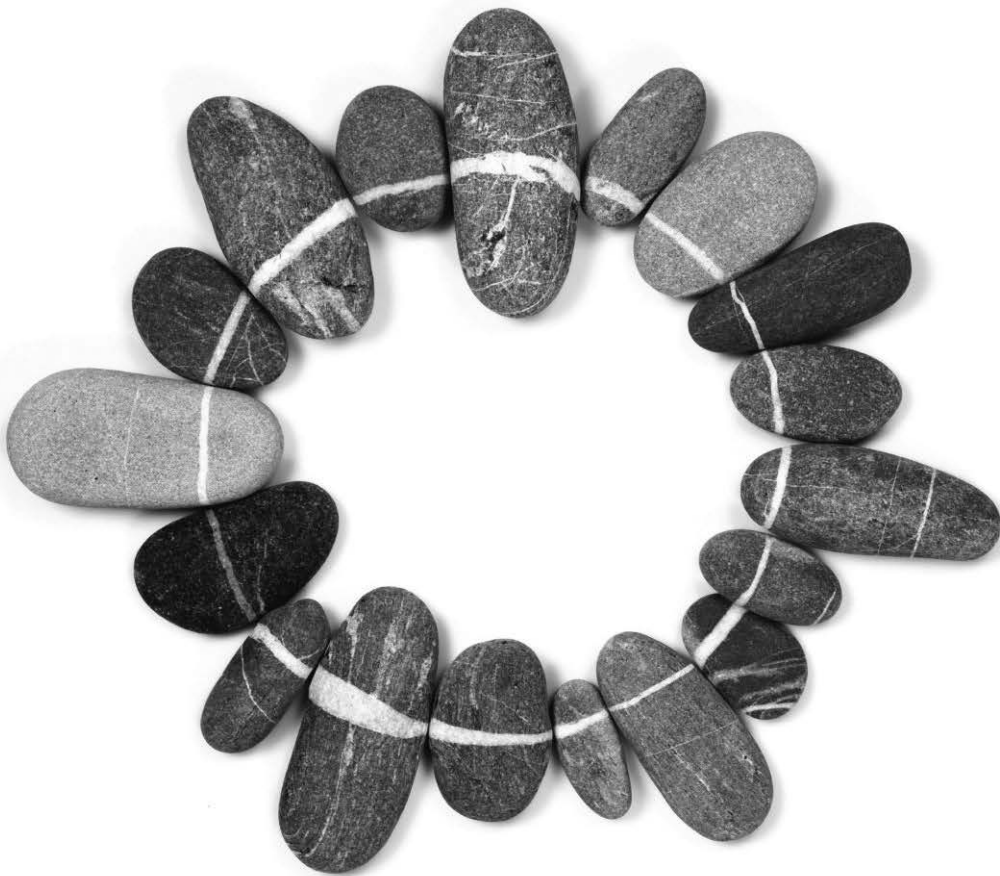




York Teaching Hospital
NHS Foundation Trust

Information for Prospective Governors

June 2019



Content

About Us.....	3
What is a Foundation Trust.....	3
Members.....	3
Governance Structure	4
The Council of Governors.....	4
Roles and responsibilities... ..	4
Frequently asked questions.....	6
The Election Process	7
The Election Timetable.....	7
Vacant Seats.....	7
Contact details.....	8

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.

For any further details please do not hesitate to contact:

Lynda Provins
Foundation Trust Secretary
01904 725076
Email: lynda.provins@york.nhs.uk

Tracy Astley
Assistant to FT Secretary
01904 721925
Email: tracy.astley@york.nhs.uk

About Us

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 St Monica's in Easingwold, Selby War Memorial Hospital and Malton Hospital.

What is a Foundation Trust

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

Foundation Trusts are still accountable to Parliament but they are responsible for their own management and as such has a Board of Directors that is responsible for the delivery of high quality patient care, financial efficiency, forward planning and innovation.

Members

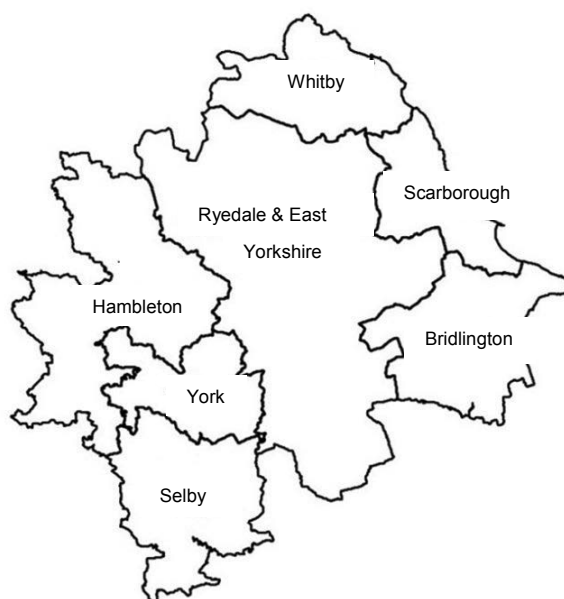
When the Government introduced Foundation Trusts in April 2004 the intention was for local people, patients and staff to become members of the Trust and through elected Governors hold the Trust to account. NHS Foundation Trusts are authorised and regulated by Monitor, which is now part of NHS Improvement, 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.

The map below shows the seven communities the Trust now serves and each one forms a public constituency for our membership.

The Trust has defined its public constituency boundaries to fit as far as possible with clearly defined local authority boundaries and "natural" communities.



Each of the seven constituencies contains at least one hospital facility which is either run by or has services provided by the Trust. These are places that the local population clearly identify with and care much about; it is the Trust's experience this is a key issue for membership.

Staff members are employees of York Teaching Hospital NHS Foundation Trust who hold a permanent contract of

employment or who have a fixed term contract of at least 12 months.

For staff, membership runs on an opt-out basis, i.e. all qualifying staff are automatically members unless they seek to opt out. The staff constituency is broken down into three constituencies:

- ♦ York
- ♦ Scarborough & Bridlington
- ♦ Community

Governance Structure

The basic governance structure of all NHS Foundation Trusts includes:-

- ♦ Board of Directors
- ♦ Council of Governors
- ♦ Membership

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

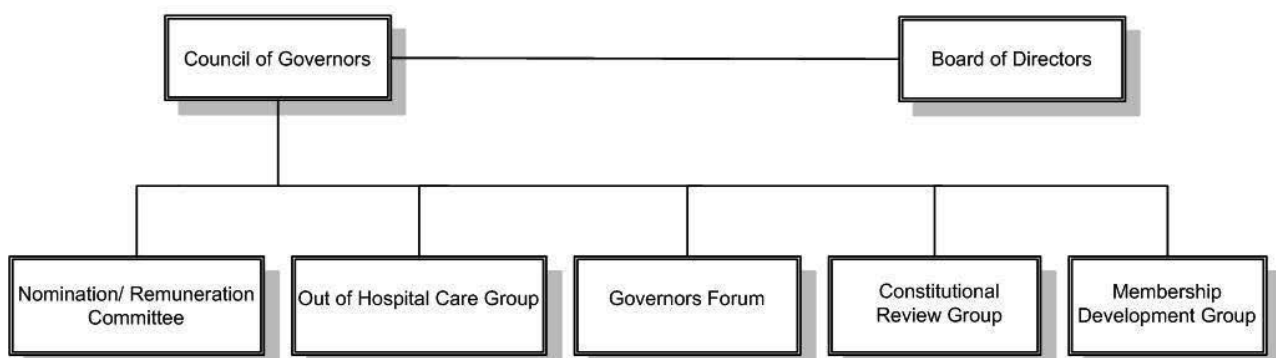
Roles and Responsibilities

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

Council of Governors



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 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.

Frequently Asked Questions

Do I need any 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 relating to membership, the Trust constitution, equality, patient experience, to name but a few. You will also be invited to the Governor Forum held each quarter, and there is the opportunity to get involved in the Annual Members Meeting and “Members Only” events that take place during the year.

You will need to undertake training to help you carry out your role and some of this will be compulsory. Upon election, you will have an induction with the Foundation Trust Secretary, to get you started.

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

The Election Process

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 form, which includes writing a statement in support of their nomination. There is also the option of providing a photograph.

ERS will send out ballot papers (either by post or email) to all members in each constituency where there is a vacant seat and this will include the election statements of each candidate. Members will then vote for their preferred candidate and return their vote by post or electronically to ERS.

There may be circumstances when no election is needed, ie. When there is only one person standing for one vacant seat; this is classed as uncontested.

ERS will inform the Trust of the results and the candidates will then be contacted by the Chair or the Foundation Trust Secretary (on the Chair's behalf).

Each vacancy is for a period of 3 years. Upon election, Governors may serve a maximum of 9 years.

The Election Timetable

From Friday 12 July 2019, a nomination form to stand for election can be obtained from the Returning Officer, Robina Mirza, in the following ways:

Tel:
0208 889 9203

Email:
ftnominationenquiries@electoralreform.co.uk

Text:
Text 2FT YOR and your name and address to 88802

Post:
Electoral Reform Services Limited
The Election Centre
33 Clarendon Road
London. N8 0NW

All nominations should be received by the Returning Officer, at the address as detailed above, by 5pm on Thursday 8 August 2019.

Should any nominee wish to withdraw their nomination, they must put this in writing to the Returning Officer by 5pm on 12 August 2019.

For all contested constituencies voting will open on Monday 2 September 2019 and close at 5pm on Thursday 26 September 2019. The results of the elections will be available from Friday 27 September 2019.

Vacant Seats

Public Governors

Hambleton—1 seat
Ryedale & East Yorkshire—1 seat
Selby—2 seats
York—2 seats
Bridlington—1 seat

Staff Governors

Scarborough & Bridlington—1 seat
Community—1 seat

Contact details

You can find out more by visiting our website on:
www.yorkhospitals.nhs.uk

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

Lynda Provins, Foundation Trust Secretary
Email: lynda.provins@york.nhs.uk
Tel: 01904 725076

Tracy Astley, Assistant to FT Secretary
Email: tracy.astley@york.nhs.uk
Tel: 01904 721925

Address:
Chairman and Chief Executive's Office
York Teaching Hospital NHS Foundation Trust
Wigginton Road
York YO31 8HE

Electoral Reform Services

Robina Mirza, Returning Officer

Email: ftnominationenquiries@electoralreform.co.uk

Telephone: 0208 889 9203

Address:
Electoral Reform Services Limited
The Election Centre
33 Clarendon Road
London. N8 0NW