



carewatch

Mandate

V4.0 2024

1.0 Background

- 1.1 In December 2017, the Committee for Health & Social Care (referred to as "HSC") established a community partnership forum named CareWatch.
- 1.2 HSC's vision is delivering high-quality services collaboratively designed by both communities and staff, ensuring access to healthy lifestyles and social well-being for all in the Bailiwick.
- 1.3 HSC has initiated a Transformation Programme, inclusive of the input and values of our island communities, to achieve the vision outlined in 1.2, with CareWatch being a pivotal component of this initiative.
- 1.4 CareWatch, sponsored by HSC, serves as a community partnership forum dedicated to advancing and continually enhancing the delivery of Health and Social Care services.
- 1.5 In alignment with our mission statement, 'Enabling person-centred care,' CareWatch is dedicated to amplifying the voice of the service user, ensuring their perspectives are heard by HSC, and facilitating the transparent flow of information from HSC back to the public.

2.0 CareWatch's Powers & Authority

- 2.1 CareWatch has no / and shall have no executive powers¹
- 2.2 Past, present and potential future members of CareWatch have no authority to speak on behalf of the HSC unless express prior permission has been given by the HSC to do so.

3.0 Purpose of CareWatch

- 3.1 The primary purpose of HSC is to protect, promote, and improve the health and well-being of individuals and the community.
- 3.2 The primary purpose of CareWatch is to facilitate a two-way communication channel between the HSC and the Bailiwick community, acting in an advisory and consultative capacity. It may also invite members to participate in strategic work streams and initiatives impacting the experiences of islanders.
- 3.4 CareWatch, after consulting with HSC, may establish additional groups and working parties to advise or develop proposals concerning the delivery of Health or Social Care services.
- 3.5 CareWatch will provide regular reports to the Committee and may collaborate with other teams on key projects related to service user needs, issues, or concerns.
- 3.6 CareWatch will establish an annual program of work, aligned with HSC's strategic objectives articulated through the Policy & Resource Plan.
- 3.7 CareWatch's role supports the Partnership of Purpose, an ongoing transformation program aiming to promote longer, healthier lives for islanders, with accessible care when needed.

4.0 Code of Conduct

4.1 Members of CareWatch must adhere to the Nolan Principles

5.0 Conflicts of Interest

5.1 The Declaration of interests shall be in accordance with Rule 49 of The Rules of Procedure and their Committees, as outlined in the CareWatch Conflicts of Interest Policy dated 24th July 2023, and as replicated below:

49. (1) A Member of [CareWatch] who (or whose spouse, or any of whose infant children or any company in which the Member has controlling interest on the Member's own or their behalf) has direct or special interest in the business under consideration by [CareWatch] must not participate in either discussion or voting thereon and must immediately declare the interest and withdraw from the meeting during the discussion and voting on the matter concerned.
- (2) In the preceding paragraph 'spouse' includes and co-habiting partner.
- (3) Every declaration made in pursuance of paragraph (1) and the member's subsequent withdrawal from the meeting shall be recorded in the minutes of the meeting.
- (4) (a) when an interest has been declared pursuant to paragraph (1) of this Rule, the officer responsible for the despatch of agenda papers shall not send to the said member and paper relevant to the matter concerned;
- (b) when an interest has not been declared but the said officer has reason to believe that a member may have an interest in a matter to be discussed, he or she shall request that the Chair make enquiries of the person concerned, following which the Chair shall direct whether agenda papers relating to the matter should be withheld from the member;
- (c) when the member referred to in the preceding paragraph is the Chair, the member shall refer the matter to the Vice-Chair;
- (d) notwithstanding the foregoing, it shall be the duty of any member who receives agenda papers which should not have been sent to him or her by virtue of the provisions of this Rule to return such papers to CareWatch and he or she shall not disclose the content or existence of the papers to any person nor shall he or she use the information contained therein in his or her own personal interest of

that of his or her family, friends, business associates or any voluntary or charitable organisation with which he or she is involved;
(e) in this Rule the expression “agenda papers” shall include the relevant section of the minutes / meeting notes of CareWatch relating to the matter concerned and any electronic communication relating to the matter concerned.

6.0 Confidentiality

- 6.1 All matters discussed at CareWatch meetings and communications between members shall be treated as confidential, unless agreed otherwise by CareWatch and HSC.

7.1 Data Protection

- 7.1 Personal data should be anonymized or removed from data sets, ensuring individuals remain anonymous.
- 7.2 Members shall comply with The Data Protection (Bailiwick of Guernsey) Law, 2017.

8.1 Agenda and Papers

- 8.1 The agenda, meeting papers, and any other relevant documentation will be circulated at least five working days before a CareWatch Meeting.
- 8.2 If documents are not circulated within this time frame, the Chair may, at their discretion, postpone the meeting.
- 8.3 Any document circulated less than five days prior to a meeting may be postponed at the Chair's discretion.
- 8.4 Notes of the meetings and action logs will be written and circulated to CareWatch members within five working days. Members will be asked to comment on the minutes by email, and at the next meeting of CareWatch. Once feedback and amendments have been submitted and agreed by CareWatch, they will be considered signed off for circulation to the Committee.

9.1 Mandate Approval and Review

- 10.1 Proposals to amend this mandate can be made by CareWatch at any time, but require subsequent approval from HSC.
- 10.2 This mandate was agreed by CareWatch and approved by HSC on **23rd January 2024**.

10.0 Version & Update Log

Version Number	Date Written/Updated	Date Approved/Implemented
V.2.0 2017 (Original)	December 2017	20 December 2017
V2.1 2019	January 2019	January 2019
V3.0 2020	23 May 2022	August 2022
V4.0 2024 (Current)	January 2024	23 January 2024