



Humber Teaching
NHS Foundation Trust

A guide to becoming a Foundation Trust Governor



**Caring, Learning
& Growing Together**

Welcome

Thank you for your interest in becoming a Governor of our Trust.

This guide has been produced to give you an overview of the role and key responsibilities of the Council of Governors and a brief introduction to the work of the Trust.

Governors take part in discussions about our future plans and priorities, hold our Non-Executive Directors to account for the performance of the Board and tell us what our members, local people, patients and staff think about our services and plans.

Our Governor meetings are held remotely via Microsoft Teams or in person. This means our Governors need to be able to access meetings online and, when appropriate, travel to a meeting.

You don't need any special skills to be a Governor; you just need a keen interest in helping us to improve care for our patients and carers. If you've got a passion for healthcare and want to support your local NHS trust to improve, then the role of a Governor might be a perfect choice for you.

We hope that this document answers some of your questions and should you choose to nominate yourself to stand as a Governor, we wish you well with your application.

If you've any questions which aren't answered in this booklet, please contact the Membership office:

 hnf-tr.members@nhs.uk

 01482 389132

A handwritten signature in blue ink, appearing to read 'Caroline Flint'.

Caroline Flint
Chair

A handwritten signature in black ink, appearing to read 'Michele Moran'.

Michele Moran
Chief Executive

BEING HUMBER

At our Trust we have a way of doing things that makes us, us. For most of us most of the time 'Being Humber' is just who we are and how we approach our work.

This framework sets out the behaviours expected of all colleagues which are not explicitly described in our job descriptions. The personal skills and attributes around 'how' we are expected to approach our work should be combined with professional and technical skills to inform every action we take.



About the Trust

We're an award-winning trust that provides a broad range of community services (including therapies), community and inpatient mental health services, learning disability services, healthy lifestyle support and addictions services over a large geographical area to people living in Hull, East Riding of Yorkshire and Whitby. We also provide specialist services for children including physiotherapy, speech and language therapy and support for children and young people and their families who are experiencing emotional or mental health difficulties.

Our specialist services, such as forensic support and offender health, support patients from the wider Yorkshire and Humber area and from further afield.

Trust Board

The Trust is run by a Board of Directors which makes decisions about the Trust's strategies and plans.

Governors do not have a role in running the Trust but they do inform the Board's decision-making by telling Board members what local people, members, staff, patients and our key partners think about the Trust's services and plans.

The Trust Board sets the strategic aims and objectives for the organisation. It monitors how the Trust is performing against these objectives and makes sure appropriate action is taken where necessary. Board members have an appropriate balance of clinical, financial, business and management backgrounds and skills.

They work together to ensure we continue our success as a Foundation Trust.

Our Trust Vision:

We aim to be a leading provider of integrated health services, recognised for the care, compassion and commitment of our staff and known as a great employer and a valued partner.

Our Trust Values:

CARING

Caring for people while ensuring they are always at the heart of everything we do.

LEARNING

Learning and using proven research as a basis for delivering safe, effective, integrated care.

GROWING

Growing our reputation for being a provider of high-quality services and a great place to work.

Governors

There are four different types of Governors:

- 1. Public Governors:** elected by our Public members and required to represent the views of our membership and the public to the Trust Board.
- 2. Service User and Carer Governors:** elected by our service users and carers and required to represent the views of service users and carers to the Trust Board
- 3. Staff Governors:** employed by the Trust, elected by our staff and required to represent the views of staff working at the Trust to the Trust Board.
- 4. Appointed Governors:** a selection of key partners who nominate someone from their organisation to attend Council of Governor meetings to represent the views of those organisations to the Trust Board.

Governor Role:

The Statutory Duties/Powers of Governors:

- ✓ Help the Trust to improve its services by providing feedback from local people, patients, staff and partner organisations about the Trust's services and plans
- ✓ Hold the Non-Executive Directors to account for the performance of the Board by asking questions of NEDS (about services and plans) at Governor meetings.
- ✓ Appoint (and where necessary remove) the Chair and Non-Executive Directors and agree their terms of appointment
- ✓ Approve the appointment of the Chief Executive
- ✓ Jointly (with the Trust Board) approve changes to the Trust's Constitution
- ✓ Approve merger, acquisition and significant transaction plans
- ✓ Appoint the External Auditor
- ✓ Receive the Trust's Annual Report and Accounts

Other things that Governors do:

- ✓ Attend induction and training events in order to gain the knowledge needed to undertake the role
- ✓ Learn about the work of the Trust and receive updates on important information by attending Governor related meetings
- ✓ Inform local people, the members, patients, staff and partner organisations about key issues discussed at Council of Governor meetings
- ✓ Help to recruit new members to the Trust

Governor's Don't:

- ✗ Make operational decisions or manage staff
- ✗ Deal with complaints, instead they inform people how to make a complaint
- ✗ Act as an advocate for individual patients
- ✗ Represent their own interests
- ✗ Ask questions of an operational nature such as those regarding the management of staff. Instead, they ask questions regarding the Trust's services and plans

Additional Responsibilities:

As a Governor you will spend time undertaking various responsibilities associated with that role, including attending the Council of Governor meetings four times a year and the Annual Members Meeting. There are also Governor group meetings where Governors can become more involved in areas of interest. Governor Development sessions take place three times a year and provide more information on specific services and training.

Our Governor meetings are held remotely via Microsoft Teams or in person. This means our Governors need to be able to access meetings online and, when appropriate, travel to a meeting.

Governors have a role in representing their constituencies and this may involve attending local events. Governors are asked to encourage members to become Governors.

More information can be found in the Monitor Guidance: Your Duties: A Brief Guide for NHS Foundation Trust Governors assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/301286/BriefGuideForGovernors.pdf

Time Commitment

The amount of time spent on Governor related activities will vary from one Governor to another depending on their personal circumstances. The table below details the activities Governors undertake most often. Governors are also invited to take part in other ad hoc activities and events taking place at the Trust but are not required to do so.

Activity	Dates/ Frequency	Time Commitment	No of Governors per Activity
Council of Governors Meetings	Quarterly	2 hours	All
Annual Members Meeting	September or October	2-3 hours	All
Appointments, Terms and Conditions Committee	Various	2 hours	4 Public
Briefings with the Chair	Monthly	1 hour	All
Governor Development Days	Three per year	3.5 hours	All

Being a Governor – the benefits

As a Governor, you will:

- Meet new people including members, the public and senior people at the Trust
- Increase your knowledge about NHS services and health and wellbeing matters
- Be able to enhance your CV by writing about the sort of activities undertaken
- Learn new skills
- Help to make your local NHS Trust better by providing feedback from local people, patients, staffs and key partner organisations about its services and plans.

How long can I be a Governor for?

Our Governors are elected for a three-year term of office and cannot hold office for any longer than nine years. Governors can resign at any time.

Do Governors get paid?

The role of a Governor is voluntary. Whilst Governors don't get paid, they can claim for reasonable out-of-pocket expenses (such as bus and train fares) incurred whilst undertaking Governor related activities.

Do I need any special qualifications or experience to become a Governor?

No – the Trust will provide training and support as required to enable you to effectively fulfil the role requirements.

Support available to Governors

The Membership office provides information and administrative support for Governors. This includes booking Governor meetings, distributing Governor meeting papers, answering queries, providing guidance about the role of a Governor and ensuring any expense claims submitted by Governors are processed.

Restrictions on becoming a Governor

There are a number of stipulations which prevent people from becoming a Governor. Some of these are stipulated below and the remainder are included in our Constitution.

You cannot be elected or continue as a Governor if you:

Are under 16	Are not a member of the Trust	Have been made bankrupt and this has not been discharged
Have made a composition or agreement (including a debt relief order under the Insolvency Act) with, or granted a trust deed for, your creditors and have not been discharged in respect of it	Are a Director of the Trust, or a Governor or Director of another NHS body	Have been subject to a sex offender order
Have, within the last five years, been dismissed (other than through redundancy) from any paid employment with an NHS body	Have, within the last five years, been convicted of any offence which has resulted in a sentence of imprisonment (whether suspended or not) of more than three months.	Had a tenure of office as a Chair, Non-Executive Director or Governor of an NHS body which was terminated on the grounds that the appointment was not in the interests of the NHS for non-attendance at meetings or for non-disclosure of a pecuniary interest
Are a vexatious complainant.	Are currently a member of an independent scrutiny body whose role includes or will include independent scrutiny of Humber Teaching NHS Foundation Trust	Are a spouse, partner, parent or child of a Director or the Chair of the Trust
Have physically or verbally abused any NHS staff member and have been taken to Court, found guilty and convicted		

Code of Conduct

As Trust representatives, governors are expected to conduct themselves in accordance with the Trust's Code of Conduct for Governors.

What other Governors have said about being a Governor at the Trust:

A Former Public Governor for Whitby & Lead Governor:

Being the Governor for Whitby has been revealing, enlightening and rewarding. I have been able to learn about how the Trust works and how I can ask questions that reflect the interests and concerns of the people of Whitby. This has been particularly about Whitby Hospital refurbishment and the community services that support the health needs within the town.

A Former Public Governor for East Riding:

I've found that once you wade through all the paperwork you can make a difference. Everyone is very friendly and if I don't understand something there was always someone willing to help me. Visiting the various treatment centres has given me a very thorough insight into how the service users are looked after, and the problems facing the service. The Trust has a very dedicated and hard-working workforce.

A Former Public Governor for East Riding and Lead Governor:

I completed two terms of being a publicly elected Governor for the East Riding of Yorkshire constituency. It was a privilege and pleasure to be one and this offered the opportunities to do something positive for the good of the people.

Being the member (Chair) of the Appointments Terms & Conditions committee gave me the opportunity to understand how things were progressed and made more effective in real sense.

Governors have an important role to play regarding asking the right questions and offering help towards getting to the workable outcomes. I feel that one needs to give a little dedicated time to discharge the duties of being a Governor and this can be quite satisfying.

A Former Public Governor for Wider Yorkshire & Humber:

Being a Governor was both a privilege and a pleasure. I live in constant awe at the dedication of the front-line staff who truly make a difference to all those with whom they work.

Governors do not need clinical expertise, nor do they need first-hand experience in the fields of mental and community health. What Governors do need is an interest in and a passion for a health service that is fit for purpose and assures the health and wellbeing of those it serves. It helps to be able to set aside some time each week to focus on being a Governor.

Governors act as advocates for their community within the Trust and as advocates for the Trust within their communities. My experience is that Governors invest most of their time asking questions and evaluating answers.

How do Elections Work?

This year, our Governor elections process will begin on 25 September 2024 and Governor nominations will need to be received by 24 October 2024. Should any positions be contested, then elections will open on 14 November 2024 and close on 9 December 2024.

New Governors will start their term of office on 1 February 2025. If you wish to nominate yourself as a Governor, you will be asked to provide information about yourself and the reasons why you want to stand for election to be a Governor (you can provide this information on the nomination form).

We use an external agency to run our elections for us to ensure that the process remains totally impartial. All nominations and ballot papers are handled by the external agency who also send out all the relevant information to members to enable them to vote.

Applying to Become a Governor:

STEP 1	<p>Our elections take place every year and we inform all our members about these. You can only stand for the role of a Governor during the election process.</p> <p>Information about the Governor vacancies and how to apply will also be published on our website and advertised in our online magazine.</p>
STEP 2	<p>Ensure you are a member of the Trust as you must be a member to stand for election.</p> <p>Please note:</p> <ul style="list-style-type: none">• Membership is free• If you're not a member already, don't worry. Please complete our online membership form which is available via www.humber.nhs.uk/members• If you don't have access to the internet, please contact the Membership office on 01482 389132 or email Katie.Colrein@nhs.net to request a paper copy of the membership form.• If you're a member of staff here at the Trust, you don't need to complete a membership form as you will already be a member. <p>Please ensure your membership form is completed and returned to the Membership office before you submit your Governor nomination form.</p>
STEP 3	<p>Complete and return your nomination form before the deadline date.</p> <p>Please note:</p> <ul style="list-style-type: none">• The nomination form will be available during the elections. It can be completed and returned by post or we have an online version which you can complete and submit.• Please contact Civica (the company handling our elections) to request a nomination pack. Governor nominations open on 25 September 2024, and they must be completed and returned by 24 October 2024. To request a pack, telephone Abi Walcott-Daniel at Civica on 020 8889 9203 or email: ftnominationenquiries@cesvotes.com



Images by rawpixel.com, pch.vector and Freepik on Freepik.com