

Become a Governor

September 2022



A message from Dr Maxwell Mclean, Chairman

Thank you for the interest you have shown in becoming a Governor at Bradford Teaching Hospitals NHS Foundation Trust (BTHFT).

As a Governor, representing the interests of members and the public, you will have a key role in the development of our hospitals and our direction of travel.

Please read through this document and all other information provided so that you are aware of the commitment needed.

If you are interested in using your skills, knowledge and experience of your communities to help shape the future of health care in our district then we look forward to receiving your nomination form.



More about a Governors role

To find out more you can join an informal 'MS teams' session with Max and a couple of our Governors on:

- **Thursday 29th September 2022, 15:00 – 16:00 via MS Teams or,**
- **Thursday 6th October 2022, 18:00 – 19:00 via MS Teams**

Civica Election Services, who handle our elections for us, will be at the session to let you know how the election process works from start to finish.

To book email membership@bthft.nhs.uk or phone 01274 364794.

Read on for the answers to any questions you might have.... If have further queries then contact Jacqui Maurice, Head of Corporate Governance on: 01274 382685 or email: corporate.governance@bthft.nhs.uk and we will be happy to advise....



About NHS Foundation Trusts

Each NHS foundation trust has its own governance structure, set out in its constitution.

The basic governance structure of all NHS foundation trusts includes:

- Foundation trust members
- A Council of Governors
- A Board of Directors.

NHS Foundation Trusts are able to decide themselves on how best to spend their income, taking into account the needs of the local community. They are accountable to local people, who can become Members and Governors.

About BTHFT

BTHFT provides hospital services for the people of Bradford and our communities across Yorkshire. We serve a core population of more than 534,000 people and provide specialist services for some 1.1 million. Our 5,500 staff work over several hospital sites including, Bradford Royal Infirmary which provides the majority of our inpatient services and St Luke's Hospital which mostly provides outpatient and rehabilitation services. We also manage local community hospitals at Westwood Park, Westbourne Green, Shipley and Eccleshill.

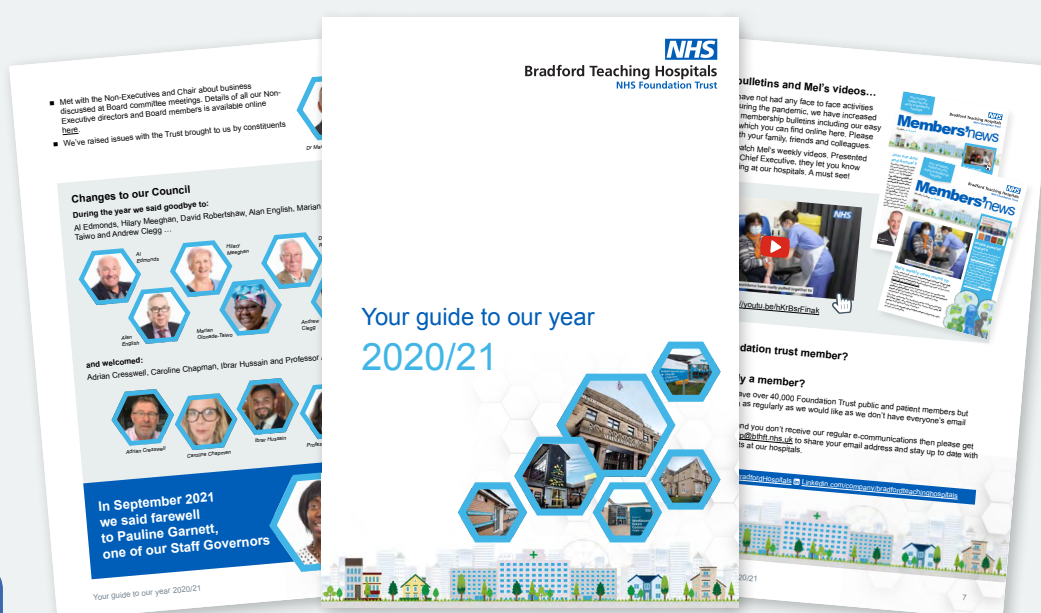
What do we do? What have we done? The best way to find out is to take a look at our...

Annual Members Meeting (AMM)/Annual General Meeting (AGM) 2021

'a year like no other in the history of the NHS'

Our 2021 virtual AGM/AMM includes a range of videos providing reflections on 20/21, which has been a year like no other in the history of the NHS. At this virtual event you can find out about the work of our Trust, our challenges and achievements including how we have run our services during the COVID-19 pandemic. Our Governors also report on their work during the year in detail in 'your guide to our year'.

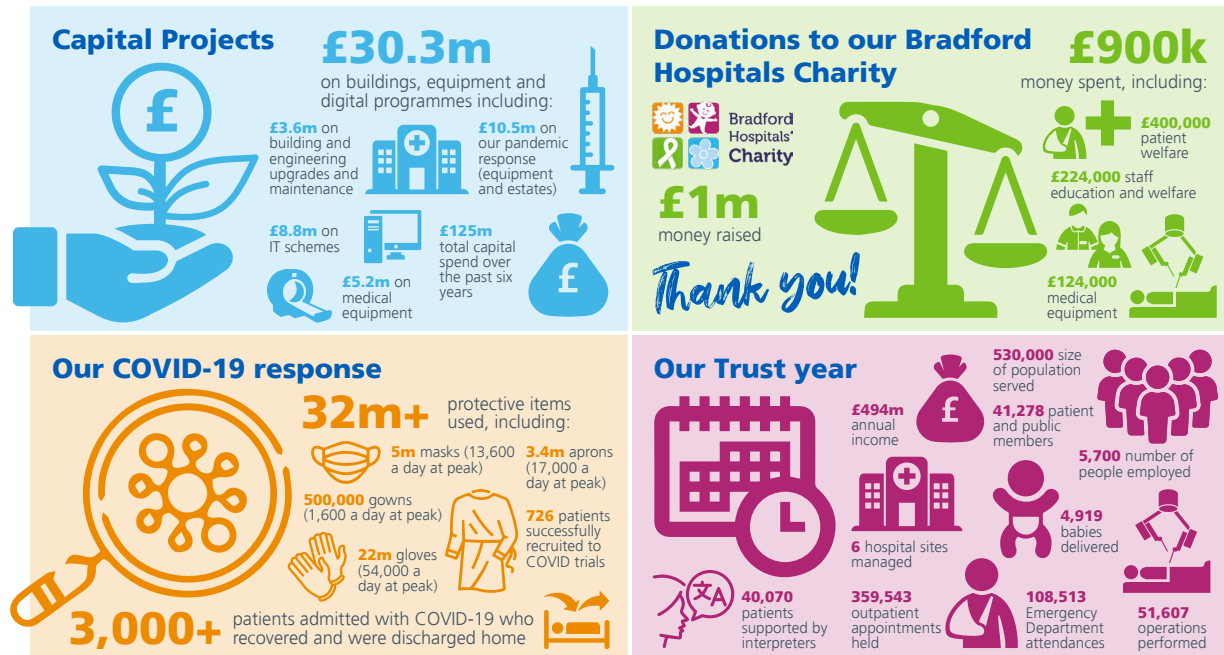
Please join us for this year's AMM, which takes place on Monday 31st October 2022.



Our full Annual Report and Accounts 2020/21 are available [here](#) however please see our one page summary of 'our year in numbers' below. Our Annual Report and Accounts for 2021/22 will be available from 12th October 2022.

We Are Bradford: 2020/21 in numbers

NHS
Bradford Teaching Hospitals
NHS Foundation Trust



Professor Dinesh Saralaya, Respiratory Consultant, delivers our keynote presentation for 2021.

Professor Saralaya is at the forefront of vaccine and drug trials in the fight against COVID-19. He shares with us how this work has helped to shape the response world-wide to saving lives.



Key questions from the public were handled by Saj Azeb, Chief Operating Officer

Our virtual joint AGM/AMM is available to view [here](#) and can be watched from anywhere, on any device.

How we make decisions

We are required to have a strong governance structure in place that supports the provision of safe, effective, caring and responsive care for the 500,000 plus people that we serve.

The Board of Directors is accountable to the Council of Governors, which represents the interests of members and the public.

Board of Directors

Our Board of Directors is made up of executive directors and non-executive directors, who are collectively responsible for the operation and performance of our Trust, and for its effective governance. This includes setting the corporate strategy, organisational culture, making decisions reserved for the Board, and being accountable to stakeholders for those decisions.



Professor Mel Pickup, Chief Executive



Dr Maxwell Mclean, Chairman

You can find out more about our Board of Directors and when they meet [here](#)

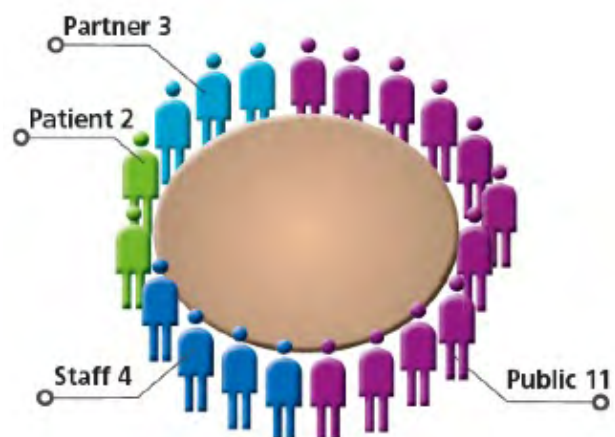
Council of Governors

Our Council of Governors is made up of 20 governors (11 public, 2 patient, 4 staff and 3 partner). Public/patient and staff governors are elected by members of their constituencies, while partner governors are nominated by their organisation.

The chair of our Council of Governors is also the chair of the Board of Directors (Dr Maxwell Mclean).

You can find out more about our Council of Governors, including their meetings, [here](#)

[Your Guide to our Year](#) provides a comprehensive overview of the work of our Council in 20/21. An updated version will be available from 12th October 2022.





Improve personal development



Governors' statutory duties and responsibilities

- Appoint and/or remove the chairman and non-executive directors
- Set the terms and conditions of remuneration of the chairman and non-executive directors
- Approve the appointment of the chief executive
- Appoint the external auditor
- Receive the annual accounts, auditors report and annual report
- Convene the annual members meeting
- Be consulted on the forward plans (annual plan) of the organisation
- Approve any proposed increases in private patient income of 5% or more in any financial year
- May require one or more of the directors to attend a council of governors meeting to obtain information about the foundation trust's performance of its functions or the directors' performance of their duties (and for deciding whether to propose a vote on the foundation trust's or directors' performance)
- Approve 'significant transactions' (as defined in the foundation trust's constitution)
- Approve an application by the foundation trust to enter into a merger, acquisition, separation or dissolution
- Approve amendments to the foundation trust's constitution

Useful advice and guidance on the role is available in [Your statutory duties and responsibilities](#) which gives help to Governors to deliver on their responsibilities to hold the non-executive directors to account for the performance of the board and to represent the interests of our members and the public.

To support you in making a nomination we would also recommend this document [So you are thinking of becoming a governor](#) published by NHS Providers which provides useful background information on the origins of Foundation Trusts and the Governors role.

You need to be 16 or over and registered as a member of the Trust in the relevant constituency to stand for election as a Governor. You can check if you are a member by emailing membership@bthft.nhs.uk

Our Membership in brief

Membership is free, and open to anyone aged 16 and above. As a member, you can:

- Elect Governors to represent you on the Council of Governors
- Help us shape our plans for the future through engagement and member events
- Receive regular information about what we are doing
- Benefit from discounts on many products and services with the [Health Service Discounts](#) scheme
- Stand for election to the Council of Governors

Membership of BTHFT is divided into constituencies. Each constituency votes for its representatives on the Council of Governors. The constituencies are:

Public Members: Our members who may or may not have been treated at our Trust but who live in the following districts and areas.

- Bradford East
- Bradford South
- Bradford West
- Keighley
- Shipley
- Rest of England and Wales (have not been treated by our Trust but live outside of the Bradford District)

Patient (Out of Bradford) Members: Are members who have been treated by our Trust and lives outside of the Bradford District.

Staff Members: Our permanent staff are automatically enrolled as a staff member in one of the following constituencies:

- Nursing and Midwifery
- Allied Health Professionals and Scientists
- Medical and Dental
- All other staff (Admin & Clerical, Estates & Ancillary and, Additional Clinical Services)

Find out more about membership [here](#) and you can join online as a member [here](#)

Support for our Governors

The Corporate Governance Team

We provide advice, information, training and development to support Governors in the delivery of their duties and responsibilities.

Induction and development programme

If elected, you will need to attend a series of governor induction sessions. You will also be asked to complete a skills and knowledge audit. You don't need any formal qualifications to be a Governor however we will work with you to identify and tailor individual and group development needs.

Expenses and Reimbursement

Governors can claim travel and other expensive incurred whilst on Trust business and governors are refunded in line with our expenses policy.

**No
qualifications
required**



**A great way
to learn more
about and
represent our
hospitals**

Frequently Asked Questions

How much time is required?

Governors are required to:

- Be available to attend all four of our formal Council of Governors meetings (half a day each)
- Be available to attend our Annual Members Meeting in September (half a day)
- Spend time preparing for any meetings that they attend
- Make themselves available to undertake any training that the Trust decides is necessary

Meetings are held either virtually via Microsoft Teams or in person. This is reviewed on a meeting-by-meeting basis. You will be given notice of this.

How do Governor Elections work?

An external agency, Civica Election Services (CES), runs the elections to make sure that they are completely impartial. Nominations and ballots are handled by CES, and all information is sent out to members by them.

Candidates are given the opportunity to write a brief statement about why they are standing for election, to introduce themselves to members and encourage people to vote for them.

Ballot papers will be sent to all registered members within the constituencies where an election is to be held. A ballot will only be held where there are more nominations than vacant seats. The election system to be used is known as a Single Transferable Vote (STV).

A candidate may not incur any expenses or make a payment of any nature for the purposes of an election.

If successful in the election, you will be required to undergo a DBS check prior to invitation to a comprehensive Governor Induction Programme.

How do I stand for election?

You can submit your nomination by completing and emailing the form at:
www.cesvotes.com/bradfordteaching22

For more answers for FAQs visit:
www.bradfordhospitals.nhs.uk/our-trust/become-a-governor

What seats are available?

Nine seats are up for the election in 2022; successful candidates will be elected for a three year term of office. We are seeking to fill the following vacancies:

Area	Seats available
Bradford South	1 seat
Bradford West	1 seat
Keighley	1 seat
Patient	2 seats
Rest of England and Wales	1 seat
Shipley	1 seat
Staff - Allied Health Professionals & Scientists	1 seat
Staff - All other staff groups (<i>Admin & Clerical, Estates & Ancillary and, Additional Clinical Services</i>)* from February 2023	1 seat

Nomination and Election Timetable

Election Stage	Date
Notice of election / Nominations open	Monday 19 September 2022
Nomination deadline	Monday 17 October 2022
Where more than one nomination is received for a Governor vacancy an election will be held in that membership constituency	
Final date for candidate withdrawal	Thursday 20 October 2022
Notice of poll published	Monday 7 November 2022
Voting packs dispatched	Tuesday 8 November 2022
Close of election	Thursday 1 December 2022
Declaration of result	Friday 2 December 2022



**Have your
voice heard**



DBS Check

Please note that if you are appointed as a Governor, you will need to undergo a DBS Check.

What is a DBS Check?

The Disclosure and Barring Service (DBS) was established in 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). The Service aims to help to prevent unsuitable people from working with vulnerable groups, including children.

Why do I have to have one?

All our Governors are required to consent to a DBS (Disclosure and Barring Service) check following their election or appointment. It is important that our Foundation Trust complies with the requirements under the NHS 2006 Act, our Foundation Trust Constitution and, under general condition of 4 of our regulator's Provider Licence where it states that;

General Condition 4: Fit and proper persons. This licence condition prevents licensees from allowing unfit persons to become or continue as governors or directors (or those performing similar or equivalent functions).

When would I have one?

As soon as your appointment is confirmed we will ask you to provide the necessary identification and will confirm with you the level of DBS check required. You can find out more about DBS checks here: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Foundation Trust Membership Office

Trust Headquarters, Chestnut House, Bradford
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BD9 6RU

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💻 www.bradfordhospitals.nhs.uk



Bradford Teaching Hospitals
NHS Foundation Trust