



# Becoming a Public Governor at LHCH

## Information Pack

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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.

The Trust promotes diversity and is committed to equality of opportunity for all. The Trust believes the best Council of Governors reflect the communities they serve and the Trust welcomes nominations for the role from black and minority ethnic communities, disabled people and those with other protected characteristics.

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 England. In October 2022, an [addendum](#) was published to outline the role of governors in system working and collaboration and this can be read in conjunction with this publication.

If you would like any additional information about the role or the process nominating yourself for election, please call our Membership Office on 0151 600 1410 or email [Membership.Office@lhch.nhs.uk](mailto:Membership.Office@lhch.nhs.uk). We can also arrange for you to chat to Elaine Holme, Lead Governor who would be more than happy to share their experiences of the role with you.

Thank you

**Val Davies**  
**Chair**



# Why should I become a Governor?

The role is an important one, it will give you knowledge and insight into the NHS and specifically in the running of an 'Outstanding' specialist hospital. You will have influence. You will also have the opportunity to meet patients, staff, executives and non-executives. Perhaps most significantly, you will be able to bring your experience to bear in improving services for the benefit of our patients and their families, and in so doing make a real difference.

## How the Foundation Trust is run

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 such as newsletters, 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 more than 8,000 public members and support is provided by the Trust to help Governors to engage effectively with members and members of the public.

### 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.

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 Chair of the Trust. All Governors are expected, as a minimum, to attend these quarterly meetings, along with our Annual Members' Meeting. Many Governors actively support delivery of the membership strategy through our Membership and Communications Sub Committee by organising and supporting community events, contributing to newsletters, and promoting the hospital. A number of Public Governors are also members of the Nominations and Remuneration Committee (Non Executive Directors). Our Chair hosts informal meetings regularly, to provide the opportunity for Governors to network with each other and ask any questions they have about the Trust. The Chair, Non Executive Directors and the Director of Governance and Risk attend these meetings.

Members of the Board of Directors attend the quarterly Council of Governors meetings. 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](http://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](mailto:Membership.Office@lhch.nhs.uk)

## Our Board of Directors

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

Our Board of Directors\* is comprised as follows:

## Our Board of Directors

### Non Executive Directors

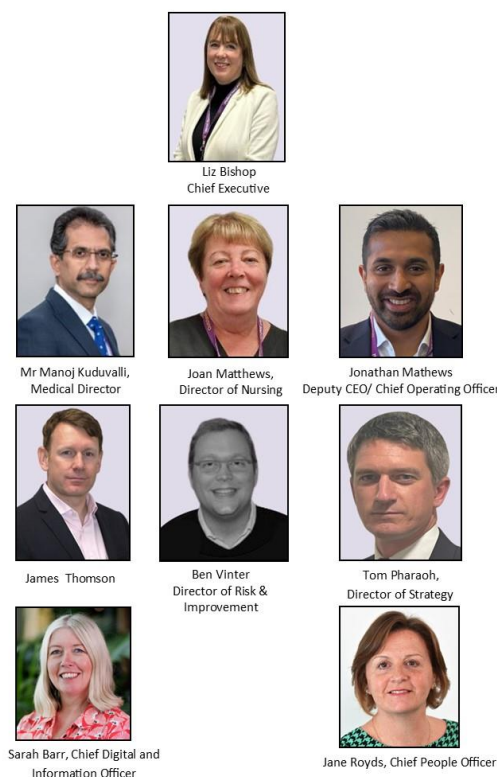
Liverpool Heart and Chest Hospital NHS Foundation Trust is one of the largest specialist hospitals in the country providing specialist services in Cardiac and Thoracic Surgery, Cardiology, Respiratory Medicine including diagnostic imaging in hospital and out in the community.

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

For more details regarding the Board of Directors, please contact Director of Governance and Risk on 0151 600 1249.



### Executive Team



\*Correct at 16<sup>th</sup> September 2024

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

\*An onsite accommodation facility for relatives of patients who have travelled considerable distances e.g. Isle of Man and North Wales.

# 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, member recruitment and engagement
- ❖ Comment on the Trust's services and plans for future developments
- ❖ Holding 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 at large
- ❖ 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 Chair 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. Please note that a governor's role is not to pursue a personal agenda against the hospital or the NHS.



# 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](http://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. For more information please contact Civica Election Services by calling 020 8889 9203 or by emailing [fnominationenquiries@CESvotes.com](mailto:fnominationenquiries@CESvotes.com)  
Alternatively you can contact the Membership Office via 0151 600 1410 or by emailing [Membership.office@lhch.nhs.uk](mailto:Membership.office@lhch.nhs.uk).

## Stage 2

- ❖ Complete the nomination form online on [www.cesvotes.com/LHCH24](http://www.cesvotes.com/LHCH24)
- ❖ The online nomination form will be available following Notice of Election on Friday 27<sup>th</sup> September 2024 by visiting this site and should be completed and submitted online by Friday 25<sup>th</sup> October 2024. 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 have any questions regarding this process please contact Civica Election Services by calling 020 8889 9203 or by emailing [fnominationenquiries@CESvotes.com](mailto:fnominationenquiries@CESvotes.com)

## Stage 3

- ❖ Return the nomination form to Civica Election Services in accordance with the instructions issued.

Civica Election Services 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 Civica Election Services, the electoral administrators.</p> <p>Nomination forms, for candidates wishing to stand for election as a Governor are made available from this date.</p>	Friday 27 <sup>th</sup> September 2024
The deadline that nominations by candidates should be received by Civica Election Services.	Friday 25 <sup>th</sup> October 2024
A summary of all valid nominated candidates will be published.	Monday 28 <sup>th</sup> October 2024
The final date candidates can withdraw their nominations.	Wednesday 30 <sup>th</sup> October 2024
Uncontested report is published.	Friday 1 <sup>st</sup> November 2024
Notice of Poll is published.	Friday 15 <sup>th</sup> November 2024
Voting packs distributed by Civica Election Services to members as appropriate (by constituency/class).	Monday 18 <sup>th</sup> November 2024
Closing date for election.	Wednesday 11 <sup>th</sup> December 2024
Declaration of results.	Thursday 12 <sup>th</sup> December 2024

# 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 NHS Foundation Trust. 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 or the Rest of England & Wales.
- Be able to spare a minimum of three hours every three months to attend the formal Council of Governors meetings and allow the time to read papers and prepare before the meeting. Ideally you would be able to spare more time than this though 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. Please note that since the Covid 19 pandemic meetings have been held virtually via Microsoft Teams or using a hybrid format (option of attending face to face or virtual).
- 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.

A person may not become a Governor of the Foundation Trust, and if already holding such office will immediately cease to do so, if:

- they are a director of the Foundation Trust or a governor or director of an NHS body (unless they are appointed by an appointing organisation which is an NHS body);
- they are the spouse, partner, parent or child of a member of the Board of Directors of the Foundation Trust;
- they have, or they are a member of a committee which has, any role on behalf of a local authority or the Welsh Assembly to scrutinise and review health matters;

- they are a member of Local Healthwatch;
- they have been previously removed as a Governor (pursuant to paragraph 7 of Annex 5, LHCH Constitution).
- being a member of the Public Constituency, they refuse to sign a declaration in the form specified by the Secretary of particulars of their qualification to vote as a member of the Foundation Trust, and that they are not prevented from being a Governor on the Council of Governors;
- they are subject to a sex offender order;
- they have within the preceding two years been dismissed, otherwise than by reason of redundancy, from any paid employment with an NHS body;
- they are, or are eligible to be, a member of the Staff Constituency and have received a final written warning from the Foundation Trust which has not yet expired;
- they are a person whose tenure of office as the Chair or as a member or director of an NHS body has been terminated on the grounds that their appointment is not in the interests of the health service, for non-attendance at meetings, or for non-disclosure of a pecuniary interest.
- They are incapable by reason of mental disorder, illness or injury of managing or administering their property and affairs.
- On the basis of disclosures obtained through an application to the Disclosure and Barring Service, they are not considered suitable to become or continue as a Governor by the Chair.

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.

Usually the quarterly meetings are scheduled on Tuesday afternoons in March, June, September, December and commence at 1pm. The duration of these meetings is normally about three hours and when held face to face would be within the LHCH Conference Room, Research Unit at LHCH. A hybrid approach to Council of Governors meetings is currently being offered which provides the option for governors to attend in person or virtually via Microsoft Teams. The majority of governor meetings are now held virtually to make this more accessible to all regardless of location.

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, hold an email account and have access to Microsoft teams. 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](http://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 Chair. There will be an opportunity to tour the hospital and participate in Governor development events and networks. Continuous support from colleagues at LHCH will be available as well as access to a voluntary mentoring programme.

## **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. This will be organised by the Trust's Human Resources (HR) Department.

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 on the [DBS website](#).