

# Information Pack for Prospective Governors

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## Welcome

Welcome and thank you for your interest in becoming a Governor and the important role they play.

Whether you are someone interested in becoming a Governor or just browsing, this booklet gives some useful information and introduces you to the role of a Governor.

York Teaching Hospital NHS Foundation Trust provide a range of acute hospital and specialist services across York, North Yorkshire, North East Yorkshire and Ryedale.

Governors are vital to the success of a Foundation Trust and we hope this information will help you to decide if standing for election is something you would like to do.

# Introduction

York Hospital became a Foundation Trust in 2007. As a Foundation Trust we remain firmly part of the NHS but we are more independent, allowing us to make changes to the Trust's services in a more responsive and less bureaucratic way.

In July 2012 the Trust was extended to include Scarborough and Bridlington Hospitals along with community services for Selby, York, Scarborough, Whitby and Ryedale.

This includes some community nursing and specialist services as well as community hospitals including Archways in York, St Monica's in Easingwold, Selby War Memorial Hospital and Malton Hospital.

Foundation Trusts enable local people to become involved in the democratic process and influence how their health services are shaped and provided.

This brief information pack has been collated for prospective Governors of York Teaching Hospital NHS Foundation Trust. Anyone wishing to apply to become a Governor should read this information carefully.

For any further details please do not hesitate to contact Lynda Provins, Governor & Membership Manager on 01904 725076 or email [lynda.provins@york.nhs.uk](mailto:lynda.provins@york.nhs.uk)

## Members

When the Government introduced Foundation Trusts in April 2004 the

intention was for local people, patients and staff to become members of the Trust and through elected Governors hold the Trust to account. NHS Foundation Trusts are authorised and regulated by Monitor, which is now part of NHS Improvement, an organisation independent of the Government.

The appointment of public and staff Governors is through an election process. Members are asked to vote for the nominated individual they feel will best represent them.

For an individual to put their name forward for election, they must be a member of the Trust and live in the constituency which they wish to represent. There are some exclusions, which can be found in the Trust's Constitution.

## Elections

The single transferable vote system is used for our election process. This is a logical system of election designed to attain its objectives with economy, efficiency and certainty. It ensures that as far as possible, every vote has a positive part to play in helping to elect a candidate and making sure no voting power is wasted and that no voter has a greater influence on the result than any other. If you want to know more about the voting system contact the Electoral Reform Ballot Services Ltd, who manage the elections on our behalf, their details are provided at the end of this pack.

Members wishing to put themselves forward for election as Governors must apply for a nomination paper and return by the deadline of noon

on 11th August 2016. Members will be able to vote for candidates standing within their respective constituencies. The term of office for a Governor is 3 years, commencing on 1 October 2016.

The seats that are being elected to are within the following constituencies:

- |                                 |         |
|---------------------------------|---------|
| • York                          | 2 seats |
| • Selby                         | 1 seat  |
| • Ryedale and<br>East Yorkshire | 1 seat  |
| • Hambleton                     | 1 seat  |
| • Bridlington                   | 1 seat  |
| • York Staff                    | 1 seat  |

A notice of election is sent out to all members in the constituencies where an election is taking place with detailed information on the nominations and election process.

## The Council of Governors

The Council of Governors has two main duties;

- To hold the Non-executive Directors individually and collectively to account for the performance of the Board of Directors
- To represent the interests of the members of the Trust as a whole.

Governors are expected to attend the regular Council of Governor meetings held generally every quarter. The meetings last approximately three hours. You may also choose to become part of the membership of one of the sub committees or working groups. These groups meet at regular intervals, generally not

more than six times during a year. Additionally you may be asked to help support recruitment of members at events held during the year, or to become involved in patient-related improvement discussions.

The Council of Governors comprises of 26 Governors as follows:

16 Public Governors  
5 Staff Governors  
5 Stakeholder Governors

## Summary of Roles and Responsibilities

Personal conduct—Governors are required to adhere to the highest standards of conduct in the performance of their duties and their interaction with others.

Confidentiality—All Governors are required to respect the confidentiality of the information they receive as a result of their membership of the Council.

Conflict of interest—Governors should act with the utmost integrity and objectivity and in the best interests of the Trust in performing their duties. They should not use their position for personal advantage or seek to gain preferential treatment.

Individual Governors will be expected to seek out and represent the views of the members in their constituencies or representative organisations, to represent the Trust in their local communities, and to develop and promote membership of the Trust. The Trust will provide support to enable Governors to undertake these roles.

Governors are also required to take an active role in engaging members.

The Council of Governors' role is to:

1. Approve the policies and procedures for the appointment and where necessary for the removal of the Chair of the Board of Directors and Non-executive Directors on the recommendation of the nomination/remuneration committee.
2. Approve the appointment or removal of the Chair and other Non-executive Directors on the recommendation of the Governors nomination/remuneration committee.
3. Approve the policies and procedures for the appraisal of the Chair of the Board of Directors and Non-executive Directors on the recommendation of the nomination/remuneration committee.
4. Approve changes to the remuneration, allowances and other terms of office for the Chair and Non-executive Directors on the recommendation of the nomination/remuneration committee.
5. Approve or where appropriate, decline to approve, the appointment of the proposed candidate as Chief Executive recommended by the Non-executive Directors.
6. Approve the criteria to appoint (or remove) the Trust's external auditors.
7. Jointly with the Board of Directors approve amendments to the constitution subject to any changes in respect of the powers, duties or role of the Council of Governors being ratified at the next general meeting of members (at which a member of the Council of Governors needs to

present the change).

8. Notify Monitor (NHS Improvement), via the Lead Governor, if the Council of Governors is concerned that the Trust is at risk of breaching its licence if these concerns cannot be resolved at the local level.
9. Approve the allocation of Governors to committees of the Council of Governors, working groups and any joint working groups set up by the Board of Directors.
10. Approve the appointment and role of the Lead Governor.
11. Receive reports from the Council of Governor work groups or committees.
12. Approve the removal from office of a Governor in accordance with an agreed procedure.
13. Approve jointly with the Board of Directors the procedure for the resolution of disputes and concerns between the Board of Directors and the Council of Governors.
14. Provide feedback on the development of the strategic direction of the Foundation Trust to the Board of Directors as appropriate.
15. Contribute to the development of stakeholder strategies, including member engagement strategies.
16. Act as a critical partner to the Board of Directors in the development of the forward plan.

The Council of Governor's role is not to:

- Be involved in the day to day running of the Trust, setting budgets, staff pay or other operational matters.
- Represent the interests of single pressure groups.
- Deal with complaints, although they can sign post the complaints process.

## Frequently Asked Questions

**Do Governors need special skills or qualities?** All types of people can become Governors, with the exception of a disqualified person (disqualification includes; bankruptcy or recent criminal convictions). No special qualifications are required, but you must:

- Be over the age of 16.
- Have an interest in the health service.
- Be willing to act in the best interests of the Trust, and abide by the values of the Trust and Nolan principles of public life.
- Have good interpersonal skills as you will need to talk to others.

Governors have to be able to challenge Non-executive Directors and some of the Executive Directors to ensure they are doing their job properly, so it could be useful to have some skills you may have developed at work, as a volunteer, or in your personal life, such as reading reports and working with

others.

**Will I be paid?** No, this is a voluntary position, but Governors are entitled to the reimbursement of out of pocket expenses while undertaking their duties.

**How much time will it take?**  
Generally a day or so each month.

Many Governors will tell you how much they enjoy the role and their time spent on Trust business.

Governors must have enough time to fulfil the duties of the governing body.

As well as coming to four formal Council of Governor meetings each year there are other things that you could get involved with including committees, working with staff involved with patient experience.

You will need to undertake training to help you carry out your role and some of this will be compulsory.

Governors are also expected to reach out into the local membership. This might mean using your own networks or attending Trust organised events.

## **Contact details**

You can find out more by visiting our website on:  
[www.yorkhospitals.nhs.uk](http://www.yorkhospitals.nhs.uk)

If you have queries about becoming a member of the Council of Governors please contact:

**Lynda Provins, Governor & Membership Manager**

Email: [lynda.provins@york.nhs.uk](mailto:lynda.provins@york.nhs.uk)

Telephone: 01904 725076

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Wigginton Road  
York YO31 8HE

## **Electoral Reform Society**

**Ciara Norris, Returning Officer**

Email: [Ciara.Norris@electoralreform.co.uk](mailto:Ciara.Norris@electoralreform.co.uk)

Telephone: 020 8365 8909 or 020 8829 8456

Address:  
The Election Centre,  
33 Clarendon Road,  
London N8 0NW