




University Hospitals of
Morecambe Bay
NHS Foundation Trust

A thick, wavy line that starts as blue on the left, loops into a circle, then transitions to green, and finally to orange as it curves downwards on the right side of the page.

Becoming a Governor

A short guide



Governors provide a tangible link between the Trust and the local community which it serves.

Contents

1. Introduction	Page 4
2. Why become a Governor?	Page 6
3. The role of a Governor	Page 8
4. Support, Training and Induction Programme for Governors	Page 10
5. How much time will it take up?	Page 11
6. How do I stand for election?	Page 12
7. Key election dates	Page 14
8. Governor Working Groups	Page 17
9. Still interested?	Page 18



1. Introduction

**Are you interested in representing Member's views?
Why not put yourself forward to become a Governor.**

We are looking for seven **Public Governors** and four **Staff Governors** who will play a vital role as part of the Council of Governors. The elections formally begin on 27 July 2022 and there are vacancies in the following constituencies:

Barrow and West Cumbria (2 vacancies)

Lancashire and North Yorkshire (2 vacancies)

South Lakeland and North Cumbria (3 vacancies)

Allied Health Professionals (1 vacancy)

Community Services (1 vacancy)

Estates and Facilities (1 vacancy)

Nursing and Midwifery (1 vacancy)





So, if you are interested in shaping our services and would like to represent public and staff member views, you can now request a nomination form.

As an NHS Foundation Trust, University Hospitals of Morecambe Bay is accountable to the Members through the Council of Governors. The Council of Governors is chaired by the Trust's Chairman and comprises of:

17 Public Governors
(elected by the public members)

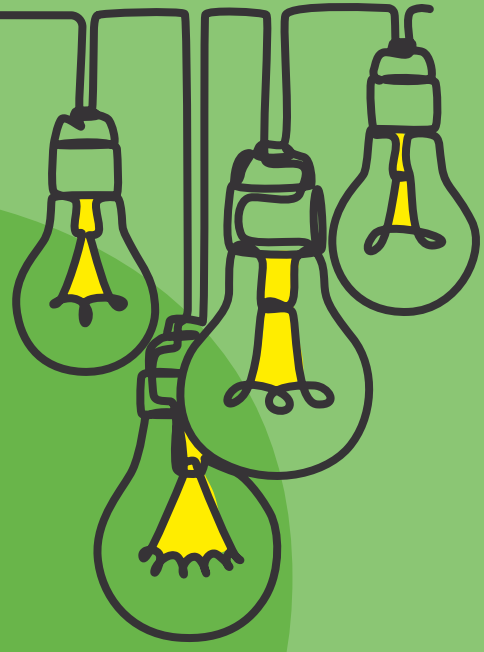
7 Staff Governors
(elected by staff)

8 Appointed Governors
(appointed by partner organisations)

The information set out within this guide is to inform you about the Governor role to help you to decide if you would like to put yourself forward.

We are happy to answer any questions or queries that you may have; the Office of the Company Secretary can be contacted by email at: companysecretary.office@mbht.nhs.uk or by telephone on 07890 036817.





2. Why become a Governor



Do you want to have a say in the decisions that affect your local healthcare services, and contribute to making the services the Trust provides for patients the very best they can be?

Do you believe that the views of members should be heard at every level of the Trust, and think that you would be able to understand and share these views with the Council and Board of Directors?

If so, you may want to consider becoming a Governor.

Both Public and Staff Governors are elected in an independently run nomination and election process.

UK Engage will run our elections and you will be able to request a nomination form directly from them from 27 July 2022 **(see page 12).**

The most important thing you will need to be one of our Governors is enthusiasm for the role, rather than any specific skills or knowledge.

You should care about our patients, staff and the services the Trust provides, and you should wish to bring the knowledge and experience of members and staff into discussions and decisions about the direction of the Trust.

All Governors have a vital role to play and the role should be satisfying and challenging.

It is an important role, so please read on to find out more about what being a Governor will involve.





3. The role of a Governor

The Governor role provides an opportunity for members to have a voice. As a Governor, you will inform the Council of Governors of members views, this could be on patient safety, patient experience and/or quality of services. Governors work in partnership with the Board of Directors and give them support and advice in helping the Trust achieve its vision of providing the highest possible standards of compassionate care and the best patient and staff experience as well as listening to and involving patients, staff and partners.

Governors can play a key role by supporting the Trust Board in understanding widely held member and staff views.

Especially if these views have an impact on issues of patient safety, patient experience and quality of service.

The role of the Governor does not duplicate the work of other staff representatives (e.g. Trade Union representatives or professional bodies).

Governors do not deal with specific individual issues for public or staff members, for example, complaints, disciplinary or grievance issues which are dealt with by formal staff representatives.

It is about listening to public and staff feedback, raising concerns with the relevant manager, and keeping abreast of feedback themes.



Statutory Responsibilities

The main statutory responsibilities of the Council of Governors are:


- To hold the Non-Executive Directors to account for the performance of the Board of Directors
- To represent the interests of members of the Trust and the interests of the public

Governors therefore provide an essential part of the governance structure of the NHS Foundation Trust and their Council is the collective body through which the Board of Directors explain and justify their actions to the members, stakeholder organisations and the wider public.

Governors provide a tangible link between the Trust and the local community which it serves. The Council of Governors' statutory powers / duties enable it to exercise genuine influence over the

development and future of the hospital. Thus, the Council of Governors:

- Appoints and can remove the Chairman and Non-Executive Directors of the Trust and sets their remuneration and other terms and conditions
- Approves the appointment of the Trust's Chief Executive
- Appoints and can remove the Trust's external Auditor
- Receives the Trust's annual financial and Quality Accounts and Auditor's report Approves any merger or acquisition by the Trust
- Approves any "significant transaction" by the Trust (as defined in its constitution)



4. Support, Training and Induction Programme for Governors

The Trust recognises the important role of Governors and will support them to work effectively. The Office of the Company Secretary works closely with Governors to provide them with access to administrative resources and information.

The Office of the Company Secretary will be the first point of contact and support for the Governors.

All Governors are expected to attend an induction programme which will assist Governors in carrying out their role. It is mandatory for all new Governors to participate in the induction programme.

All Governors are expected to adhere to the Trust's policies and procedures and will be bound by the Trust's Code of Conduct for Governors. Specific issues relating to confidentiality must be adhered to as defined in the Constitution.

**IF YOU ARE CONSIDERING
STANDING FOR ELECTION
PLEASE KEEP TUESDAY
18 OCTOBER 2022,
12:30-2PM, FREE FOR
UHMB GOVERNOR
INDUCTION**

5. How much time will being a Governor take up?

The amount of time required to undertake the role varies from Trust to Trust; it will greatly depend on how involved a Governor chooses to be in working groups and meeting with/representing members. However, we envisage that it will take a maximum of two days per month to fulfil this role effectively.



FURTHER INFORMATION FOR STAFF GOVERNORS ONLY

If you are considering standing for election please discuss this with your line manager. Please also share with them this information

The Trust recognises that it is important to enable Staff Governors to attend Council of Governors meetings and participate in working groups and other meetings needed to fulfil the role. Staff Governors are expected to attend all Council of Governors meeting and where possible, dates are shared one year in advance.

The duties undertaken as a Staff Governor are considered as part of their standard working time.

Staff Governors will be released from their normal work to attend these duties and will be paid as usual. They will not be expected to subsequently complete work they

would otherwise have done or to work additional hours to make up the released time.

Department Managers are expected to support Staff Governors in this way, with guidance and direction from the Director of People and Organisational Development.

It is important to understand that if you choose to stand for election you do so on a voluntary basis.

Being a Governor is not a paid role, but you will however be reimbursed for reasonable expenses incurred while working in the role; for example for travel and subsistence.



6. How do I stand for election?

The Trust has appointed UK Engage to run our elections and act as our returning officer - someone who sends and receives all the necessary documentation related to an election.

UK Engage will send the Notice of Election to all eligible members on **27 July 2022**. You are able to request a nomination form directly from UK Engage via the details below.

0345 209 3770
uhmb@uk-engage.org

All who are members of a constituency where there are vacancies will be eligible to request a nomination form. You cannot nominate other people.



The nomination form

The nomination form will have space for prospective Governors to write a short statement about themselves which will consist of no more than 250 words. This will be the candidates' opportunity to introduce themselves to members and explain why they wish to join the Council of Governors.

You may want to include:

- **Why you wish to carry out the role**
- **What you feel you could bring to the role**
- **Anything else you think members would want to know about you**
- **A current photograph of yourself**

The information supplied by candidates is published and will accompany a ballot paper, should the seat be contested.

Please remember candidates' statements are published as received by UK Engage and will include any spelling or grammatical errors. Any statements of longer than the maximum word count are stopped at the maximum, even if this ends mid-sentence.

The nominations process will close on 12 August 2022 and all nominations will then be validated prior to publication.



7. Key election dates

Event	Date
Publication of Notice of Election	27 July 2022
Deadline for Receipt of Nominations	12 August 2022
Publication of Statement of Nominations	15 August 2022
Deadline for Candidate Withdrawals	17 August 2022
Notice of Poll / Issue of Ballot Packs	30 August 2022
Close of Poll – 5pm	22 September 2022
Declaration of Result	23 September 2022

Uncontested Seats

Sometimes Governor seats may be uncontested, i.e. there is only one candidate for the seat. In such a case, no ballot would be held and UK Engage will inform the candidate they have been successful.

Candidate withdrawal

Nominees are given some time after the deadline for receipt of nominations to withdraw if they change their minds.

The final date for candidate withdrawal is
17 August 2022



Voting packs

Voting packs (for those eligible to vote) will be dispatched to home addresses or sent via email on 30 August 2022.

Each member who is eligible to vote will receive the following:

Ballot paper – this lists every candidate and allows voters to mark their preference

Candidate statements

Instructions on completing the ballot paper

Completed voting papers will be returned to UK Engage, not to UHMB.

**Voting will close
on 22 September
2022**

Election results

When the ballot has closed, UK Engage will assess the results and provide the Trust with a comprehensive breakdown of the outcome.

UK Engage will give the results to the Trust and contact successful and unsuccessful candidates. If a candidate has a query about the results, UK Engage will be available to explain the results to the candidate.

**Results will be announced
on 23 September 2022**

Length of term as a Governor

The term of office will begin from 1 October 2022 and will expire on 30 September 2025

A governor's term of office is 3 years and governors can serve a maximum of two terms (6 years).



8. Governor Working Groups

In partnership with our Council of Governors, we have established committees and working groups that conduct detailed reviews of areas of key importance.

Governor working groups are supported by the Office of the Company Secretary. The groups provide governors with the opportunity to seek assurance from the Non-Executive Directors, to help improve accountability and enable feedback to be escalated to the Board where appropriate.

The Groups are as follows:

People & OD and Finance Group

Reviews plans and strategies regarding workforce, staff wellbeing, finance and the future of the hospital, ensuring that member's views are represented as well as the needs of the local community.

Quality and Patient Experience Group

To listen to patients and members to understand how we can improve patient experience at UHMB and ensure Quality, patient experience, patient safety and clinical outcomes are of a high standard.



FT Membership & Communications Group

Aims to grow and develop the Trust's membership and facilitates communication between Governors, Members and the local community.

Nominations Committee

Oversees the recruitment of the Chairman and other Non-Executive Directors as well as making recommendations to the Council of Governors on the remuneration of the Chairman and other Non-Executive Directors

Auditor Appointment Committee

Oversees the recruitment of the Trusts External Auditors



9. Still interested?

The Company Secretary or Deputy Company Secretary would be happy to speak with you informally to provide information and advice about the role of a Governor. The Chairman would also welcome the opportunity to speak with you.

The Office of the Company Secretary can be contacted via any of the details below:

Olivia Caton,
Deputy Company Secretary

 07890 036817

 Companysecretary.office@mbht.nhs.uk







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