

Becoming a Staff Governor at Liverpool Heart and Chest Hospital



Information for Prospective Staff Governors

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Introduction

Thank you for expressing an interest in becoming a Staff Governor for 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 a Staff Governor is an important one. As well as having a number of statutory duties, Staff Governors provide a vital link between staff and the Board of Directors. Staff Governors are responsible for representing the interests of staff in general and for sharing information about important decisions with members within their relevant staff groups. It is important to note that the role a Staff Governor is NOT the same as a Staff Union Representative.

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. You can also contact any of our existing Staff 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 including volunteering, contributing to focus groups/surveys or attending our calendar of members' events.

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.

Most staff automatically become Foundation Trust members on an 'opt out' basis providing they are permanent members of staff, on fixed term of at least 12 months or have been in a contract of employment for at least 12 months.

Our Governors

The Council of Governors is made up of elected Governors from the Public and Staff constituencies, along with nominated Governors representing our partner organisations such as Liverpool City Council and Liverpool John Moores University.

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.

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.

The Board of Directors* is comprised as follows:

Introducing our Board of Directors

Liverpool Heart and Chest Hospital

NHS Foundation Trust

Non Executive Directors

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.



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 Tomlinson
Chief Executive



Dr. Raph Perry,
Deputy CEO/ Medical Director



Claire Wilson
Chief Finance Officer



Mark Jackson
Director of Research
& Informatics



Sue Pemberton
Director of Nursing & Quality



Tony Wilding
Director of Strategic Partnerships
& Chief Operating Officer



Lucy Lavan
Director of
Corporate Affairs



Joanne Twist
Director of HR

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

*correct at 13 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 25 Governors including seven Staff Governors who are elected by staff to represent four staff classes: Registered and Non Registered Nurses; Non Clinical; Allied Health Professionals –Scientific and Technical; and Registered Medical Practitioners (see table below).

The majority (14) are elected by public members from the areas shown in the table below who represent local people. One of the elected Public Governors is appointed as Senior Governor.

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 |
| Knowsley Council | 1 |
| Friends of Robert Owen House | 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. Staff Governors are an important link between the Board of Directors and staff members.

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.

The Council of Governors has a duty to hold the Non Executive Directors, both 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.

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:

- ❖ 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
- ❖ Act as 'ambassadors' helping to raise awareness of service developments and improvements, as well as assisting in health promotion, fundraising and member recruitment and engagement

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.

Am I eligible to become a Staff Governor?

The Trust welcomes applications from all members of staff and will support any staff member to fulfil their role as a Staff Governor in terms of enabling release of time to undertake the role.

All members of staff are eligible to apply as long as:

- You have not 'opted out' of staff membership of the NHS Foundation Trust. Please note you can opt back in at any time.
- You are on a permanent contract of employment, on a fixed term contract of at least twelve months or have been continuously employed by the Trust for at least twelve months.

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, declare any relevant interests and complete a *Fit and Proper Person* self-declaration test before your position as Governor is accepted.

What is the commitment I need to become a Staff Governor?

Are you passionate about the future of LHCH and interested in getting involved and making a difference? By standing for election as a Staff Governor, you can help shape the future of our hospital and have a voice by representing the collective views of our staff members

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

- Be a permanent member of staff or have worked for the Trust for over 12 months (fixed term) and working in their relevant class eg Registered Medical Practitioners, Allied Health Professionals, Technical and Scientific, Registered and Non Registered Nurses, and Non Clinical Staff
- 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, Staff Governor meetings, 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.

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

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 5th 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 the Electoral Reform Society (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 |
| <p>The deadline that nominations by candidates should be received by Electoral Reform Services (ERS)</p> | Monday 5 June 2017 |
| <p>A summary of all valid nominated candidates will be published</p> | Tuesday 6 June 2017 |
| <p>The final date candidates can withdraw their nominations</p> | Thursday 8 June 2017 |
| <p>Uncontested report is published</p> | Tuesday 13 June 2017 |
| <p>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</p> | Monday 26 June 2017 |
| <p>Voting packs distributed by ERS to members as appropriate by constituency/class</p> | Tuesday 27 June 2017 |
| <p>Closing date for election</p> | Thursday 20 July 2017 |
| <p>Declaration of results</p> | Friday 21 July 2017 |

Support for Governors

The Trust is committed to supporting any staff member who becomes a Staff Governor and will enable release of time to undertake the role and provide induction training and ongoing development.

This could include:

- An initial induction meeting with the Chairman and Director of Corporate Affairs to discuss the role. You will also receive an Induction pack containing all essential guidance and key documents.
- Invitation to an annual induction day provided by an external facilitator to provide a detailed overview of the role.
- An annual joint Board of Directors and Council of Governors development day to focus on strategic organisational planning
- Service tours/walkabouts for Governors are organised prior to every Council of Governors meeting and following every Chairman's Lunch meeting.
- Interest groups prior to the Council of Governors meeting enable staff governors to network and challenge the Board of Directors
- Our Staff Governors have regular informal meetings with the Chairman Neil Large along with access to the Board of Directors. These are an important 'sounding board' for how things are working and staff are feeling within the organisation.
- An opportunity to join the *Best of the Best* Employee of the Month judging panel and having a say on which members of staff should be recognised for doing something special
- Having a voice and helping to shape the Trust's future plans

Governors will also receive guidance and advice from Lucy Lavan, Director of Corporate Affairs and day-to-day support from Mike Tomkins in the Membership Office on 0151 600 1410 or email Membership.Office@lhch.nhs.uk.

Frequently asked questions and answers

How long do elected Governors hold office?

The tenure of office is for three years. There may be opportunity to stand for re-election for further three year terms 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.

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 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?

The Trust is committed to providing induction training and ongoing development for all governors, to help them in their role. Governors receive guidance and advice from Lucy Lavan, Director of Corporate Affairs and day-to-day support from Mike Tomkins in the Membership Office.

Resignation from office

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