

## What training will I receive?

You will receive a formal induction to the Trust and be given the opportunity to undertake additional training. This will give governors an understanding of foundation trusts and the governor role, NHS finances and an insight into quality in the NHS.

## How do I become a governor?

Please complete the enclosed nomination form. You can also complete the form online at [www.cesvotes.com/westsuffolk2020](http://www.cesvotes.com/westsuffolk2020)

# Eligibility criteria

## Council of Governors – disqualification and removal

The following may not become or continue as a member of the Council of Governors:

- a person who has been made bankrupt or whose estate has been sequestrated and (in either case) has not been discharged
- a person who has made a composition or arrangement with, or granted a trust deed for, his/her creditors and has not been discharged in respect of it
- a person who within the preceding five 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 three months (without the option of a fine) was imposed on him/her
- governors must be at least 16 years of age at the date they are nominated for election or appointment.

## You may not stand for election if any of the following exclusions apply

A person may not become or continue as a governor of the Trust if:

- he/she, in the case of a staff governor or public governor, ceases to be a member of the constituency he/she represents
- he/she, in the case of an appointed governor, has his/her sponsorship withdrawn by their sponsoring organisation
- he/she has within the preceding two years been dismissed, otherwise than by reason of redundancy, from any paid employment with a national health service body

- his/her tenure of office as the chairman or as a member or director of a national health service body has been terminated on the grounds that his/her appointment is not in the interests of the health service, for non-attendance at meetings, or for non-disclosure of a pecuniary interest
- he/she is an executive director or non-executive director of the Trust, or a governor, non-executive director, chairman, chief executive officer of an organisation the nature of whose business is to give rise to potential conflicts of interest of a personal or prejudicial nature to such a degree as to prevent the person from the proper exercise of their duties as a governor of this Trust. This may include other NHS foundation trusts
- a person who has had his/her name removed from a list maintained under regulations pursuant to sections 91, 106, 123, or 146 of the National Health Service Act 2006, by a direction or has otherwise been disqualified or suspended from any healthcare profession, and has not subsequently had his/her name included in such a list or had his/her qualification re-instated or suspension lifted (as applicable)
- he/she is incapable by reason of mental disorder, illness or injury of managing and/or administering his/her property and/or affairs; he/she has been declared, by a sub-committee of the Council of Governors, to be a vexatious complainant or
- he/she has failed to agree (or having agreed, fails) to abide by the Code of Conduct for governors and the value of the Trust's principles.

# Your Trust, your voice

Join us as a  
Foundation  
Trust governor



Public



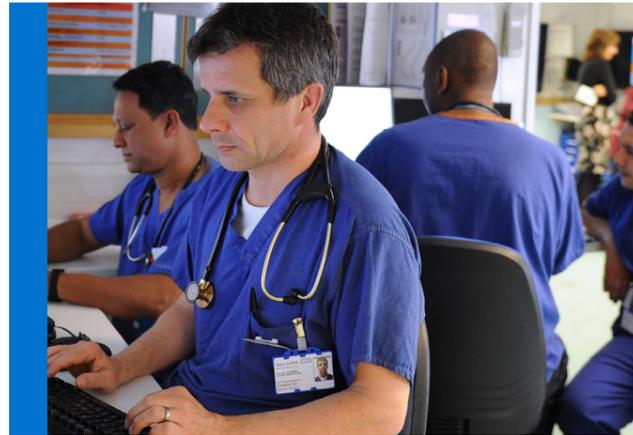
# Your workplace, your voice

As a Foundation Trust, we have a Council of Governors which ensures that our key stakeholders – patients, members of the public, staff and partner organisations – have a say in shaping their local health service.

Our public governors represent their community's interests; they are the voice of the public, sharing ideas, concerns, and suggestions on a wider platform; they tell the Board what they think our Trust should offer, and work with them to ensure that community and staff needs are taken into account in the planning of services; they bring valuable perspective and contribution to the Trust's activities; and they have real influence on the strategic direction of the Trust.

We want our Council of Governors to be inclusive and representative of the diversity of the Trust's workforce and the population we serve. To that end, we welcome nominations from anyone, no matter who you are or your background.

It's a partnership, and it's one you can be a part of.



## Who can be a member?

- Any member of the public, as long as you live in our membership area
- All employees of the Trust, plus those individuals who have provided services to the Trust continuously for a period of at least 12 months.

## How many governors are there?

There are 26 places on the Council of Governors with public, staff and partner representatives.

Public and staff governors are elected from the public and staff members of the Trust. Public governors always have a majority on the Council of Governors. The remaining governors are appointed from partner organisations. Together they form the body that represents the interests of members and partners in the local community and hold the board to account its performance.

## What does being a governor involve?

In simple terms, our governors hold our non-executive directors individually and collectively to account for the performance of the board of directors, and represent the

interests of NHS foundation trust members and of the public.

You don't need special skills to become an effective governor, but you do need to be passionate about the NHS, care about your local services and wish to represent the views of the people you represent.

As a governor you will:

- appoint the chair and non-executive directors of the Trust, and approve the appointment of the chief executive
- have input into the Trust's strategy
- be engaged in planned changes to local health services
- meet and speak to members of the public to hear their views
- make the final decision on any mergers, acquisitions, separations and dissolutions, in line with the NHS Constitution
- appoint the Trust's external auditors.

There are a range of activities that governors are expected to provide support on, so governors need to commit an average of six hours a month to the role. Many activities take place outside of normal working hours.

- Council of Governors meetings (quarterly); preparation (1.5 hours per meeting), and attendance (2.5 hours per meeting)
- Annual Members' Meeting (three hours)
- Board of directors meeting (at least one a year) in an observation capacity (three hours)
- Non-executive director joint meetings (quarterly; two hours per meeting)
- Council of Governors and Board workshops (two a year; two hours per workshop)
- Quarterly informal meetings, led by the lead governor (two hours per meeting)
- Public engagement session eg in Trust's Courtyard Café (at least one a year; three hours per session)\*
- Membership special interest talks (at least one a year; three hours per event)\*
- Governor training sessions (two a year; two hours per session)
- Quality and environmental walkabouts (at least one of each a year lasting 1-2 hours)\*
- Membership of Trust/Council of Governors sub-committees or working groups (approx. 10-15 hours per year).

\*subject to social distancing requirements

## Public governors

There are **14 public governors** elected by public members from the Trust's catchment/membership area.

## Staff governors

There are **five staff governors** elected by the staff members of the Trust.

## Partner governors

There are also seven appointed partner governors:

- Two local authority governors
- Five partner governors:
  - Friends of West Suffolk Hospital
  - University of Cambridge
  - West Suffolk Clinical Commissioning Group (two governors also represent GPs and West Suffolk Alliance)
  - West Suffolk College (also representing University Campus Suffolk)