INTRODUCTION

Thank you for expressing an interest in becoming a governor of Poole Hospital NHS Foundation Trust.

This publication aims to explain the roles and responsibilities of a governor for Poole Hospital and how to go about standing for election.

This is an exciting opportunity which would give you a real say in how the hospital will move forward and provide an important link between the hospital and the local community.

I hope that you will decide to stand for election.

Angela Schofield, Chairman

ABOUT US

Poole Hospital provides a wide range of acute general hospital services to people in Poole, East Dorset and Purbeck. We are an acute hospital with over 600 beds. We serve as the major trauma centre for East Dorset, this means that at least 85% of our inpatients are admitted as emergencies and the hospital provides services for medical, elderly, surgical and child health emergency admissions. During 2014/15 we treated 3,677 elective inpatients, 33,005 non-elective inpatients, 30,090 day patients, 75,830 new outpatients and 66,118 people via the emergency department.

For a wider catchment area including Bournemouth and Christchurch we provide ear, nose & throat, child health and maternity services. The hospital also provides specialist services, such as oral surgery and neurological care, for the whole of Dorset and is the Cancer Centre for Dorset.

The hospital is an employer of over 3,100 whole time equivalent (WTE) staff and 250 volunteers and last year had a turnover of almost £215 million.

To support the trust’s vision (see below) there are key objectives:

- Develop a financial recovery plan
- Continue to provide safe, effective and high quality services to patients
- Develop long term clinical and financial strategy for healthcare services
- Improve the resilience of emergency care services
- Continue to achieve all operational standards and targets
- Deliver the agreed IT strategy

We will provide excellent patient centred emergency and planned care to the people we serve

Our Vision Statement
WHAT DOES THE COUNCIL OF GOVERNORS DO?

The council of governors is responsible for representing the interests and views of the local community in general rather than specific groups or interests, and for sharing information about important decisions with public and staff or, in the case of appointed governors, the organisations that appointed them.

The council of governors are not responsible for the day-to-day management of the hospital - this is the job of the board of directors and management teams.

There are formal roles and responsibilities for the council of governors, laid out by law and in our constitution. These are to:

- hold the non-executive directors individually and collectively to account for the performance of the board of directors. The council will receive reports from the board to enable it to fulfil this responsibility;
- ensure that the NHS foundation trust operates in accordance with its licence by receiving reports on performance and strategy;
- be consulted and advise on the future plans and priorities;
- appoint the NHS foundation trust chairman;
- appoint the NHS foundation trust non-executive directors;
- approve the appointment of the chief executive;
- remove the chairman and non-executive directors (if appropriate);
- agree the process and outcomes of the chairman and non-executive directors’ appraisals;
- agree the remuneration of non-executive directors;
- approve any significant transactions;
- monitor levels of non-NHS incomes/activities;
- appoint or remove the auditors;
- receive the annual report and accounts.

The council of governors also agrees and, from time to time, reviews the membership strategy. It advises on the future shape and size of the council and non-executive director representation on the board.

The board of directors may also ask governors to be involved in the review of a specific service or issue.

WHAT WE EXPECT:

Governors to act as “ambassadors” - helping raise the publics’ awareness of service improvements and developments.

Governors are to abide by the trust’s code of conduct.

All governors to support membership engagement and recruitment plans. This includes attending recruitment and engagement events to recruit new members and talk to constituents and the general public.

Governors must act in the best interests of the NHS foundation trust and should adhere to its values and code of conduct.
COMPOSITION OF THE COUNCIL OF GOVERNORS

Our council of governors is made up of 23 members:

The majority (14) are public governors, elected by public members from the areas shown in the diagram. They represent local people.

There are four staff governors (three clinical and one non-clinical) elected by our staff members. They represent the views of our staff.

In addition there are five nominated governors from our partner organisations. They represent the views of their organisations:

- Borough of Poole;
- Bournemouth Borough Council;
- Dorset Clinical Commissioning Group;
- Dorset County Council;
- Bournemouth University.

HOW THE NHS FOUNDATION IS RUN

As an NHS foundation trust, we have:

- a membership made up of local people and staff;
- a council of governors;
- a board of directors.

Our members receive regular information through a newsletter sent quarterly, can vote for governors in the elections and may be eligible to stand for election as a governor and be invited to clinical presentations.

The council of governors form an essential link between the members and the organisation. The council meets at least three times a year in public.

The board of directors is accountable for the leadership and management of the foundation trust. It is made up of a chairman, non-executive directors, a chief executive and other executive directors.

The chairman of the board of directors also chairs the council of governors.

Our constitution gives the council powers to expel a governor who, without reasonable cause, fails to attend two successive meetings.
WHO CAN STAND FOR ELECTION

You must be a member of the NHS foundation trust.
You must be aged 16 or over.

Public governors must live in the geographical area they represent.
There are some circumstances in which you may not become a governor. These are:

- You are an undischarged bankrupt or have had your estate sequestrated;
- You have made a composition or arrangement with, or granted a Trust Deed for, your creditors and have not been discharged from it;
- You have had a prison sentence of at least three months (suspended or otherwise) imposed on you anywhere in the British Isles in the last five years
- You are subject to an unexpired disqualification order made under the Company Directors’ Disqualification Act 1986
- You are not considered suitable on the basis of disclosures obtained through an application to the Criminal Records Bureau
- You are no longer eligible to be a member or - in the case of appointed governors - if you are withdrawn by the appointing organisation;
- You have been dismissed from any paid employment with a health service body within the last two years (other than redundancy);
- You are the subject of a sex offender order;
- You have received a written warning from the trust for verbal and/or physical abuse;
- You are a vexatious or persistent litigant or complainant;
- Monitor has, at any time, removed or suspended you as a governor or disqualified you from holding office in this or any other NHS foundation trust;
- You have been expelled from another NHS foundation trust as a governor for any reason;
- You have refused without reasonable cause, to undertake any training required by all governors;
- You have had a tenure of office as the chairman or a governor or a director of an NHS body terminated on the grounds that the appointment is not in the interest of the health service or for not attending meetings or for not revealing a relevant pecuniary interest;
- You are the spouse/partner or otherwise related to any member of the board of directors.
- You have resigned or had your tenure as a governor of Poole Hospital terminated.
- You are a Director or Senior Manager of an NHS organisation save of in the case of an Appointed Governor.

Staff cannot stand as public governors while they are employed by Poole Hospital NHS Foundation Trust.
Hospital volunteers may only stand for election in the non-clinical staff constituency.

October 2015 election:
Seats available in: Poole (3), Purbeck, East Dorset and Christchurch (1), Bournemouth (1), North & West Dorset, Weymouth, Portland and rest of England (1), Clinical Staff (1)
STANDING FOR ELECTION

BEING A GOVERNOR

The tenure of office will be for a three year term starting on 1 November 2015.

As a minimum, you would be expected to attend all (usually four) general meetings of the council of governors a year, and the annual members’ meeting. There are other non-formal meetings throughout the year to assist governors in their role such as briefings, development events and reference groups.

Governors do not receive any remuneration. However, we will reimburse travelling expenses for attending general meetings or other relevant business authorised by the company secretary.

We will provide an induction programme for all governors. The start date of the induction programme is scheduled for Thursday 22 October 2015 approximately 10.00am to 4.00pm at Poole Hospital. There will also be opportunities for you to take part in development and training events both locally and nationally.

HOW TO STAND FOR ELECTION

The constitution contains the election rules which state how elections should be conducted.

We hope that you will decide to stand for election as a governor at Poole Hospital. If you do, follow the steps below:

**Step 1**

Make sure you understand the role of the governor, that you are eligible and that you are able to commit the time required.

Attend the Prospective Governor Workshop on the 20 August 2015 if possible.

**Step 2**

Complete the nomination forms when published by Electoral Reform Services (ERS). Notice of election and details of where to obtain forms will be available from 20 August 2015 on our website, notice boards and from ERS (020 8365 8909). Full instructions on how to complete the nomination form will be provided.

You will be asked to produce a short statement (up to 250 words) describing why you want to be a governor at Poole Hospital and provide a passport style photograph.

**Step 3**

Return the nomination to ERS by Friday 4 September 2015. *Please do not send it to us at the hospital.*

**Step 4**

Election results will be available from our website on 15 October 2015. The hospital will endeavour to contact by phone all nominees prior to publishing.

ERS will produce voting packs which will be sent to all members. *The election will be by secret postal ballot, using the “first passed the post” system.*
The Poole Approach:
“friendly, professional patient centred care with dignity and respect for all”

ELECTION TIMETABLE 2015

Thursday 20 August — Publication of the Notice of Election on the trust website and notice boards
Friday 4 September — Final date for delivery of nomination papers to ERS
Monday 7 September — Publication of nominations following validation of membership
Wednesday 9 September — Final date for notice of withdrawal of candidate and cut off date for new members to vote
Wednesday 23 September — Publication of the Notice of Poll on the trust website and notice boards
Thursday 24 September — Voting Packs sent to members by ERS
Wednesday 14 October — Day of Election—final day for receipt of postal votes
Thursday 15 October — Notification of result to the trust, we will contact all involved in final election
Thursday 22 October — Induction approximately 10.00am -4.00pm

COUNCIL OF GOVERNOR MEETING DATES

2015

24 September, annual members’ meeting, Poole Salvation Army Hall, 1.00pm

15 October board rooms, Poole Hospital, 4.30pm

2016

14 January, board rooms, Poole Hospital, 4.30pm

28 April, board rooms, Poole Hospital, 4.30pm

Members and the public are welcome to observe the council of governors meetings. Agendas and supporting papers are available on the trust's website www.poole.nhs.uk

MORE INFORMATION

NHS Providers have published a document regarding the role of a governor which you may also find useful to read, this can be found on their website: http://www.nhsproviders.org/governwell/thinking-about-becoming-a-governor/

CONTACT US

For more information or assistance on the elections please contact:
The Company Secretary Function on:
01202 448723 or members.contact@poole.nhs.uk