

* over the age of 18
* entitled to live and work in the United Kingdom
* a member of Healthwatch Bristol, North Somerset and South Gloucestershire

**Eligibility**

* An understanding and acceptance of the roles and responsibilities of Directors, and eligibility to act as a Directors
* Willingness to devote the necessary time and effort, including attending Board meetings and occasional daytime and evening events
* commitment to Nolan’s seven principles of Standards in Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership)

**Pay and expenses**

The role of Healthwatch Director is an unpaid position. However, Directors will be reimbursed for reasonable out-of-pocket expenses incurred whilst working on behalf of Healthwatch Bristol, North Somerset and South Gloucestershire.

**To find out more about Healthwatch**

You can find more information on the Healthwatch England website:

<http://www.healthwatch.co.uk>

or

the Healthwatch Bristol, North Somerset and South Gloucestershire websites: <http://www.healthwatchbristol.co.uk>

<http://www.healthwatchnorthsomerset.co.uk>

<http://healthwatchsouthglos.co.uk>

**TRUSTEE DECLARATION OF INTEREST**

|  |  |
| --- | --- |
| **Category** | **Please give details of the interest and whether it applies to yourself, a member of your immediate family, or other close personal contact**. |
| Current employment or self-employment, or any previous employment or self-employment in which you continue to have a financial interest. |  |
| Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunal membership, etc) |  |
| Membership of any professional bodies, special interest groups or mutual support organisations |  |
| Investments in unlisted companies, partnerships and other forms of business, major shareholdings, e.g. more than 1% of issued capital and beneficial interests. |  |
| Gifts or hospitality offered to you in the last 12 months by external bodies and whether this was declined or accepted. |  |
| Any contractual relationship with Healthwatch. |  |
| Any other conflicts not covered above. |   |

**I have no conflicts of interest** (please tick box if appropriate)

I, , as a trustee of Healthwatch, I have set out above my interests in accordance with the organisation’s Conflict of Interest policy, or I have ticked the declaration that I have no conflicts of interest.

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Conflict of Interest policy and for no other purpose.

Signed

Date

**Declaration of Eligibility for Trusteeship**

Name:

Address:

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Daytime telephone no: Evening telephone no:

I declare that I am not disqualified from acting as a charity trustee and that:

* I am capable of managing and administering my own affairs
* I do not have an unspent conviction relating to any offence involving deception or dishonesty
* I am not an un-discharged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors *(ignore if discharged from such an arrangement)*
* I am not subject to a disqualification order under the company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986
* I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement, nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.
* I am not subject to a disqualification Order under the Criminal Justice and Court Services Act 2000
* I am not disqualified under the Protection of Vulnerable Adults list

**Signed:** **Date:**

The completed documentation should be signed and posted to Healthwatch Bristol, North Somerset and South Gloucestershire, 3rd Floor, The Sion, Crown Glass Place, Nailsea BS48 1RB; or signed, scanned and emailed to georgie@healthwatchbnssg.co.uk

**Application for Healthwatch Bristol, North Somerset and South Gloucestershire Director**

This application form should be completed by referring to the role requirements, responsibilities, experience, and other information given in the information pack and Job Description.

If you feel a question does not apply, please mark it N/A (not applicable) but be aware that this might have an impact on the ability to shortlist.

Application forms should be completed and returned by email to georgie@healthwatchbnssg.co.uk or by post and marked Private and Confidential to: Georgie Bigg, Healthwatch Bristol, North Somerset and South Gloucestershire, 3rd Floor, The Sion, Crown Glass Place, Nailsea BS48 1RB

All information provided in this application form will be treated as confidential, and used only for the purposes of selection to be a Director of Healthwatch, and will be seen only by those directly involved in the appointment process. Applications will be retained for one year, before being destroyed in accordance with data protection regulations.

**Please complete all sections of this form.**

**Application form**

Application for post of Healthwatch Bristol, North Somerset & South Gloucestershire Board of Directors

|  |  |
| --- | --- |
| Name:  |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email:  |  |

|  |
| --- |
| **1.** **Education and Training** |
| School / College / Institute etc |  Subject studied / Qualifications gained |
|  |   |
| **2. Employment History** |
| Current/last employer |
|  From | To | Name of Employer/Position Held |  Reason for leaving |
|  |  |   |   |
| **Previous employment including voluntary work** |
|  From | To | Name of Employer/Position Held |  Reason for leaving |
|  |  |  |  |

|  |
| --- |
| 1. **Why do you want to become a member of the Healthwatch Bristol, North Somerset and South Gloucestershire Board of Directors?**
 |
|  |
| 1. **Please outline any voluntary experience, or voluntary groups or charities that you have been involved with, and what your role was.**
 |
|  |
| 1. **Please outline how you think your work experience, and voluntary or other personal/professional experience, would enable you to be an effective and valuable member of the Healthwatch Bristol, North Somerset and South Gloucestershire Board of Directors. Please refer to the Job Description and Information Pack**
 |
|  |
| 1. **What particular qualities do you think you could bring to Healthwatch Bristol, North Somerset and South Gloucestershire?**
 |
|  |
| **Please outline any professional, voluntary or personal experience that you think may be relevant. Also include any experience working with or representing “hard to reach” or marginalised groups or individuals.** |
|  |
| 1. **Any other relevant information to support your application.**
 |
|  |
| **Do you have access to transportation? Yes** [ ]  **No** [ ]  |
| 1. **Support to attend an interview**
 |
| Please confirm whether you require any additional support in order to attend an interview.*Currently the interview will be arranged via Zoom or Teams. As an alternative, a telephone conference call could be arranged.* |
| 1. **Have you ever been convicted of a criminal offence?**
 |
| Yes[ ] No [ ] If **YES**, please give details of any criminal convictions (with dates) in the space below:Because of the nature of the role for which you are applying, this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the organisation. Any information given will be completely confidential and will be considered only in relation to an application for the position to which the order applies. |

|  |
| --- |
| 1. **Referees**
 |
| Please include your present employer (or most recent). If you do not want your referees to be approached without your prior consent please tick the appropriate box.**[ ]** **[ ]**  |

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**Declaration:**

* I have read and understand the information contained in the recruitment pack
* The information supplied by me in this application is correct
* If appointed, I am prepared to observe the relevant obligations and rules and act in good faith and in the interests of Healthwatch Bristol, North Somerset and South Gloucestershire
* I understand that if offered this position my formal appointment will be confirmed subject to receipt of satisfactory outcomes from:
* An insolvency status check
* A disqualified director check
* A Disclosure and Barring Service (DBS) check
* References
* I hereby declare that the particulars I have given on this form are correct.

Signed:

Date:

### HW_NorthSomerset_A4_CMYK (2)

### **Healthwatch Bristol, North Somerset and South Gloucestershire**

### **Board of Directors Skills Audit**

**Name:**

**Please indicate your experience and competencies below. Please add any additional skills at the end.**

1 Qualification / Experience at senior level

2 Knowledge / Experience

3 Little or no knowledge

4 Require information / Training

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | 1 |  | 2 |  | 3 |  | 4 |
| Administration |  |  |  |  |  |  |  |  |
| Audit/Risk Management |  |  |  |  |  |  |  |  |
| Board/Committee experience |  |  |  |  |  |  |  |  |
| Change management |  |  |  |  |  |  |  |  |
| Charity/voluntary organisation governance |  |  |  |  |  |  |  |  |
| Conflict resolution |  |  |  |  |  |  |  |  |
| Customers care |  |  |  |  |  |  |  |  |
| Digital/social media |  |  |  |  |  |  |  |  |
| Enterprise/business development |  |  |  |  |  |  |  |  |
| Facilitating meetings |  |  |  |  |  |  |  |  |
| Finance |  |  |  |  |  |  |  |  |
| Fundraising |  |  |  |  |  |  |  |  |
| HR/Training |  |  |  |  |  |  |  |  |
| Income generation |  |  |  |  |  |  |  |  |
| Influencing |  |  |  |  |  |  |  |  |
| Information governance |  |  |  |  |  |  |  |  |
| IT/Systems |  |  |  |  |  |  |  |  |
| Leadership |  |  |  |  |  |  |  |  |
| Legal |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Listening |  |  |  |  |  |  |  |  |
| Marketing |  |  |  |  |  |  |  |  |
| Monitoring & evaluation |  |  |  |  |  |  |  |  |
| Operational management |  |  |  |  |  |  |  |  |
| Organisational development |  |  |  |  |  |  |  |  |
| People management |  |  |  |  |  |  |  |  |
| Performance management |  |  |  |  |  |  |  |  |
| Policy development |  |  |  |  |  |  |  |  |
| Project management |  |  |  |  |  |  |  |  |
| Property |  |  |  |  |  |  |  |  |
| PR/Communications |  |  |  |  |  |  |  |  |
| Relationship management |  |  |  |  |  |  |  |  |
| Team development |  |  |  |  |  |  |  |  |
| Voluntary sector experience |  |  |  |  |  |  |  |  |
| Other skills Please state below |  |  |  |  |  |  |  |  |

Please indicate below areas of interest and/or specialist knowledge relevant to Healthwatch e.g. health, social care, public engagment

Signed:

Date:

This form should be completed and returned, by email to Georgie@healthwatchbnssg.co.uk

All information provided in this form will be treated as confidential and used only for the purposes of selection to be a Director of Healthwatch and will be seen only by those directly involved in the appointment process. Applications will be retained for one year, before being destroyed in accordance with data protection regulations.

**Monitoring information**

This section will be detached from your application form. The information collected will only be used for monitoring purposes in an anonymised format and will help the organisation analyse the profile and make up of applicants and appointees to jobs in support of their equal opportunities policies.

We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We therefore welcome applications from all sections of the community.

|  |  |
| --- | --- |
| Date of Birth |  |
| Gender | 🞎 Male 🞎 Female 🞎 I do not wish to disclose this  |

|  |
| --- |
| I would describe my ethnic origin as: |
| Asian or Asian British🞎 Bangladeshi 🞎 Indian🞎 Pakistani🞎 Any other Asian backgroundBlack or Black British🞎 African🞎 Caribbean🞎 Any other Black background | Mixed🞎 White & Asian🞎 White & Black African🞎 White & Black Caribbean🞎 Any other mixed backgroundWhite🞎 British 🞎 Irish🞎 Any other White background | Other Ethnic Group🞎 Chinese🞎 Any other ethnic group🞎 I do not wish to disclose this  |

|  |
| --- |
| Please select the option which best describes your sexual orientation |
| 🞎 Lesbian🞎 Gay🞎 Bisexual | 🞎 Heterosexual🞎 I do not wish to disclose this |
| Please indicate your religion or belief |
| 🞎 Atheism 🞎 Buddhism 🞎 Christianity 🞎 Islam  | 🞎 Jainism🞎 Sikhism🞎 Judaism🞎 None  | 🞎 Hinduism🞎 Other 🞎 I do not wish to disclose this |

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | 🞎 Yes 🞎 No🞎 I do not wish to disclose this information |
| Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark ‘other’. |
| 🞎 Physical Impairment 🞎 Learning Disability/Difficulty 🞎 Sensory Impairment 🞎 Long-standing illness 🞎 Mental Health Condition 🞎 Other   |

This form should be completed and returned by email to georgie@healthwatchbnssg.co.uk

or by post to: Georgie Bigg,

Healthwatch Bristol, North Somerset and South Gloucestershire, 3rd Floor, The Sion, Crown Glass Place, Nailsea BS48 1RB (please mark the envelope as Private and Confidential) .