



Royal Manchester Children's Hospital

Manchester Dental Hospital

Manchester Royal Eye Hospital

Manchester Royal Infirmary

St Mary's Hospital

Trafford Hospitals



# The Role of Governor

at  
Central Manchester University Hospitals NHS Foundation Trust



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## 1. WELCOME & INTRODUCTION

Thank you for your interest in our Governor role/standing for election. If successfully elected as a Governor, you will play a very important role as you will be the link between Members of our NHS Foundation Trust and our Board of Directors. In addition, you will represent our Members (which includes patients, carers, the public, stakeholders and staff). You will also act as an ambassador for our NHS Foundation Trust in addition to promoting Membership and the role of Governor.

As a Governor you will be responsible for engaging with our Members and the public and will be encouraged to develop your own networks so to canvass their views and forward these to our Board of Directors.

As a Governor you will have a number of key responsibilities, such as:

- Helping us plan for the future
- Ensure that we are accountable to our Members and the communities that we serve
- Communicating effectively with our Members and developing networks for engaging with the wider community including minority groups
- Canvassing the views and opinions of our Members in relation to our forward plans and forwarding these views onto our Board of Directors
- Recruiting Members
- Safeguarding probity and good quality healthcare.

Governors of our NHS Foundation Trust also have advisory, guardianship and strategic roles with an effective Council of Governors being crucial to our future success.

We continually provide support to our Governors in order to develop their skills so to carry out their Governor role and as a new Governor, you would be invited to participate in our New Governor Induction Training Programme.

## 2 WHO WE ARE – CENTRAL MANCHESTER UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

In January 2009, our Trust was authorised by Monitor, now part of NHS Improvement (Independent Regulator of Foundation Trusts) to become Central Manchester University Hospitals NHS Foundation Trust. We are the leading Trust for teaching, research and specialist services in the North West of England. We also provide a full range of services to our local populations within Manchester and Trafford.

We are a world-renowned centre of excellence for healthcare research and have a long-standing and extremely successful academic partnership with the University of Manchester.

We collaborate closely with other NHS organisations in Manchester through the Manchester Academic Health Sciences Centre, and have strong links with institutions across the North West and beyond.

Our Trust comprises of six hospitals and we provide a comprehensive range of services to our local communities and deliver a number of specialist services to patients from across the North West and beyond. We also provide citywide Specialist and Children's Community Health Services and Adult & Specialist Community Services to Central Manchester.

Many of you will know us better as:-

- Manchester Royal Infirmary
- Royal Manchester Children's Hospital
- Manchester Royal Eye Hospital
- St Mary's Hospital
- University Dental Hospital of Manchester
- Trafford Hospitals.

## 2.1. Our Vision and Values

We are an integrated health, teaching, research & innovation hospitals group with a comprehensive range of services, extensive research portfolio and state-of-the-art facilities.

Our Vision is

***'To be recognised internationally as leading healthcare; excelling in quality, safety, patient experience, research, innovation and teaching; dedicated to improving health and well-being for our diverse population.'***

Our organisational values underpin everything we do and we recognise how important the right attitude and behaviours are to delivering a positive patient and staff experience.

Our core Values are:

***Pride, Respect, Empathy, Consideration, Compassion and Dignity***

We are committed to equality, diversity and inclusion of staff, patients, carers, families, members and the communities that we serve. We believe that having an inclusive culture: by living our values; listening to all our people and respecting each other, we will deliver our commitment to equality, diversity and inclusion.

As part of this commitment we aim to have a Board and Council of Governors whose membership reflects the diverse communities that we serve. We support our Governors in becoming more representative of our members and communities - whether in respect of race, disability, gender, gender reassignment, age, sexual orientation, religion or belief, marriage and civil partnership, caring responsibility, social class and pregnancy and maternity.

## 3. COUNCIL OF GOVERNORS

The majority of Governors are elected directly from and by our members and are the link between our Members (determining their needs/views on the delivery of services) and our Directors who make the decisions about services (hold responsibility for delivery).

Governors canvass the views and opinions of our Members and the public in relation to our forward plans and forward their views to our Board of Directors. Governors also convey information from the Board of Directors to Members about affordability, service plans and health improvement initiatives and seek views on material issues or changes being discussed.

One of the important stakeholder groups represented by our Council of Governors are the communities that we serve. Our Governors are therefore the key link between the communities and the Trust, ensuring that our Trust is rooted in its communities, owned by the communities and responds to community needs. We believe that the Trust is afforded huge opportunities and benefits as a result of embracing the new way of operating and engaging with our Members and the public.

### 3.1 Reasons Why Members have Stood for Election as a Governor

Over the years, many of our members have been interested in standing for election as a Governor with some of their key motivations being outlined below:

- Passionate commitment to the NHS and to the Trust's hospitals and the desire to make a difference.
- To make a positive contribution to ensure patients and carers get the highest quality of care at our Trust.
- To use their personal experience as a patient/carer to help improve standards of care quality and safety, and the care environment.
- To help the Trust respond to any challenges it faces e.g. finance, restructuring, increasing demand etc.
- To be a voice/advocate for what matters the most to patients and their families, and to the wider community.
- To be a voice/advocate for staff and share their perspective with the Board of Directors.
- To give a voice to particular communities/groups e.g. ethnic minorities, people with learning disabilities etc.
- To use their skills (communication, finance, management etc.) in the service of others.
- To support the Trust in putting patients at its core and foster a culture of valuing and engaging staff.
- To bring an appropriate level of challenge to the Board of Directors (hold to account for the Trust's performance).

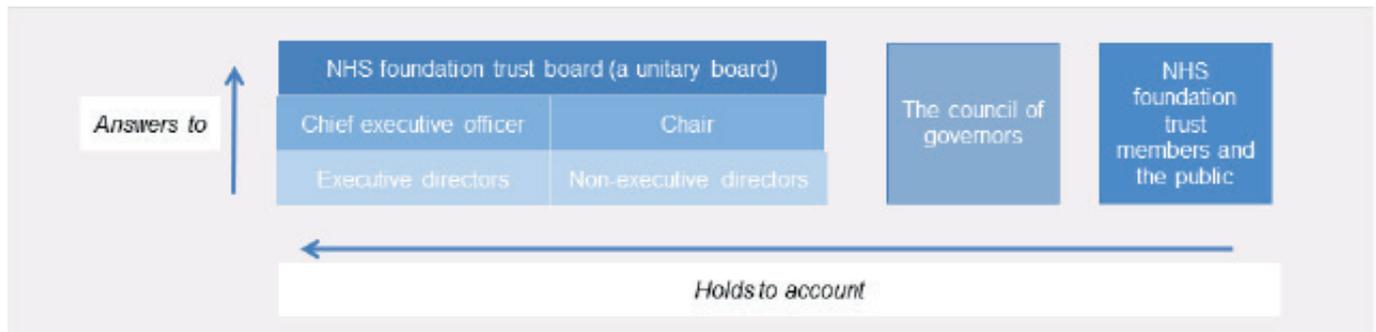
## 4. STATUTORY DUTIES OF GOVERNORS

Under the Health & Social Care Act (2012), the statutory duties of Governors are clearly defined:-

- **To hold the Non-Executive Directors individually and collectively to account for the performance of the Board of Directors, and**
- **To represent the interests of the members of the Foundation Trust as a whole and the interests of the public.**

The 2012 Act also states that "The Foundation Trust must take steps to secure that the Governors are equipped with the skills and knowledge they require in the capacity as such".

## Chain of Accountability in NHS Foundation Trusts



Source: Monitor – Your Statutory Duties: A reference guide for NHS Foundation Trust Governors (August 2013)

Monitor now part of NHS Improvement (Independent Regulator of Foundation Trusts) describes “holding the Non-Executive Directors to account” by Governors scrutinising how well the Board is working, challenging the Board in respect of its effectiveness, and asking the Board to demonstrate that it has sufficient quality assurance in respect of the overall performance of the Trust.

In addition to the statutory Governor duties set out in the Health & Social Care Act (2012), the key functions of the Council of Governors (set out in legislation and in our Constitution) are as follows: -

- To appoint or remove the Chair and the other Non-Executive Directors (including appointing a Deputy Chair from the Non-Executive Directors)
- To approve the appointment (by the Non-Executive Directors) of the Chief Executive.
- To decide the remuneration and allowances, and other terms and conditions of office, of the Chair and other Non-Executive Directors.
- To appoint or remove the Foundation Trust’s Auditor.
- To receive the Trust’s annual accounts and any report of the Auditor on them and the annual report (including the Quality Report) at a Council of Governors’ Meeting with Governors being encouraged to help to identify and prioritise quality indicators and quality priorities for the Trust.
- To provide views to the Board of Directors (BoD) when the BoD is preparing the document containing information about the Trust’s plans, with Governors being required to:
  - o Canvass the opinion of the Trust’s Members and the public, and for appointed Governors the body they represent, on the NHS Foundation Trust’s forward plan, including its objectives, priorities and strategy, and their views should be communicated to the BoD.
- Approving significant transactions.
- Approving applications by the Trust to enter into a merger, acquisition, separation or dissolution.
- Decide whether non-NHS work would significantly interfere with the Trust’s principal purpose, which is to provide goods and services for the health service in England, or performing its other functions.
- Approving amendments to the Trust’s Constitution.

- Require one or more directors to attend a Governors' meeting to obtain information about performance of the Trust's functions or directors' performance of their duties and help the Council of Governors decide whether to propose a vote on the Trust's or Directors' Performance.
- To prepare and from time to time review the Trust's Membership Strategy and its policy for the composition of the Council of Governors and of the Non-Executive Directors and when appropriate to make recommendations for the revision of our Constitution.
- Monitor has appointed a Panel for Advising Governors and Governors may refer a question to the Panel if more than half of the members of the Council of Governors voting approve the referral (question whether the Trust's has failed or is failing).
- To undertake such functions as the BoD shall from time to time request.

In keeping with the latter statutory duty, the BoD asks Governors during meeting attendance and when being presented with information/data to also advise on issues, assist in the development of ideas and act as a sounding board.

The majority (25 out of 35) of our Governors are elected to carry out their role on behalf of our Members (Public and Staff) with Governors also being responsible for:

- o Affairs of the Foundation Trust are to be conducted by the Council of Governors in accordance with the Trust's Constitution and the Foundation Trust's Provider Licence.
- o To respond as appropriate when consulted by the BoD in accordance with the Trust's Constitution.
- o To complete an annual Governors' Declaration of Interest (details recorded in the Annual Governors' Declaration of Interest Register and formally recorded at a Council of Governors' Meeting). Governors who fail to disclose any interest or material interest required to be disclosed under the Trust's Constitution provisions must permanently vacate their office if required to do so by a majority of the remaining Governors.
- o To meet the "Fit and Proper" Persons Test described by Monitor now part of NHS Improvement (Independent Regulator of Foundation Trusts) in our Provider Licence (criteria outlined on Page 22).
- o To adhere to the Trust's Code of Conduct including Nolan Principles (code outlined on page 23).
- o To complete and clear a Disclosure & Barring Service (D&BS) check (formerly CRB).
- o To adhere to the Governors' Media Policy and Social Media Policy.
- o To elect a Lead Governor.
- o To present to Members at the Trust's Annual Members' Meeting any proposed changes to the Trust's Constitution (where an amendment is made in relation to the powers or duties of the Council of Governors) and to approve the minutes of Members' Meetings.
- o To remove Governors from the Council of Governors in the event that a Governor has committed a serious breach of the Code of Conduct; or they acted in a manner detrimental to the interests of the Foundation Trust; and the Council of Governors consider that it is not in the best interests of the Foundation for them to continue as a Governor.
- o To expel a Member from the Trust if a complaint about a Member is made to the Trust Secretary that they have acted in way detrimental to the interests of the Foundation Trust.

- o To attend Governor meetings and training (unless absences are due to reasonable causes and the individual is able to start attending again within such a period as the other Governors consider reasonable).
- o To forward views in relation to the Chairman's and Non-Executive Director (NED) performance (documented via Governor Questionnaire and/or Lead Governor contact) and participate as and when required during the performance review process (telephone interviews). A Governor Appraisal Panel (Governors' Remuneration and Nominations Committee) is established each year with Governor panel members being rotated to review/consider the Chairman /NED performance review findings and makes recommendations to the full Council of Governors for approval.
- o To approve Governor Group Chairs.

#### 4.1 Other Areas of Governor Involvement

We are particularly keen to support Governors in undertaking their responsibilities in areas such as championing improvements in Patient Experience, Staff Health and Wellbeing, Membership Engagement and Corporate Citizenship. Equally, we view our Governors as a resource to our Board of Directors via assisting in the development of ideas, advising on issues and acting as the Trust's 'eyes and ears' in the community.

As outlined previously, Governors have a key role in holding the Board of Directors to account (via the Non-Executive Directors) which includes the following distinct roles:-

- Advisory – Providing a steer on how the Trust can carry out its wider business to satisfy the needs of members and the wider community.
- Guardianship – Acting as guardians to ensure that the Trust operates in accordance with its purpose and authorisation and as 'Trustees' for the welfare of the organisation.
- Strategy – Advising on the longer-term direction of the Trust so that the Board of Directors can develop effective policies.

The table on page 11 outlines the areas that our Governors are actively involved in, with some examples of their level of involvement, including:-

- Patient Experience - casting an eye over the experience that our patients have, in areas such as accessibility, cleanliness and the environment and overall 'customer care'.
- Membership Engagement - recruiting new members and ensuring our member communication is effective, and helping to develop membership engagement initiatives.
- Staff Experience - helping to develop staff health & wellbeing initiatives.
- Corporate Citizenship – helping the Trust meets its responsibilities to the wider community in key areas such as employment, education, and environmental initiatives.

Moreover, we have developed Governor Groups, Workshops and Development Sessions at which Governors receive feedback on key Trust services in addition to the overall strategic aims of the Trust.

We hold Annual Forward Planning Workshops with our Governors to ensure that Governors' and Members' perspectives and priorities are considered by our Board of Directors and reflected in our strategic decision making.

In addition, we hold Annual Members' Meetings at which our Directors present the Trust's Annual Report and Accounts including past performance and plans for the future. The Lead Governor also presents a Membership Strategy and Governor & Membership overview to attending Members.

The Trust has a strong belief in its corporate social responsibility and we believe that, through our Governors, we can turn our beliefs into practical, tangible improvements for the health and wellbeing of our community.

The Council of Governors meet three times per year with meetings being open to the public. Governors are also expected to attend at least one Governor Group (meetings held 4 times per year) and Governors' Performance Review Meetings (held 4 times per year). In addition, all Governors are required to attend the Governors' Annual Forward Planning Workshop (held once per year). Governors may also be asked to attend additional ad hoc training and meetings throughout the course of the year. Meetings are held on a weekday and are predominantly held during the day (anytime between 9.00 am – 5.00 pm).

**4.2. Table: Areas of Governor Involvement**

Role	Area	Examples	Examples of Level of Involvement
Holding the Non-Executive Directors to account for the performance of the Board of Directors	Performance Review - Key Performance Indicators	<ul style="list-style-type: none"> <li>- Review of Forwards Plans and Quality Report</li> <li>- Reviewing performance of the Trust across patient quality, clinical effectiveness, patient experience, finance and productivity.</li> </ul>	Receive and comment on Board Assurance Reports. Actively contribute to the development of the Trust's Annual Forward Plans and Quality Report including key priorities - canvassing members/public views and opinions and forwarding them to the Board of Directors.
Representing members and the public - advisory/sounding board	Staff Experience	<ul style="list-style-type: none"> <li>- Assisting in the development of our staff health &amp; wellbeing strategy</li> <li>- Implementation &amp; monitoring of the staff health &amp; wellbeing strategy</li> <li>- Assist in the development of staff health &amp; wellbeing work programme and initiatives.</li> </ul>	Receive and comment on annual staff surveys, strategy documents and plans in relation to staff health & wellbeing. Develop and support initiatives/campaigns and represent the Trust on groups.
Representing members and the public - advisory/sounding board	Corporate Citizenship	<ul style="list-style-type: none"> <li>- Employment/Education</li> <li>- Sustainable Travel &amp; Transport</li> <li>- Environmental Issues</li> <li>- Sustainable Procurement</li> <li>- Cultural Partnerships</li> </ul>	Receive and comment on strategy documents, annual plans in relation to corporate citizenship.
Representing members and the public - advisory/sounding board	Patient Experience	<ul style="list-style-type: none"> <li>- Customer Focus</li> <li>- Front of house/reception areas</li> <li>- Cleanliness/Environment</li> <li>- Accessibility (getting to the hospitals, parking, physical access around the site, signage).</li> <li>- Interpretation Services</li> <li>- Patient Information (surveys and reports)</li> <li>- Links with Patient &amp; Public Involvement Groups.</li> </ul>	Receive and comment on annual patient surveys, strategy documents and plans in relation to patient experience. Linking with our Patient Services Department, Facilities, Nursing and Volunteer Staff.
Representing members and the public – guardian	Membership	<ul style="list-style-type: none"> <li>- Monitoring of the Membership Engagement &amp; Membership Strategy</li> <li>- Recruitment of new members</li> <li>- Development and implementation of membership engagement best practice methods</li> <li>- Monitoring of Membership and Governors Communication Plan.</li> </ul>	Direct hands on role to develop and implement initiatives for Members and the public, in liaison with the Membership Office and in relation to membership representation, recruitment, retention, engagement and communications.

Governors may also become involved in many areas not covered by legislation however, as outlined in Monitor's publication – Your statutory duties: A reference guide for NHS foundation trust governors (August 2013), emphasis is made that Governors:

***“do not play an operational role within the Trust. Although NHS Foundation Trusts may choose to involve Governors in hospital visits or volunteering, Governors neither have a right to inspect NHS Foundation Trust property or services nor a duty to meet patients and conduct quality reviews.”***

## **5. GOVERNOR AIM & OBJECTIVES:**

In keeping with the aforementioned duties, requirements and involvement areas, the Trust has developed the following Governor aim and objectives:

Aim:

- Governors proactively representing the interests of members as a whole and the interests of the public via active engagement and effectively holding the Non-Executive Directors, individually and collectively to account for the performance of the Board of Directors.

Objectives:

- Governor Engagement – Governors to be proactive in developing and implementing best practice membership and public engagement methods.
- Governor Assurance – Governors to act as the conduit between the Foundation Trust's Board of Directors and Members/the public by conveying membership/public interests and providing Board performance assurance.
- Governor Development – the Foundation Trust to support the developing and evolving role of Governor by equipping Governors with the skills and knowledge in order to fulfil their role.

## **6. WHO'S WHO – GOVERNORS AND THEIR CONSTITUENCIES & CATEGORIES**

Our Council of Governors has 35 Elected and Nominated Governors. 18 of these Governors have been elected directly by the public (public members), 7 by our staff (staff members) and the remaining 10 nominated by our partner organisations (including a Youth Governor). The Chair of our Board of Directors also chairs the Council of Governors. The Council of Governors formally meet at least three times a year (meetings are open to the public).

As Trust with a Large Children's Hospital, we are conscious that Young People need a way to articulate their views. Therefore, we have developed our relationship with the Trust's Youth Forum to ensure that young people are represented on our Council of Governors.

The majority of our Governors (25 out of 35) have been elected to carry out their role on behalf of our Members (staff and public). Governors are therefore accountable to Members.

## 7. MEMBERSHIP

The Trust's membership community is made up of both Public and Staff Members.

On 31st March 2011, the Trust successfully achieved its public membership target (set at authorisation by Monitor now part of NHS Improvement) of 12,000 public members and subsequently exceeded this to now have over 14,500 public members. In addition, the Trust has over 13,000 staff members giving a total membership of around 28,000 members.

### 7.1. Public Member Constituency

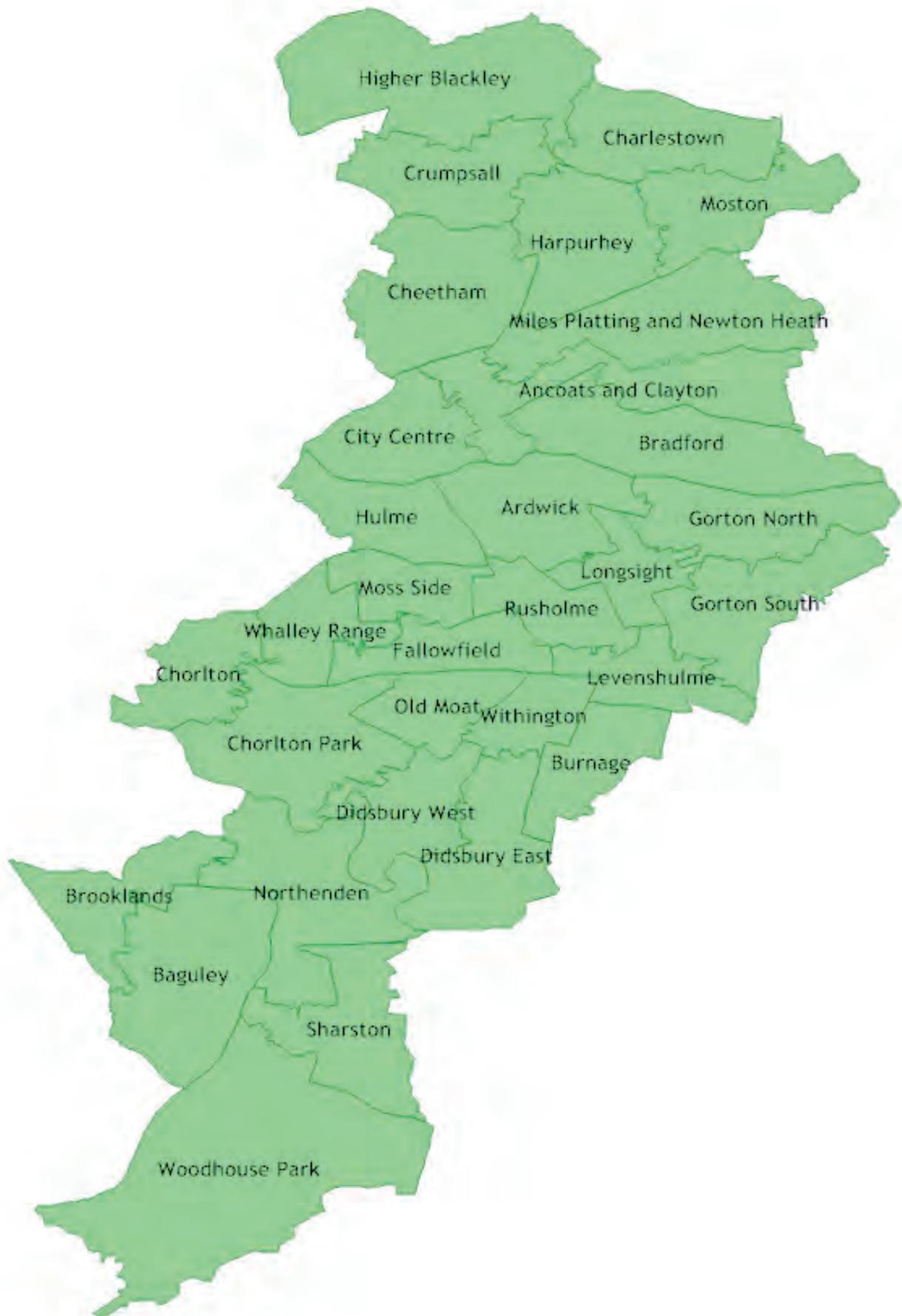
Public Members elect a total of 18 Public Governors from the following constituencies:

- Manchester residents
- Trafford residents
- Greater Manchester residents
- Residents from the remainder of England and Wales.

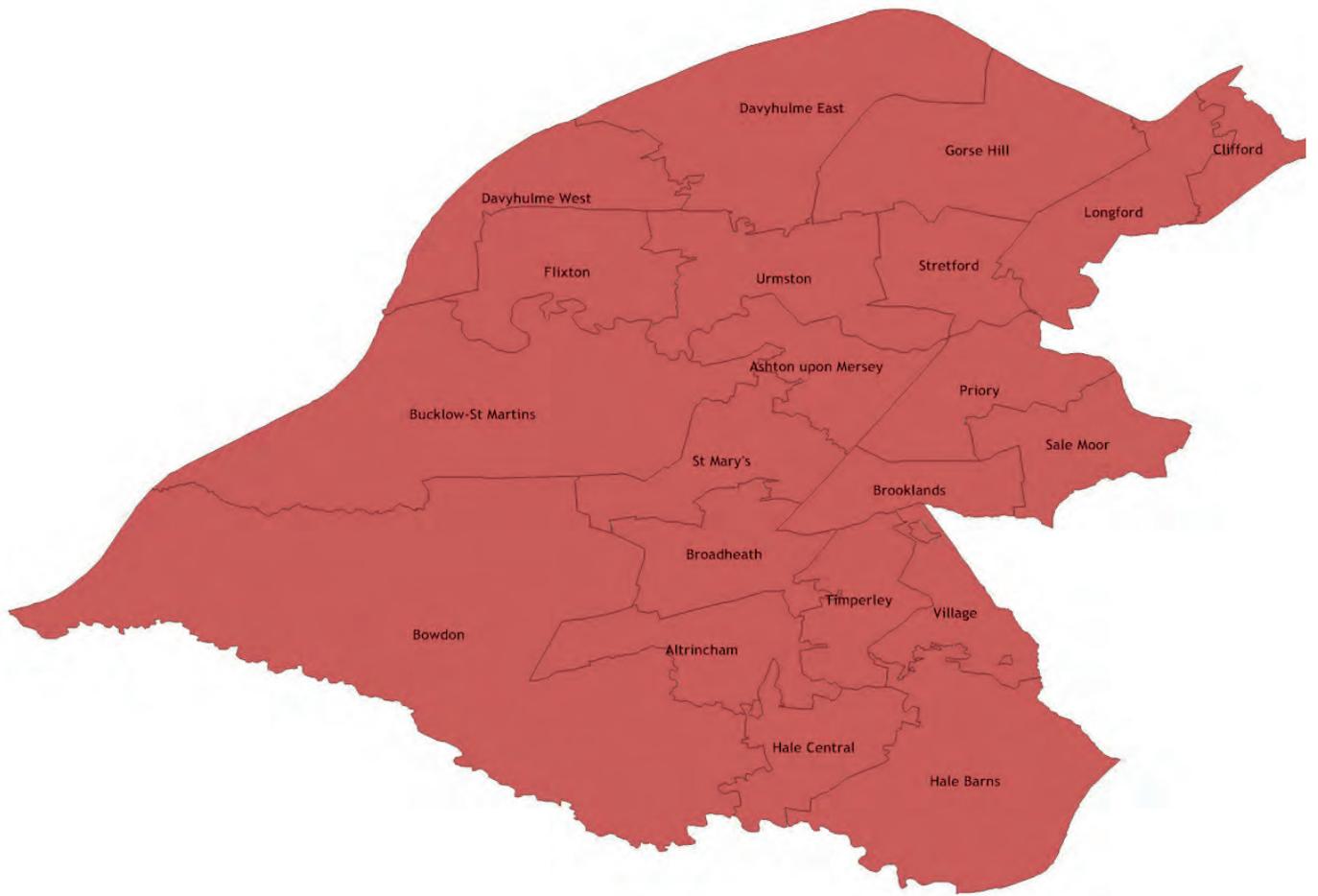
The maps on pages 14, 15 & 16 illustrate the Public Member Constituencies for the Manchester, Trafford and Greater Manchester areas (areas that fall outside of these wards are captured in the Rest of England & Wales Constituency).

Public Members are entitled to stand for election as a Public Governor (if aged 16 years or over) with Public Governors being elected directly from and by Public Members (first past the post method of voting).

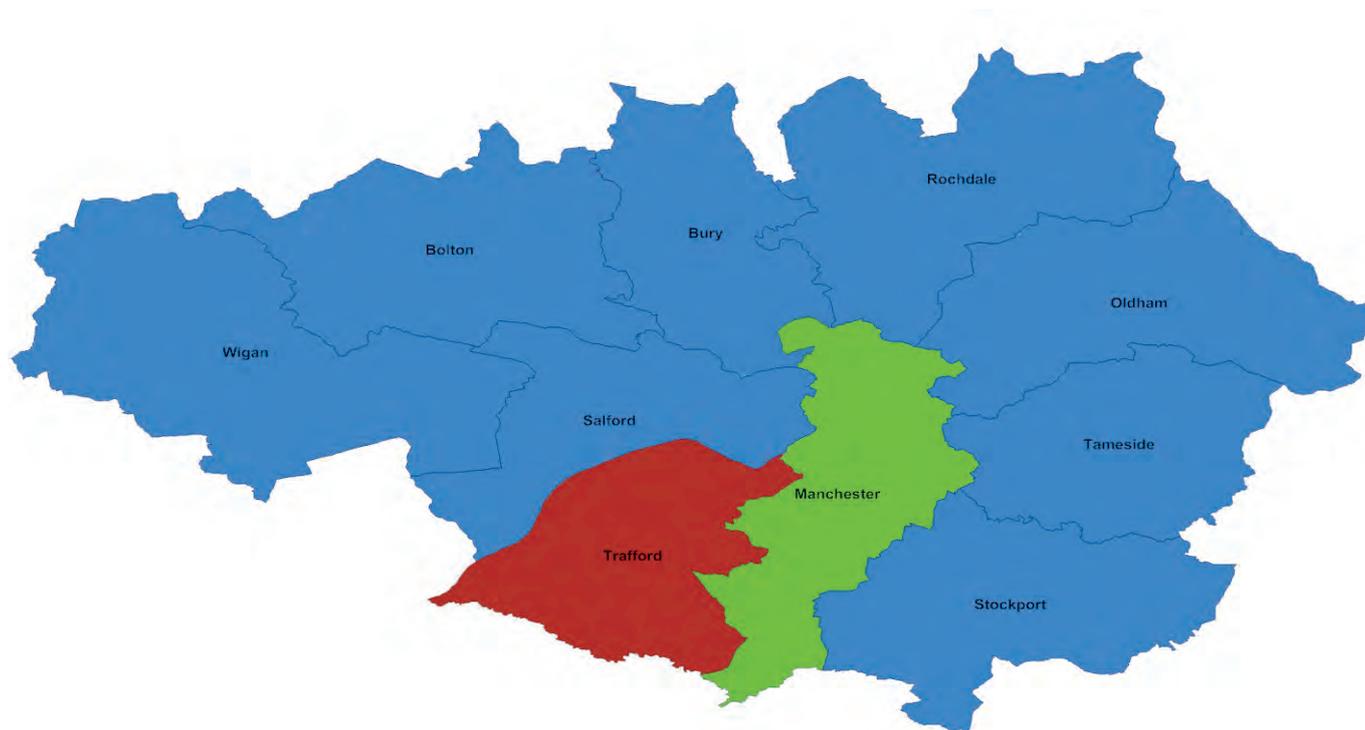
## 7.1.1. Manchester Constituency Map



## 7.1.2. Trafford Constituency Map



### 7.1.3. Greater Manchester Constituency Map and Rest of England & Wales Wards



Areas that fall outside of these wards are captured in the Rest of England & Wales Constituency.

## 7.2. Staff Member Constituency

Staff Members elect a total of 7 Staff Governors in the following 4 classes:-

- Medical and Dental
- Nursing and Midwifery
- Other Clinical Staff
- Non-Clinical and Support.

Staff Members are entitled to stand for election as a Staff Governor with Staff Governors being elected directly from and by Staff Members (first past the post method of voting).

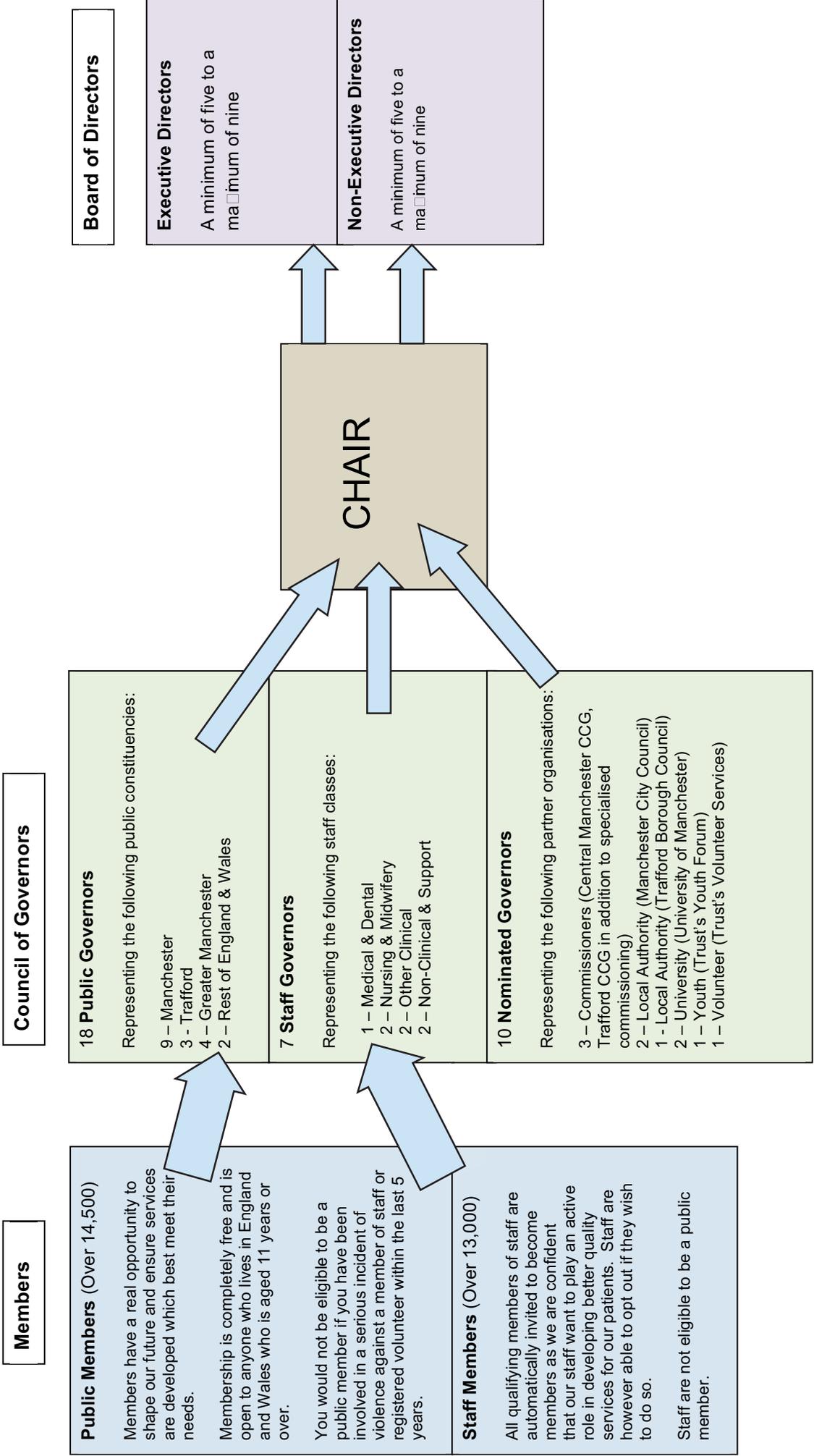
## 8. NOMINATED PARTNER ORGANISATIONS

We also have Nominated (appointed) Governors on our Council of Governors with a total of 10 Governors being nominated from the following organisations:

- Academic Institutions (University of Manchester)
- Commissioners (Central Manchester Clinical Commissioning Group, Trafford Clinical Commissioning Group and Specialised Commissioning).
- Local Authority Councils (Manchester City Council and Trafford Borough Council).
- The Trust's Youth Forum (16 – 21 year olds)
- The Trust's Volunteer Services.

# 9. TRUST'S GOVERNANCE ARRANGEMENTS

The diagram below outlines the Trust's Governance Arrangements and the relationship between Members, Governors and Board of Directors.



## 10. GOVERNOR ELECTION PROCESS

Our Governor elections are independently run by an external company e.g. Electoral Reform Services.

At the start of the election process an invitation letter, from our Chair, is sent out to all relevant members (where Governor seats are open for election) to inform them that the election process is starting. The invitation letter includes the contact details of the external company who facilitates our election process (to request a Nomination Form).

The election process usually starts around July each year with the formal Notice of Election being published around this time and available via our "Governor Election" webpage - <http://www.cmft.nhs.uk/foundation-trust/governor-elections.aspx> (found under the Foundation Trust Section of our website – [www.cmft.nhs.uk](http://www.cmft.nhs.uk)). During the annual Governor Election process, a copy of the election timetable is available via our Governor Election webpage, which highlights the dates for each key stage of the process.

### 10.1 Governor Election Process - Key Election Stages

Key Governor Election Stages	
Key Stage 1	Notice of Election issued - Nomination forms made available to Trust Members (aged 16 years or over and where Governor seats are open for election)
Key Stage 2	Deadline for receipt of nominations
Key Stage 3	Summary of valid nominated candidates published
Key Stage 4	Final date for candidate withdrawal
Key Stage 5	Notice of Poll published
Key Stage 6	Voting packs despatched to Trust Members (where Governor seats are contested)
Key Stage 7	Closing date for election
Key Stage 8	Declaration of results
Key Stage 9	Successfully elected candidates formally start in office following closure of our Annual Members' Meeting

Members receive a voting form in the post (where Governor seats are contested) together with details of the candidates that are standing for election. Members, in return, directly vote for the candidate(s) that they wish to represent them (first past the post method of voting).

Following closure of the Governor Election process, the results are declared at our Annual Members' Meeting with newly elected Governors formally taking up their role following closure of this meeting (usually held each September). All candidates standing for election are invited to attend this meeting.

## **10.2. Election Nomination Form**

In order to stand for election, members must complete and sign a nomination form with forms being directly requested from the External Election Company that is facilitating the election process (information available via the FT Membership Office - contact details on page 30 or via the Governor Election webpage when the election process has started).

As part of the nomination form completion process, candidates are asked to produce a personal statement (no more than 250 words). Candidate statements are important as these provide individuals with an opportunity to tell members why they should vote for them.

A Form Completion Guidance document is provided to candidates with the nomination form (via the External Election Company) which provides some helpful information of how to complete candidate statements. In addition, sample candidate statements can also be requested directly from the External Election Company, who also provide further assistance to complete the nomination form during the election process.

Our current Governor pen portrait information is available on our "Meet the Governors" webpage <http://www.cmft.nhs.uk/foundation-trust/council-of-governors/meet-the-governors> (found under the Foundation Trust Section of our website – [www.cmft.nhs.uk](http://www.cmft.nhs.uk)). The Governor pen portrait information available via our website is based on their previous candidate statements.

## **10.3. Further Election Information**

Please see the Frequently Asked Questions (from page 29) which provides more detailed information about the Governor Election process or contact the Membership Office (contact details on page 30).

# **11. ELIGIBILITY TO BE A GOVERNOR**

- Governors must be Members.
- Governors must be at least 16 years old.
- Public Governors must live in the area (public constituency) they represent.
- Staff Governors must have a position in the staff group (staff constituency) they represent.
- Nominated Governors must be supported in office by the partner organisation that they represent.

Candidates do not need specific qualifications to be a Governor, other than an interest in healthcare and a commitment to representing members and the public to the best of their ability. There are however, certain statutory requirements that prevent an individual from becoming a Governor, such as criminal convictions within the preceding five years, bankruptcy, dismissal from an NHS job within the preceding two years or disqualification from a health related professional body.

You cannot become (or continue as) a Governor if: -

- You are an un-discharged bankrupt or estate has been sequestrated (un-discharged).
- You have made a composition or arrangements with, or granted a trust deed for your creditors and have not been discharged yet.
- You have in the last five years been convicted in the British Isles of any offence and a sentence of imprisonment for a period of three months without the option of a fine was imposed.
- You are a Director of the Foundation Trust or a Governor or Director of an NHS body (unless appointed by an appointing organisation).
- You are a spouse, partner, parent or child of a member of the Board of Directors of the Foundation Trust.
- You are a member of a local authority's Scrutiny Committee covering health matters.
- You are subject to a Sex Offender Order.
- You have been dismissed from paid employment with an NHS body in the last two years for reasons other than redundancy.
- Your position as Chair, member or Director of an NHS body has been terminated on the grounds that the appointment is not in the interest of the health service, for non-attendance at meetings or for non-disclosure of a pecuniary interest.
- You have been removed as a Governor or Member due to committing a serious breach of the Code of Conduct or acted in a manner detrimental to the interests of a Foundation Trust or that the Council of Governors considered that it was in the best interests of the Foundation Trust for you to not continue as a Governor or Member.
- You refuse to undertake a Disclosure and Barring Service check (formerly CRB).
- You are not considered suitable by the Foundation Trust from the disclosures (convictions/cautions) obtained as a result of a Disclosure and Barring Service check.
- You do not meet the "Fit and Proper" Persons Test described by Monitor now part of NHS Improvement (Independent Regulator of Foundation Trusts) in the Trust's Provider Licence (details outlined from page 22).

## **12. ADDITIONAL MANDATORY REQUIREMENTS**

### **12.1. Declaration of Interests**

Members of the Council of Governors are expected on an annual basis, or at any time should their circumstances change, to disclose to the Council any material interests held by themselves, their spouse or partner, which are then recorded in the Register of Interest of Governors. The register is available to the public on request and via the Trust's website, with interests being formally documented (via completion of a Governor Declaration of Interest Form) and reported to the Council of Governors, on an annual basis (at a Council of Governors' Meeting). Governors who fail to disclose any interest or material interest required to be disclosed under the Trust's Constitution provisions must permanently vacate their office if required to do so by a majority of the remaining Governors.

## 12.2. Fit and Proper Person Declaration

Monitor now part of NHS Improvement (Independent Regulator of Foundation Trusts), as part of its Annual Reporting Guidance and Code of Governance, requires all Governors to meet the “fit and proper” person test described in our provider licence. Our provider licence, (issued by Monitor), states that “No person who is an unfit person may become or continue as a Governor, except with the approval in writing of Monitor”.

In the event of a Governor being or becoming an “unfit person” under the Trust’s Governor Criteria provisions, they must permanently vacate their office. Governors as part of the Fit and Proper Person’s declaration process are asked to state their compliance with the information below:

- 1 Fitness to carry out the role of Governor in the Central Manchester University Hospitals NHS Foundation Trust (‘the Trust’) is determined by the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (“the Regulated Activities Regulations”).
- 2 By signing the declaration below, you are confirming that you do not fall within the definition of an “unfit person” or any other criteria set out below, and that you are not aware of any pending proceedings or matters which may call such a declaration into question.
3. It is a condition of appointment that those holding a Governor post in the Trust provide confirmation in writing, on appointment and thereafter on demand, of their fitness to hold such a position.
4. Chairs and Non-Executive Directors are also required to meet the “fit and proper persons” test for Directors.
5. The Trust shall not appoint, or permit to continue as a Director or Governor, any person who is an unfit person.
6. The Governor Criteria contains a provision permitting summary termination in the event of a Governor being, or becoming, an unfit person. The Trust will enforce that provision promptly upon discovering any Governor to be an unfit person.

### **Regulated Activities Regulations:**

7. The definitions of being fit under the requirements of paragraph 3 of Regulation 5 of the Regulated Activities Regulations are that:
  - (a) the individual is of good character;
  - (b) the individual has the qualifications, competence, skills and experience which are necessary for the relevant office or position or the work for which they are employed;
  - (c) the individual is able by reason of their health, after reasonable adjustments are made, of properly performing tasks which are intrinsic to the office or position for which they are appointed or to the work for which they are employed;
  - (d) the individual has not been responsible for, privy to, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity; and
  - (e) none of the grounds of unfitness specified in Part 1 of Schedule 4 apply to the individual.

8. The grounds of unfitness specified in Part 1 of Schedule 4 to the Regulated Activities Regulations are:
- (a) the person is an undischarged bankrupt or a person whose estate has had sequestration awarded in respect of it and who has not been discharged;
  - (b) the person is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or an order to like effect made in Scotland or Northern Ireland;
  - (c) the person is a person to whom a moratorium period under a debt relief order applies under Part VIIA (debt relief orders) of the Insolvency Act 1986;
  - (d) the person has made a composition or arrangement with, or granted a trust deed for, creditors and not been discharged in respect of it;
  - (e) the person is included in the children's barred list or the adults' barred list maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006, or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland;
  - (f) the person is prohibited from holding the relevant office or position, or in the case of an individual for carrying on the regulated activity, by or under any enactment.
9. In assessing good character, the matters to be considered must include those listed in Part 2 of Schedule 4 which are:
- (a) Whether the person has been convicted in the United Kingdom of any offence or been convicted elsewhere of any offence which, if committed in any part of the United Kingdom, would constitute an offence.
  - (b) Whether the person has been erased, removed or struck-off a register of professionals maintained by a regulator of health care or social work professionals.

### 12.3. Code of Conduct

Our Governors are required to sign a declaration saying that they will comply with our Code of Conduct. If a Governor commits a serious breach of the Code of Conduct; or they have acted in a manner detrimental to the interests of the Foundation Trust; and the Council of Governors consider that it is not in the best interests of the Foundation Trust for them to continue as a Governor, under the Trust's Constitution provisions they must permanently vacate their office if required to do so by a majority of the remaining Governors.

As an NHS Foundation Trust Governor: -

- I will commit to actively support the Trust's Vision and Values (outlined on page 5).
- I will seek at all time to support the Trust in its aims and priorities and ensure that its needs and interests are foremost in decision-making.
- I will act with discretion and care in respect of difficult and confidential issues.
- I will maintain confidentiality with regard to information gained.
- I will uphold the seven principles of public life as outlined by the Nolan Committee (outlined on page 24).
- I will acknowledge that the Trust is an apolitical organisation.
- If I am a member of a trade union, political party or other organisation, I recognise that I will not be representing those organisations, but will be representing the public and staff that elected me or the organisation that nominated me.
- I will be honest and act with integrity and probity at all times.
- I will seek to ensure that my Governor colleagues are valued and that judgements about them are consistent, fair and unbiased and are properly founded.

- I will show my commitment to working as a team member by working with my colleagues in the NHS and wider community.
- I will seek to ensure that the membership of the constituency, area or category that I represent is properly informed and able to influence services.
- I will seek to ensure that no one is discriminated against because of their religion, belief, race, colour, gender, marital status, disability, sexual orientation, age, social or economic status or national origin.
- I will at all times comply with the Constitution, Standing Orders and Standing Financial Instructions of the Trust.
- I will seek to ensure that the best interests of the public, patients, carers and staff are upheld in decision-making and that decisions are not improperly influenced by gifts or inducements.
- I will support and assist the Chief Executive of the Trust in his responsibility to answer to the Independent Regulator, Commissioners and the Public in terms of fully and faithfully declaring and explaining the use of resources and the performance of the total NHS in putting national policy into practice and delivering targets.

### 12.3.1. Nolan Principles

The Nolan Committee sets out 'Seven Principles of Public Life' which it believes should apply to all in the Public Service. These are: -

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the Public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

#### 12.4. Disclosure and Barring Service Check (formerly CRB)

In keeping with the Trust's Constitution, all Governors are required to consent to a Disclosure and Barring Service check (formerly CRB). This check is designed to confirm whether individuals have a criminal record. This is important for an organisation which has responsibility for young and vulnerable members of the public. Clearance from the Disclosure and Barring Service allows the organisation to confidently allow individuals to carry out the Governor role.

A Governor will be disqualified if on the basis of disclosures (convictions/cautions) obtained through a Disclosure and Barring Service check, he/she is not considered suitable by the Foundation Trust.

#### 12.5. Other Policies and Guidelines

In addition to the above, Governors are also required to comply with the following Policies/Guidelines:

- Trust Internet and E-mail Use Policy
- Trust Media Policy
- Social Media – A Guide for Governors.

### 13. OTHER GOVERNANCE ARRANGEMENTS

In order to progress a Governor's start in office, individuals are requested to complete the following:

- Security/Identification Badge application form
- Contact Information Form
- Governor Skill Mix Matrix
- Governor Photograph Consent Form.

All new Governor Forms, Policies and Guidelines are issued to individuals following their formal announcement at our Annual Members' Meeting and we invite all new and existing Governors to attend this Meeting as it provides an opportunity to meet and interact with fellow Governors and members in addition to receiving presentations from our Board of Directors on the Trust's performance and our future plans.

We also ask new Governors to provide a digital photograph and pen portrait information (max. 250 words) as this information is displayed on our website for members of the public to view (examples of our current Council of Governors' pen portrait information can be found on our "Meet the Governors" webpage <http://www.cmft.nhs.uk/foundation-trust/council-of-governors/meet-the-governors>).

Governors are also issued with a Governor Meeting Commitment document which provides an overview of the meetings that Governors are expected and encouraged to attend and provides an outline of the future time commitments required. A full list of Governor meeting dates is included in our Chairman's Briefing which is circulated to all Governors on a monthly basis with Governor Meetings being predominantly held during the day (anytime between 9.00 am – 5.00 pm).

**Please note that the Trust will not issue Security ID Badges or E-mail accounts until all Governance arrangements have been completed and processed.**

## 14. TERM OF OFFICE

An elected Governor shall normally hold office for a period of 3 years commencing immediately after the Annual Members' Meeting at which the election results are announced.

At the end of a Governor's term of office, the individual may offer themselves for re-election or re-nomination. Governors are able to serve for a maximum of 9 years but will cease to hold office if they no longer live in the area of their constituency (Public Governors), no longer work for our Trust or hold a position in the staff class that they represent (Staff Governors) or are no longer supported in office by the partner organisation that they represent (Nominated Governors).

## 15. TERMINATION OF OFFICE

You will cease to be a Governor if: -

- You resign in writing to the Trust's Board Secretary.
- You do not attend three consecutive Council of Governors' Meetings unless you could give a reasonable reason or you start attending meetings again.
- You do not take part in the training programmes which are considered essential for all Governors unless you had a reasonable reason.
- You are no longer a member of the constituency, area or staff class that you were elected to represent (this applies to elected Governors – Public and Staff).
- The organisation you represent, in the case of Nominated Governors, terminates your appointment.
- A change in your circumstances means that you no longer meet the criteria for being a Governor.
- You do not sign a statement of continued eligibility to be a Governor at least 24 hours prior to each Council of Governors meeting.
- You fail to comply with the Trust's mandatory requirements (Declaration of Interests, Fit and Proper Persons Test, Code of Conduct and Disclosure and Barring Service check).

A more detailed list of specifications can be found in the Trust's Constitution (copy available via the Foundation Trust Membership Office – contact details on page 30).

**All Governors positions (Public, Staff and Nominated) are subject to the fulfilment of the aforementioned eligibility criteria with Governors ceasing to hold office should this criteria be/become unfulfilled.**

## 16. ADDITIONAL GOVERNOR INFORMATION

### 16.1. Support for Governors

Successfully elected new Governors are invited to participate in an Induction Programme which is aimed to ensure that individuals fully understand the role and responsibilities of a Governor.

New Governors are also invited to attend an introduction meeting with our Chair at which they are provided with a Governor Resource Pack which provides more detailed information about the role of Governor in addition to information about our NHS Foundation Trust and the services that we provide.

We also invite new Governors to participate in a site tour so to familiarise themselves with the hospital areas at Central Site.

On-going support for the Council of Governors is provided by the Director of Corporate Services/Trust Secretary and Foundation Trust Membership Manager.

### **16.2. Additional Support for Governors**

As an NHS Foundation Trust, we are committed to establishing a truly representative membership and welcome Members and Governors from all backgrounds and protected characteristics. We do not tolerate any form of discrimination, harassment or victimisation.

We are committed to supporting Governors so that they are able to undertake their role to the best of their ability and we recognise that individuals may need additional support in order for them to do this. We appreciate that additional support may be required for a variety of reasons including: -

- Physical accessibility (e.g. disability, older or frail people)
- Language
- Culture and traditions
- Social expectations (young people)
- Lifestyles.

In relation to disabilities we appreciate that these are of a diverse nature and if a Governor considers him or herself to have a disability and/or requires additional support in relation to their Governor role, or for any other reason, support arrangements will be made via the Director of Corporate Services/Trust Secretary and/or Foundation Trust Membership Manager.

## **17. COMMUNICATION ARRANGEMENTS**

All Governors are issued with a Trust e-mail account which is promoted via the Trust's website "Meet the Governors" webpage - <http://www.cmft.nhs.uk/foundation-trust/council-of-governors/meet-the-governors> found under the Foundation Trust Section of our website – [www.cmft.nhs.uk](http://www.cmft.nhs.uk)) and encouragement is given to members and the public to directly engage with Governors via this method.

## **18. EXPENSES**

Although Governors are not paid, they can claim expenses (such as travel) which have been incurred whilst carrying out their duties. However, if travelling by car, Governors are responsible for ensuring that they have appropriate car insurance cover i.e. for business purposes and must provide proof i.e. valid insurance certificate.

## 19. CONTACT US

If you require any further information regarding the role of Governor or Membership, please contact the Foundation Trust Membership Office: -

E-mail: [ft.enquiries@cmft.nhs.uk](mailto:ft.enquiries@cmft.nhs.uk)  
Tel: 0161 276 8661  
Freepost: Freepost Plus RRBR-AXBU-XTZT  
CMFT NHS Trust  
Oxford Road  
Manchester  
M13 9WL

### Thank You

Once again thank you for your interest and we wish you every success if you decide to stand for election as a Governor. We truly appreciate your support in our NHS Foundation Trust.

### FREQUENTLY ASKED QUESTIONS - GOVERNOR ELECTIONS

**1. Why is the Trust having an election?**

The Trust holds Governor Elections each year to fill any vacant seats on our Council of Governors or for those Governors whose term of office is ending.

**2. Who runs the election?**

The election is run by an independent, external company e.g. Electoral Reform Services.

**3. What is the Council of Governors?**

The Council of Governors is made up of 35 Governors namely:

- 18 Public Governors (elected from and by our Public Members)
- 7 Staff Governors (elected from and by our Staff Members)
- 10 Nominated Governor (nominated from and by our partner organisations).

**4. Why are some people nominated rather than elected?**

In order to ensure local accountability, there are both elected and nominated Governors. Elected Governors represent members in our public and staff constituencies. Nominated Governors represent the partner organisations that we work with such as councils, academic institutes (Universities), commissioner groups in addition to the Trust's Youth Forum and Volunteer Services. However, the majority of our Council of Governors (25 out of 35) is elected by members.

**5. What is the difference between a Member and a Governor?**

Our membership community is made up of patients, carers, local residents, staff and the public with members voting to elect representatives (Governors) onto our Council of Governors. Governors are responsible for representing members and the public and engaging with them so to forward their views and opinions to the Trust's Board of Directors.

**6. Am I eligible to vote in the elections?**

You are eligible to vote if you are registered as a Member of our Trust in the member constituency for which the election is being held (where Governor seats are open for election). However, in keeping with our Constitution, only individuals that become a member on or before the closing date of the "receipt of nominations" (election candidates) can vote during that election therefore new member applications are temporarily put on hold following closure of this date (until the election process concludes and results are declared). The "receipt of nominations date" is incorporated in the Election Timetable (published on our website "Governor Elections" webpage at the start of the election process - <http://www.cmft.nhs.uk/foundation-trust/governor-elections>).

**7. How will I know the election process has started and when do I vote?**

At the start of the Governor Election process (usually around July each year), an independent, external election company will issue a 'Notice of Election' which includes an Election Timetable (specifies the key dates including voting deadlines).

All election documents are published on our website "Governor Elections" webpage (<http://www.cmft.nhs.uk/foundation-trust/governor-elections>) at the start of the election process.

Election notification and papers are sent via post directly from the election company to all relevant members (constituencies where Governor seats are open for election). Voting packs are also sent directly to members (via post) as part of this process which includes the deadline date that votes are to be completed by and returned to the election company (via post).

#### **8. I don't know if I am a member, how can find out?**

If you provide your name and contact details to the FT Membership Office (contact details on page 30) they will be able to let you know if you are registered as a member and, if you are, which membership constituency you are in.

Membership is completely free with public membership being open to anyone aged 11 years or over who lives in England and Wales. The Public Member constituency is subdivided into the following areas:

- Manchester residents
- Trafford residents
- Greater Manchester residents
- Rest of England & Wales residents.

Staff are automatically invited to become staff members however are able to opt out. The Staff Member constituency is subdivided into the following staff groups (classes):

- Medical & Dental
- Other Clinical
- Nursing & Midwifery
- Non-Clinical & Support.

If you are not currently a member and are interested in becoming one, contact the FT Membership Office for a paper form (contact details below) or alternatively, complete an on-line form available via our website [www.cmft.nhs.uk](http://www.cmft.nhs.uk) and click the blue 'Become a Member' button.

#### **FT Membership Office – Contact Details:**

By Post: Freepost Plus RRBR-AXBU-XTZT  
CMFT NHS Trust  
Oxford Road  
Manchester  
M13 9WL

By Phone: 0161 276 8661  
(office hours 9.00 am to 5.00 pm, Monday to Friday; answering machine outside these hours)

E-mail: [ft.enquiries@cmft.nhs.uk](mailto:ft.enquiries@cmft.nhs.uk)

**9. Can I switch from the public to staff constituency and vice-versa?**

No, in order to be eligible as a staff member you must be employed by the Trust with all our qualifying members of staff being automatically invited to become members upon their appointment (do have the opportunity to opt out). If a member of staff is eligible to become a staff member they cannot become a member of any other constituency even if they opt out. Staff that do not wish to be a member are not eligible to vote.

**10. Is the Council of Governors the same as the Board?**

No, the Board of Directors is made up of Executive and Non-Executive board members who are collectively responsible for the performance of the Trust and which exercises power on behalf of the Trust.

**11. What is the difference between the Board of Directors and Council of Governors?**

The overriding duty of the Board of Directors is to be collectively and individually responsible for promoting the success of the NHS Foundation Trust so as to maximise the benefits for the members of the NHS Foundation Trust as a whole and for the public. This means the Board is focused on providing high-quality health care to the NHS Foundation Trust's members and the communities it serves.

By way of contrast, the overriding role of the Council of Governors is to hold the Non-Executive Directors, individually and collectively, to account for the performance of the Board of Directors and to represent the interests of Foundation Trust members and of the public.

The Board is therefore responsible for the direction and performance of the Trust, while the Council of Governors is responsible primarily for assuring the performance of the Board.

**12. What are the duties of Governors?**

Under the Health & Social Care Act (2012), the statutory duties of Governors are clearly defined: -

- To hold the Non-Executive Directors individually and collectively to account for the performance of the Board of Directors, and
- To represent the interests of the members of the Foundation Trust as a whole and the interests of the public.

Monitor (now part of NHS Improvement) is the Independent Regulator of Foundation Trusts. As outlined in their publication for Governors (Your Statutory Duties: A reference guide for NHS foundation trust governors - August 2013), in addition to the Trust's Constitution, Governors also have the following statutory duties and responsibilities:

- Appointing/removing the Chair and Non-Executive Directors.
- Determining the pay and terms of office of the Chair and Non-Executive Directors.
- Approving the appointment (by Non-Executives) of the Chief Executive.
- Appointing a Deputy Chair from the Non-Executive Directors.
- Receiving the Trust's annual accounts and any report of the auditor on them and

the annual report (including Quality Accounts with Governors being encouraged to help to identify and prioritise quality indicators and quality priorities for the Trust) at a Council of Governors' Meeting.

- To provide views to the Board of Directors (BoD) when the BoD is preparing the document containing information about the Trust's forward plans. With Governors being required to:
  - o Canvass the opinion of the Trust's members and the public, and for appointed (nominated) governors the body they represent, on the NHS Foundation Trust's forward plan, including its objectives, priorities and strategy, and their views should be communicated to the BoDs.
- Appointing/removing our Auditor.
- May request one or more of the Directors to attend a meeting to obtain information about the Trust's performance of its functions or the Directors' performance of their duties and help the Council of Governors decide whether to propose a vote on the Trust's or Directors' performance.
- To receive a copy of the agenda of the Board of Directors' Meeting prior to the meeting being held and as soon as practicable after holding a meeting, to receive a copy of the minutes.
- Approving significant transactions.
- Approving applications by the Trust to enter into merger, acquisition, separation or dissolution.
- Deciding 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 and approving any increase (more than 5%) in the carrying on of activities that are other than the provision of goods and services for the purpose of the Health Service in England in any financial year.
- To prepare and from time to time review the Trust's membership strategy and its policy for the composition of the Council of Governors and of the Non-Executive Directors and when appropriate to make recommendations for the revision our Constitution.
- Approving amendments to the Trust's Constitution.
- Monitor has appointed a Panel for Advising Governors and Governors may refer a question to the Panel if more than half of the members of the Council of Governors voting approve the referral (question whether the Trust has failed or is failing).
- To undertake such functions as the BoD shall from time to time request.

### **13. I am a member and interested in standing for election as a Governor, what is the process?**

All qualifying members that are aged 16 years or over are able to nominate themselves to stand for election as a Governor. Elections are held every year for those Governor posts whose term of office is ending or have resigned with the election process starting around July each year. At the start of the Governor election process an invitation letter, from our Chair, is sent out to the relevant member constituencies (where Governor seats are open for election), informing members that the election process is starting and includes the contact details of the external company who facilitates our election process (to request a nomination form if interested in standing for election). Ballot papers are then sent to members who in turn vote for the candidate(s) that they wish to be elected to our Council of Governors (first past the post method of voting).

**14. I am NOT a member and interested in standing for election as a Governor, what do I need to do?**

In order to stand for election as a Governor, you do need to be registered as a member and aged 16 years or over. Membership application forms are available via the FT Membership Office (contact details on page 30) or alternatively, an on-line form is available via our website [www.cmft.nhs.uk](http://www.cmft.nhs.uk) and click the blue 'Become a Member' button. Once that your membership application form has been received and processed, you will receive a Membership Welcome Pack which provides more information about being a Member and the role of Governor.

**15. Does someone have to nominate me to stand for election as a Governor?**

No, you can nominate yourself however you will need a member within your constituency to support your nomination. In order for your supporter information to be valid the following criteria is set:

- For public members, a supporter can be a family member or friend who lives in the area (constituency) that you live in who is already a public member or, if not a member, must agree to become a public member as part of your nomination process.
- For staff members, a supporter can be a fellow colleague within your staff group (constituency) who is already a staff member. If not a member (opted out) must agree to become a staff member as part of your nomination process.

**16. How can I get a Nomination Form?**

Requests for nomination forms are to be made directly with the election company by contacting their Customer Services Team. Contact details will be outlined in the election materials that are published and mailed out to qualifying members in addition to being published on our website "Governor Elections" webpage (<http://www.cmft.nhs.uk/foundation-trust/governor-elections>) at the start of the election process.

**17. What's the deadline for Nominations?**

At the start of the Governor Election process (usually around July each year), the election company will issue a 'Notice of Election' which includes an Election Timetable (specifies the key dates including the nomination deadline). All election documents are published on our website "Governor Elections" webpage (<http://www.cmft.nhs.uk/foundation-trust/governor-elections>) at the start of the election process.

Election notification and papers are sent via post directly from the election company to all relevant members (constituencies where Governor seats are open for election). The nomination process is outlined as part of the election process with forms being requested from and, upon completion, are to be sent directly back to the election company.

Once received, please make sure that you follow the checklist on the nomination form and provide all of the details requested and sign the form so that your nomination is valid.

**18. Do I need any qualifications to be a Governor?**

No, you do not need specific qualifications to be a Governor, other than an interest in healthcare and a commitment to representing members and the public to the best of your ability.

**19. How will I know who I am running against?**

The election company will issue a "Notice of Poll" which outlines the candidates that are standing for election and is published on our website "Governor Elections" webpage (<http://www.cmft.nhs.uk/foundation-trust/governor-elections>). In addition, candidates' election statements are sent to relevant members via post (where Governor seats are open for election) and are also made available on our Governor Election webpage (candidates' election statements listed per membership constituency).

**20. What information do I need to provide as part of the nomination process?**

**Candidates are asked to provide:**

- Home address details
- Supporter endorsement details
- Any membership of political parties
- Any financial interest in the Trust
- A photograph
- A personal statement of no more than 250 words.

**21. Do I need to agree and sign any declarations as part of the nomination process?**

Yes, candidates are required to sign a declaration that:

- They are not a person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged.
- They are not a person who has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it.
- They are not a person who within the preceding 5 years has been convicted in the British Islands of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) was imposed on them.
- They are not a person who is under sixteen (16) years of age.
- They are not a person who does not meet the Fit and Proper Person Test (details available in our Governor Criteria – copy available via the Governor webpage <http://www.cmft.nhs.uk/foundation-trust/council-of-governors>).
- They are not a person who is subject to a sex offender order and their name is not on the sex offenders register.
- They are not a person who has not, within the preceding two (2) years, been dismissed by any other reason than redundancy or incapacity, from any paid employment with a health service body.
- They are not a person who has had a term of office as a Chair or as a member or Director of a health service body terminated because their appointment is not in the interests of the health service, for non-attendance at meetings, or for non-disclosure of a financial interest.
- They accept and abide by the Foundation's Trust values (Code of Conduct).
- They are not a Director (Executive or Non-Executive) of our Foundation Trust, or a Governor or Director of an NHS body (unless appointed by an appointing organisation).
- They are not the spouse, partner, parent or child of a Director of our Foundation Trust.

- They are not a member of a local authority's Scrutiny Committee covering health matters.
- They are not a person who has previously been removed as a Governor or Member due to committing a serious breach of the Governors' Code of Conduct or acted in a manner detrimental to the interests of a Foundation Trust or that the Council of Governors considered that it was in the best interests of a Foundation Trust for them not to continue as a Governor or Member.
- They are aware that they are required to consent to and clear a Disclosure and Barring Service (D&BS) check and will be disqualified if on the basis of disclosure(s) (convictions/cautions) obtained through a D&BS check, that he/she is not considered suitable by the Foundation Trust.
- They are aware that they will be required to disclose any declaration of interest on an annual basis or at any time should their circumstances change.
- They are aware that they will be required to attend regular meetings and training sessions.

A copy of our Governor Criteria in addition to our Constitution is available via the FT Membership Office or via our "Council of Governors" webpage: - <http://www.cmft.nhs.uk/foundation-trust/council-of-governors> ).

**22. I'm not a very good writer, can the Trust help me to put together my statement or edit it?**

Unfortunately, we are not permitted to edit your statement as we have to be fair to all the candidates. However, if you are having difficulties, the election company will be able to provide examples of previous candidate statements.

**23. What happens if I change my mind?**

You can change your mind and withdraw from the Governor Election process, but you must let the election company know with the date for final candidate withdrawal being incorporated in the Election Timetable (published on our website "Governor Elections" webpage -<http://www.cmft.nhs.uk/foundation-trust/governor-elections> at the start of the election process).

**24. Does the Trust give me any publicity to promote my campaign?**

The Trust gives objective, balance and fair coverage equivalent in size and contact to all candidates on its website by making available each candidate's election statement only.

The Trust will provide a limited number of membership application forms for those candidates who wish to recruit members as part of their campaign promotion. Please note that, in keeping with our Constitution, only individuals that become members on or before the closing date of the receipt of nominations (from election candidates) can vote during that election therefore new member applications are temporarily put on hold following closure of this date. The "receipt of nominations date" is incorporated in the Election Timetable (published on our website "Governor Elections" webpage at the start of the election process): <http://www.cmft.nhs.uk/foundation-trust/governor-elections>

**25. What about funding to promote my campaign?**

There is no funding provided to promote campaigns whether incurred by candidates or another person.

**26. How/who decides who has won (elected as a Governor)?**

Members decide who is successfully elected as a Governor with votes being counted by the Returning Officer at the external election company using the first past the post method of voting.

**27. When will I know if I have won (been successfully elected as a Governor)?**

Written confirmation of the results is sent to every candidate via the election company and are published on our website "Governor Elections" webpage – <http://www.cmft.nhs.uk/foundation-trust/governor-elections> in keeping with the election timetable (declaration of results date).

**28. If I am elected as a Governor, how do I discharge my duties?**

As a Governor, you discharge your duties by attending regular meetings of the Council of Governors, attending Trust Open Days/Events and Annual Members' Meetings in addition to attending on-going development and training sessions.

You will also be invited to join and attend a Governor Group and other Governor/Trust meetings and are expected to participate in member meetings/events in order to make direct contact with members and the public.

Governors are issued with a Governor Meeting Commitment document which provides an overview of the meetings that Governors are expected and encouraged to attend and provides an outline of the future time commitments required. Governor Meetings are predominantly held during the day (anytime between 9.00 am – 5.00 pm).

Public Governors will also be asked to identify a local patient/public group with Staff Governors being asked to identify staff groups that you intend to regularly engage with so to canvass both members' and public views/opinions in addition to promoting the Trust, Membership and the role of Governor.

**29. Will I need any training to take on this role?**

The Trust arranges a New Governor Induction Programme which all newly elected/nominated Governors are invited to attend (includes an Introduction Meeting with our Chair). The Trust also schedules on-going Governor Development and Training Sessions for all Governors (new and existing) throughout the course of each year.

Additional Governor training needs (individual and as a Council of Governors) are also identified on a yearly basis as part of the Governor Questionnaire process.

**30. Will I need to comply with a Code of Conduct?**

All new Governors are sent a "Governors' Code of Conduct" which you will be asked to review and agree compliance with whilst carrying out the role of Governor. In addition, new Governors are also required to meet the "Fit and Proper Persons" Test. Eligibility to be a Governor including mandatory requirements are outlined in our Governor Criteria and are applicable to all Governors positions (Public, Staff and Nominated). In order for you to become or continue as a Governor is subject to the fulfilment of the aforementioned eligibility criteria with Governors ceasing to hold office should this criterion be/become unfulfilled.

Our Governor Criteria is available via our "Council of Governors" webpage: - <http://www.cmft.nhs.uk/foundation-trust/council-of-governors> )

Alternatively, please contact the FT Membership Office (contact details outlined on page 30).

**31. Will I have to disclose information about my income, assets or finance?**

You are required to declare on an annual basis any material interests as prescribed in the Trust's Constitution (copy available via the FT Membership Office or via our "Council of Governors" webpage - <http://www.cmft.nhs.uk/foundation-trust/council-of-governors>). Declarations include any directorships, interests in firms likely to be considered as trading partners or providing services to the NHS, positions of authority in charities and voluntary organisations in the field of health and social care; and connections with firms entering into financial arrangements with the Trust.

**32. Will I be paid for this role?**

No, Governors do not receive payment but the Trust does reimburse Governors for any authorised travelling costs and expenses incurred in carrying out their duties. However, if travelling by car, Governors are responsible for ensuring that they have appropriate car insurance cover i.e. for business purposes and must provide proof i.e. valid insurance certificate.

**33. Will I have to meet any personal civil liability for my actions out of my personal resources?**

Only if you have acted recklessly. If you have acted honestly and in good faith, you will not meet any personal civil liability incurred in the execution of your functions out of your personal resources with any cost arising in this way being met by the Trust.

**34. How long is the term of office of a Governor?**

The term of office is 3 years with Governors being eligible to stand for re-election up to a maximum of 9 consecutive years (not eligible to stand for re-election if they have held office for more than 6 consecutive years).

**35. Can I have access to the public membership database?**

No, in keeping with the Data Protection Act membership data/details are not disclosed.

If you any other questions or queries about the Governor Election Process, Membership or the role of Governor, please contact the FT Membership Office (contact details on page 30).



A large print and an audio version of this document are available on request from Central Manchester University Hospitals NHS Foundation Trust, via the Foundation Trust Membership Office on:-

**0161 276 8661**

or via the following e-mail address:-

[ft.enquiries@cmft.nhs.uk](mailto:ft.enquiries@cmft.nhs.uk)

আপনি কি ইংরেজীতে বুঝতে কিংবা বুঝাতে পেরেছেন ? (BENGALI)

क्या आपको अंग्रेजी बोलने या समझने में कठिनाई है ? (HINDI)

તમે ભાષા કારણે વાતચીત કરવામાં મુશ્કેલી આવે છે ? (GUJARATI)

ਕਿ ਤੁਹਾਨੂੰ ਅੰਗ੍ਰੇਜ਼ੀ ਬੋਲਣ ਜਾਂ ਸਮਝਣ ਵਿਚ ਦਿੱਕਤ ਹੈ ? (PUNJABI)

Miyey ku adagtahay inaad ku hadasho Ingriisida aad sahamto (SOMALI)

هل لديك مشاكل في فهم اوالتكلم باللغة الانجليزية ؟ (ARABIC)

你有困難講英語或明白英語嗎？ (CANTONESE)

کیا آپ کو انگریزی سمجھنے اور سمجھانے میں وقت پیش آتی ہے؟ (URDU)

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