

## **Council of Governors (in Public)**

### **Item 13.3**

**Subject:** Governor Elections Update  
**Date of Meeting:** Tuesday 5<sup>th</sup> December 2023  
**Prepared by:** Gill Donnelly, Membership & Communications Officer  
**Presented by:** Karan Wheatcroft, Director of Risk & Improvement  
**Purpose of Report:** To Note

#### **1. Executive Summary**

The purpose of this paper is to update the Council of Governors on the plans to fill the vacant Staff Governor – Non Clinical, and Public Governor – Rest of England and Wales seats.

It is recommended that a by-election commences in the new year to fill the Staff Governor vacancy which has arisen following the departure of Harry Vlasman from LHCH. The declaration of results from this election (if contested) will be received on 28<sup>th</sup> March 2024.

Following consideration of the options available, as detailed within section 2.2 of this report, it is recommended to leave the Public Governor – Rest of England & Wales seat vacant until the next round of Governor elections. The process for these is scheduled to commence in May 2024 and all successful candidates from this round of elections will commence a three year term of office immediately after the Annual Members Meeting 2024.

The Council of Governors is also requested to note that there is currently a vacancy on the Nominated Governor – Liverpool City Council seat. This was confirmed by the Liverpool City Council on 7<sup>th</sup> November 2023. A new appointment will be made by the council in due course and further updates will follow.

#### **2. Proposal–Governor Elections**

##### **2.1 Staff Governor – Non Clinical**

Harry Vlasman, Staff Governor – Non Clinical left employment with the Trust on 17<sup>th</sup> November 2023. The remaining term of office for this seat will be until the AMM 2026.

It is therefore considered the preferred course of action is to hold a by-election, within 3 months of the vacancy arising, to comply with the Trust's constitution (Annex 5 – Additional Provisions – Council of Governors, Paragraph 10.1) as follows:

*“To call an election within three months to fill the seat for the remainder of that term of office”.*

The proposed election process to fill this seat is outlined in section 3 of this report.

##### **2.2 Public Governor – Rest of England & Wales**

Lynne Addison, Public Governor – Rest of England & Wales stepped down from the role on 13<sup>th</sup>

October 2023. The remaining term of office for this seat will be until the Annual Members Meeting 2024 (September 2024).

The conclusion of the by-election timetable is scheduled for 28<sup>th</sup> March 2024 and consequently there would be less than six months left of the term of office for the successful candidate as the Annual Members' Meeting 2024 is scheduled for 23<sup>rd</sup> September 2024.

Therefore, the preferred approach outlined within the Trust constitution (Annex 5 – Additional Provisions – Council of Governors, Paragraph 10.3) to fill this seat would be to follow:

*“If the unexpired period of the term of office is less than six months, to leave the seat vacant until the next elections are held.”*

It is therefore recommended that the Public Governor – Rest of England & Wales seat be left vacant until the next round of elections. This process will commence in May 2024 and will include 5 additional Public Governor seats (1 Merseyside, 3 Cheshire & 1 North Wales). This will also enable all successful candidates from this round of elections to serve a three year term as outlined within the Trust's constitution (Council of Governors – tenure, Paragraph 11.1) as follows:

*“A Governor (whether elected or appointed) may hold office for a period of 3 years commencing immediately after the annual members meeting at which their election or appointment, whichever the case may be, is announced.”*

Taking this approach will streamline costs, maximise resources and will result in the benefit of a wider communication campaign as a number of seats will be promoted together.

### **3. Election Timetable – Staff Governor Non Clinical**

Civica Election Services (CES) has been appointed to act as the independent electoral administrator for the election process. The elections are held in accordance with the Model Election Rules contained within our Trust Constitution.

Please see the below timetable outlining the proposed by-election process to fill the Staff Governor – Non Clinical vacancy:

| <b>Stage</b>   | <b>Date</b>                                    |
|--|--|
| Notice of Election published by the Trust and Civica Election Services, the electoral administrators.<br><br>Nomination forms, for candidates wishing to stand for election as a Governor are made available from this date. | <b>Friday 12<sup>th</sup> January 2024</b>     |
| The deadline that nominations by candidates should be received by Civica Election Services.  | <b>Friday 9<sup>th</sup> February 2024</b>     |
| A summary of all valid nominated candidates will be published.   | <b>Monday 12<sup>th</sup> February 2024</b>    |
| The final date candidates can withdraw their nominations.  | <b>Wednesday 14<sup>th</sup> February 2024</b> |

| Stage   | Date  |
|---|---|
| Uncontested report is published.  | <b>Thursday 15<sup>th</sup> February 2024</b> |
| Notice of Poll is published.  | <b>Friday 1<sup>st</sup> May 2024</b>         |
| Voting packs distributed by Civica Election Services to members as appropriate (by constituency/class). | <b>Monday 4<sup>th</sup> March 2024</b>       |
| Closing date for election.  | <b>Wednesday 27<sup>th</sup> March 2024</b>   |
| Declaration of results.   | <b>Thursday 28<sup>th</sup> March 2024</b>    |

An internal communication campaign will run alongside this process to attract candidates to stand for the role and to increase voting turnout should the election be contested.

Following the success of previous elections, the nomination process will run entirely online for and ballot papers will be delivered by email. Email reminders, along with a communications campaign, will be utilised to encourage votes and therefore a higher turnout.

If Governors have any queries relating to the election timetable or process they are invited to contact Gill Donnelly, Membership and Communications Officer or Civica Election Services who can advise on this further.

#### **4. Recommendations**

The Council of Governors are requested to:

- 1) Support the outlined election timetable to fill the Staff Governor - Non Clinical vacancy.
- 2) Support the proposal to leave the Public Governor – Rest of England & Wales vacant until the next round of elections commencing in May 2024 with the commencement of the term of office following the AMM 2024.
- 3) Note the current vacancy for Nominated Governor-Liverpool City Council. Further updates on a new appointment will be shared with governors when available.