

Becoming a Public Governor at Liverpool Heart and Chest Hospital



Information for Prospective Candidates

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Introduction

Thank you for expressing an interest in becoming a Governor at Liverpool Heart and Chest Hospital NHS Foundation Trust.

This booklet aims to provide you with some information about the role and responsibilities of NHS foundation trust governors and how you can stand for election.

The role of the Council of Governors is an important one. As well as having a number of statutory duties, Public Governors provide a vital link between the Trust itself and members of the community. The Council of Governors is responsible for representing the general interests of Foundation Trust members and members of the public, and for sharing information about important decisions with members within their relevant constituencies.

You can find out more about the statutory duties of Governors in the information booklet ['Your statutory duties: a reference guide for NHS foundation trust governors'](#) published by *Monitor*, now part of *NHS Improvement*.

If you would like any additional information about the role or nominating yourself for election, please call our Membership Office on 0151 600 1410 or email Membership.Office@lhch.nhs.uk. We can also arrange for you to contact any of our current Governors who would be more than happy to share their experiences of the role with you.

Thank you

Neil Large
Chairman



How the Foundation Trust is run

The Liverpool Heart and Chest NHS Foundation Trust has:

- ❖ A membership made up of local people (including patients) and staff
- ❖ A Council of Governors
- ❖ A Board of Directors

Our Members

Our members receive regular information, elect governors and may stand for election to become a Governor. If they wish, members can be actively involved in the Trust through activities such as volunteering, fundraising or contributing to focus groups / surveys.

Membership is entirely free. We aim to retain a membership of approximately 10,100 public members and support is provided by the Trust to help Governors to engage effectively with the members in their constituency.

Our Governors

The Council of Governors is made up of elected Governors from the Public constituency and the Staff constituency, along with nominated Governors representing our partner organisations.

Elected Governors are elected for a period of three years and may then stand for re-election for up to a further two (three year) terms, providing eligibility criteria are met.

The Council of Governors meets four times each year and is led and directed by the Chairman of the Trust. All Governors are expected, as a minimum, to attend these quarterly meetings, along with our Annual Members' Meeting. Many of our Governors who have additional time to give, participate in 'task and finish' groups for projects led by members of the Executive Team and senior management. Many Governors actively support delivery of the membership strategy through our Membership and Communications Subcommittee by organising and supporting community events, contributing to newsletters, and promoting the hospital. Our Chairman hosts informal lunch meetings periodically, to provide the opportunity for Governors to network with each other, and ask any questions they have about the Trust. The Chairman, Non Executive Directors and the Director of Corporate Affairs attend these meetings.

Members of the Board of Directors attend the quarterly Council of Governors meetings. Prior to this meeting, Governors meet in interest groups to give them the opportunity to network and discuss key topics of interest.

Our quarterly meetings of the Council of Governors are open to the public to observe. Details of forthcoming meetings including papers will be published on our website www.lhch.nhs.uk. If you would like to attend a Council of Governors meeting, please contact the Trust Membership Office on 0151 600 1410 or email Membership.Office@lhch.nhs.uk

Our Board of Directors

The Board of Directors is accountable for the leadership and management of the Trust. The Chairman of the Board of Directors is also Chairman of the Council of Governors.

Our Board of Directors* is comprised as follows:

Introducing our Board of Directors

Liverpool Heart and Chest Hospital

NHS Foundation Trust

Liverpool Heart and Chest Hospital NHS Foundation Trust is one of the largest specialist hospitals in the country providing specialist services in Cardiac and Thoracic Surgery, Cardiology, and Respiratory Medicine.

The Trust became an NHS Foundation Trust on 1st December 2009. Our Board of Directors consists of six Non Executive Directors (including the Chairman) and five Executive Directors (including the Chief Executive). The Board is supported by three Associate Directors (non voting).

For more details regarding the Board of Directors, please contact the Director of Corporate Affairs on 0151 600 1668.

Non Executive Directors


 Neil Large, Chairman


 David Bricknell
 Deputy Chair/Senior Independent Director


 Lawrence Cotter, NED


 Julian Farmer, NED


 Mark Jones, NED


 Marion Savill, NED

Executive Team


 Jane Tomkinson
 Chief Executive


 Sue Pemberton
 Director of Nursing & Quality


 Dr. Raph Perry,
 Deputy CEO/ Medical Director


 Tony Wilding
 Director of Strategic Partnerships & Chief Operating Officer


 Claire Wilson
 Chief Finance Officer


 Mark Jackson
 Director of Research & Informatics


 Lucy Levan
 Director of Corporate Affairs


 Joanne Twist
 Director of HR

Excellent, Compassionate and Safe care for every patient, every day

*Correct at 13th January 2017

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Composition of the Council of Governors

The composition of the Council of Governors is set out in the constitution of the Liverpool Heart and Chest Hospital NHS Foundation Trust.

- ❖ We have a total of 25 Governors
- ❖ The majority (14) are elected by public members from the areas shown in the table below and represent local people. One of the elected Public Governors is appointed as Senior Governor
- ❖ There are seven Staff Governors, elected by staff
- ❖ In addition, there are four Governors appointed by our partner organisations to represent their views.

Table 1: Council of Governors

Constituency	Number
Public Constituency – Elected Governors	
Merseyside	6
Cheshire	4
North Wales	3
Rest of England and Wales	1
Total	14
Staff Constituency – Elected Governors	
Nurses (Registered and non registered)	3
Non-Clinical	2
Allied Health Professionals, Scientific, Technical	1
Registered Medical Practitioners	1
Total	7
Nominated Governors	
Liverpool City Council	1
Liverpool John Moores University	1
Friends of Robert Owen House	1
Knowsley Council	1
Total	4
GRAND TOTAL	25

What does the Council of Governors do?

The Council of Governors of the Foundation Trust forms an important link between the organisation and its members.

The Council of Governors has a duty to hold the Non Executive Directors individually and collectively to account for the performance of the Board of Directors. The Council of Governors is **not** responsible for the day-to-day management of the Trust. The day-to-day management of the Trust is undertaken by the Board of Directors.

The Council of Governors is responsible for representing the interests of the Foundation Trust members and the public and staff in the governance of the NHS Foundation Trust. Governors must act in the best interests of the NHS Foundation Trust and should adhere to its values and code of conduct.

Governors are also responsible for regularly feeding back information about the Trust, its vision and its performance to members, the public and the stakeholder organisations that either elected or appointed them.

The duties of the Governors are laid down in our constitution and in the Health and Social Care Act 2012.

These include:

- ❖ Our Governors act as ambassadors for the Trust, helping to raise awareness of service developments and improvements as well as assisting in health promotion, fundraising and member recruitment and engagement
- ❖ Comment on the Trust's services and plans for future developments
- ❖ Hold the Non Executive Directors individually and collectively to account for the performance of the Board of Directors
- ❖ Represent the interests of the members of the Trust as a whole and the interests of the public
- ❖ Approve significant transactions
- ❖ Approve an application by the Trust to enter into a merger, acquisition, separation or dissolution
- ❖ Decide whether the Trust's non NHS work would significantly interfere with its principal purpose, which is to provide goods and services for the health service in England, or performing its other functions
- ❖ Appoint or remove (if appropriate) the Trust Chairman or the other Non Executive Directors (if appropriate) at a General Meeting
- ❖ Agree the remuneration and allowances of the Non Executive Directors
- ❖ Approve the appointment (by the Non Executive Directors) of the Chief Executive
- ❖ Appoint or remove the Trust's Auditor at a general meeting

- ❖ Receive at a public meeting the Annual Report, Annual Accounts and Auditor's Report
- ❖ Approve amendments to the Trust's constitution
- ❖ Such other duties as may be agreed with the Directors from time to time.

Governors must act in the best interests of the NHS Foundation Trust and should adhere to its values and Code of Conduct.

For more information

[NHS Improvement](#) (formerly *Monitor*) has published some useful information including the publication [Your statutory duties: a reference guide for NHS foundation trust governors](#). *NHS Improvement* is responsible for overseeing foundation trusts and NHS trusts as well as independent providers that provide NHS-funded care.

How do I stand for election?

Election rules which state how elections will be conducted are set out in the Trust's [constitution](#), available on our website at www.lhch.nhs.uk

The process by which you can stand for election is outlined below:

Stage 1

- ❖ Make sure you understand the role and responsibilities of a Governor and that you are able to commit to the time required.
- ❖ Let us know as soon as possible that you wish to stand so that we can ensure you receive all the information you need. Please contact our electoral administrators, *Electoral Reform Services (ERS)* who are managing the election, by calling Ciara Norris on 020 8889 9203 or email ftnominationenquiries@electoralreform.co.uk from Friday 5 May. ERS will register your interest, send out nomination forms and answer your queries about the election process from Friday 5 May. **Nominations open on Friday 5 May and close on Monday 5 June 2017.**

Stage 2

- ❖ Complete the nomination forms which will be distributed by Electoral Reform Services (ERS) and can be downloaded from our Trust website www.lhch.nhs.uk. Full instructions will be provided with the form.
- ❖ You will be required to produce a short statement (up to 250 words) describing why you want to be a Governor. You will also need to certify that you are eligible to stand as a Governor.
- ❖ You will also be required to submit a photograph of yourself. Full instructions on how to do this will be provided with the form.

If you require any further information about membership, please contact the Membership Office on 0151 600 1410.

Stage 3

- ❖ Return the nomination form to the ERS in accordance with the instructions issued. Please **DO NOT** send it to us at the Trust.

ERS will then produce voting packs which will be sent to all eligible members. Votes can be cast in the election by either secret postal ballot or online voting, using a 'first past the post' system.

Election timetable

Stage	Date
<p>Notice of Election published by the Trust and Electoral Reform Services (ERS), the electoral administrators.</p> <p>Nomination forms, for candidates wishing to stand for election as a Governor, will be made available from this date.</p>	Friday 5 May 2017
The deadline that nominations by candidates should be received by Electoral Reform Services (ERS)	Monday 5 June 2017
A summary of all valid nominated candidates will be published	Tuesday 6 June 2017
The final date candidates can withdraw their nominations	Thursday 8 June 2017
Uncontested report is published	Tuesday 13 June 2017
Notice of Poll is published (if applicable ie if there is more than one candidate standing for a seat and the seat is not uncontested)	Monday 26 June 2017
Voting packs distributed by ERS to members as appropriate (by constituency/class)	Tuesday 27 June 2017
Closing date for election	Thursday 20 July 2017
Declaration of results	Friday 21 July 2017

What skills do I need to become a Governor?

Are you passionate about the future of LHCH and interested in getting involved and making a difference? By standing for election as a Governor you can help shape the future of our hospital and have a voice by representing the views of our Foundation Trust members and members of the public we serve.

To stand for election as a Governor you will need to:

- Be a member in the relevant constituency of Liverpool Heart and Chest Hospital. To stand for election as a Public Governor you will need to reside in the relevant geographical location to the vacancy e.g. Merseyside, Cheshire, North Wales, and Rest of England and Wales.
- Be able to spare a minimum of three hours every three months to attend the formal Council of Governors meetings (ideally more, so you can attend informal meetings including the Chair's Lunch with Governors, undertake training and development, and participate in working groups).
- Have basic IT skills and access to e-mail.
- Have interpersonal skills including an enthusiasm and willingness to contribute.
- Some business skills including the ability to read and scrutinise performance reports and experience of human resources, finance or chairing meetings would be beneficial but are not essential. However, support and training will be given as required.

Being a Governor can be a good development opportunity for individuals to broaden their experience and knowledge, and build confidence. It will also provide you with an opportunity to personally contribute to shaping the future of the hospital and improve the experience for our patients, families and staff.

Eligibility to become a Governor

To become a Governor, you must be a member of the relevant constituency (*Public* or *Staff*). You can join the public constituency provided that you are over 16 years of age and your residential address is in England or Wales. If you are not already a member, please apply online via our website or contact the Membership Office for an application form.

You CANNOT become a Governor if any of the following apply:

- ❖ You are a director of the Foundation Trust or a governor or director of an NHS body (unless you are appointed by an appointing organisation which is an NHS body)
- ❖ You are the spouse or partner, parent or child of a member of the Board of Directors
- ❖ You are a member of a Local Authority's Overview and Scrutiny Committee covering health matters
- ❖ You are a member of a local Healthwatch group

- ❖ You have previously been removed as a governor under terms of the LHCH constitution, Annex 5, Paragraphs 7 and 8)
- ❖ You are an undischarged bankrupt or have had your estate sequestrated
- ❖ You have made a composition or arrangement with or granted a trust deed for your creditors and have not been discharged from it
- ❖ You have been convicted of any offence within the last five years (whether suspended or not) for a period of at least three months
- ❖ You are subject to a sex offender order
- ❖ You have been dismissed within the last two years from paid employment with a health service body (other than by redundancy)
- ❖ You have received a final written warning from the NHS Foundation Trust which has not yet expired (Staff constituency)
- ❖ You have had a tenure of office as the Chairman or a Member or a Director of an NHS body terminated on the grounds that the appointment is not in the interest of the health service or for not attending meetings or for not revealing a relevant pecuniary interest
- ❖ You are a vexatious complainant
- ❖ You are incapable by reason of mental disorder, illness or injury of managing or administering your property and affairs.

You will be asked to make a declaration confirming your eligibility to the Secretary. You will be required to comply with our Code of Conduct, undertake a DBS check, declare any relevant interests and complete a *Fit and Proper Person* self-declaration test before your position as Governor is accepted.

Frequently asked questions and answers

How long do elected Governors hold office?

The tenure of office is three years. There may be opportunity to stand for re-election for further three year term/s up to a maximum of nine years in total.

What is the expected time commitment?

The time required to fulfil the duties of a Governor will vary between individuals and the amount of time that they have to devote to the role. It is understandable that some Governors will be in full time employment or have other commitments to meet. It is anticipated that time required will average at least half a day each month, but it may be significantly more than that in some circumstances.

As a minimum you will be expected to attend four meetings of the Council of Governors per year, one of which will include the Annual Members' Meeting where the Annual Report and Annual Accounts are presented. You will also have to allow additional time to prepare for each meeting and to deal with any queries you may receive from those that you represent.

Currently the quarterly meetings are scheduled on Monday afternoons in March, June, September, December and commence at 1pm. The duration of these meetings is normally about three hours.

The Trust's constitution gives the Council powers to remove from office any Governors who, without reasonable cause, fail to attend three successive meetings.

As a new Governor, you will be encouraged to attend induction training and development events.

Will I be paid?

No. The role of Governor is voluntary and there is no payment made for the role. However, travel expenses will be paid for attending general meetings or other relevant business authorised by the Trust Secretary. Mileage is reimbursed at the current rate determined by the Trust (available on request). All other expense claims must be agreed in advance with the Trust Secretary and supported by a valid receipt.

How will I be communicated with?

You will be communicated with mainly by email. You will need to have access to a computer and hold an email account. Communications as and when issues arise will be distributed via email and only occasionally by post. All Trust corporate information will be displayed on the Trust website at www.lhch.nhs.uk.

Will I receive any support?

Governors need to understand the background of the NHS and the Trust. In order to achieve this, the Trust will provide induction material and you will be invited to an induction meeting with the Chairman and Trust Secretary. There will be an opportunity to tour the hospital and participate in Governor development events and networks.

Resignation from office:

A Governor may resign from office at any time by giving notice in writing to the Trust Secretary.

Disclosure Barring Service Check

Upon being elected as a Governor you will be required to consent to a Disclosure Barring Service (DBS) check.

A Governor may be disqualified if, on the basis of checks of disclosures obtained through a DBS check, he or she is not considered suitable by the Foundation Trust.

Further information on [DBS checks](#) can be found at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>