

## **Role Description – Special Advisors for Health and Adult Social Care**

We are recruiting two special advisors to Barnet Council's Adults and Health Overview and Scrutiny Sub-Committee.

This is in keeping with the council's priority to involve residents in decision making and to ensure representation of both older residents and those with disabilities.

The advisors will give health and adult social care perspectives on matters considered by the Sub-Committee and any Task & Finish Groups considering issues relating to those areas.

Due to the cross-over between the two areas, the special advisors can comment on both adult social care or health matters.

The special advisors will have speaking rights on any issue under discussion in the sub-Committees but no voting rights.

The responsibilities of the special advisors for health and adult social care are to:

- Provide a perspective of residents with lived experience on health and social care matters at Adults and Health Overview and Scrutiny Sub-Committee.
- Act as a link between the resident Involvement Board in adult social care and the Adults and Health Overview and Scrutiny Sub-Committee. This will be by attending and reporting to both Involvement Board and Sub-Committee meetings. They may also attend task and finish groups set up through the Sub-Committee dealing with health and social care matters.
- Hold the London Borough of Barnet and the health and social care community to account through constructive contributions at meetings.
- Establish good working relationships with Councillors and council officers.
- Establish good working relationships with the engagement team, Involvement Board and stakeholders in health and social care.
- Abide by the London Borough of Barnet's procedure rules as set out in the Constitution
- Act in accordance with a Code of Conduct
- Training on relevant elements of the Constitution will be provided

Special Advisors appointed to advise on the Adults and Health Overview and Scrutiny Sub-Committee will be entitled to receive an allowance for each council meeting or training session that they attend. This is currently £127 per meeting. They have the option to claim an alternative up to this amount in vouchers.

The Committee meets approximately quarterly (every 3 months), but there may be a requirement to attend special meetings as and when required. Scrutiny bodies may decide to commission a 'Task and Finish Group' review to look at a specific issue over a limited period of time. If the issue relates to adult social care or health, the special advisors may be requested to participate in the work of the group.

Sub-Committee meetings will be held at 7.00pm in person at Hendon Town Hall. Task and Finish Groups may operate more flexibly than this (e.g. daytime meeting, online, hybrid, etc.)

In addition to the requirement to attend Committee meetings, the advisors will be expected to attend the resident Involvement Board meetings hosted by adult social care. These take place every 3 months. Advisors will be acknowledged for their time relating to the Involvement Board meetings on a different basis to the Scrutiny meetings, as per the adult social [care Reward and Recognition Policy](#), with a voucher for attending and travel expenses covered.

Advisors will receive ongoing support from the Engagement Team in Communities, Adults and Health. This will include regular one-to-one support, links to the Involvement Board network and the expectation to adhere to the Involvement Board code of conduct.

Induction will be provided by the Head of Governance and the Scrutiny Team will provide ongoing support and training in matters relating to the Council Constitution and other support as required.

## Who should apply?

### Essential Criteria

- Live in Barnet, or care for a person living in Barnet
- Be over 18 years of age

### Experience

- For the adult social care role, the person will need to have experience of using adult social care services in Barnet, or supporting someone who uses adult social care services in Barnet
- For the health role, the person will need to have experience of using health services in Barnet

### Skills

In order to carry out the role effectively, co-opted members need to be able to:

- Speak up in meetings (speaking for themselves or with support)
- Represent the views of local people who use services and family carers
- Have an interest in improving social care and health services in Barnet
- Respect confidentiality – being mindful not to disclose individual names or personal information when giving verbal contributions at meetings
- Respect others and respect difference – being mindful of how language, phrases and opinions can impact on others

- Commit to attending 4 sub-committee meetings per year, as well as regularly attending Involvement Board meetings (which also take place 4 times a year). Where possible let us know in advance if you won't be able to attend a meeting.
- Commit to reading agenda papers in advance of the meetings

### **How to apply?**

[Using the online form](#), please write an expression of interest of up to 300 words telling us why you are a good fit for the role.

You can submit your expression of interest using this form by Monday 6 November. If you have any questions or would like a longer conversation about the role, please contact us via [engage.adults@barnet.gov.uk](mailto:engage.adults@barnet.gov.uk) or call 0208 359 5582 to arrange this.

### **How will we choose the best candidate?**

The applications will be reviewed to see who best matches the requirements above. The applications will be reviewed by 2 Barnet Council staff members (1 from the Adult social care engagement team, and one from the governance service), and approved by the Chair and Vice-Chair of the sub-committee.

We may also invite you for an informal discussion about the role.

If you are not successful, we would still love to get you involved. We will discuss other opportunities for involvement, including joining the People's Voice group, Healthwatch opportunities and others.