

Role / Duties of the Lead Governor

1. Be the key point of contact between NHS England (NHSE) and the NHS Foundation Trust's Council of Governors.
 - This will be in a limited number of circumstances and, in particular, where it may not be appropriate to communicate through the normal channels, which in most cases will be via the Chair or the Board Secretary.
 - The main circumstances where NHSE will contact a Lead Governor are where NHSE has concerns as to Board leadership provided to the NHS Foundation Trust, and those concerns may in time lead to the use by NHSE of its formal powers to remove the Chair or Non-Executive Directors.
 - The other circumstance where NHSE may wish to contact a Lead Governor is where, as the regulator, NHSE has been made aware that the process for the appointment of the Chair or other members of the Board, or elections for Governors, or other material decisions, may not have complied with the NHS Foundation Trust's Constitution, or alternatively, whilst complying with the Trust's Constitution, may be inappropriate.
 - In such circumstances, where the Chair, other members of the Board of Directors or the Trust Secretary may have been involved in the process by which these appointments or other decisions were made, a Lead Governor may provide a point of contact for NHSE.
2. Where required, be the key point of contact between the CQC and the NHS Foundation Trust's Council of Governors.
3. Supporting the Chair and the Board Secretary to plan the business of the Council of Governors.
4. Supporting the Chair and the Board Secretary to ensure that the Council of Governors receives effective support, training and development.
5. Support the promotion of the work of the Council with the membership and stakeholders, including by contributing to the development and delivery of an annual Council of Governors report.
6. Leading the Council of Governors in exceptional circumstances when it is not appropriate for the chair or another non-executive to do so.
7. Acting as a point of contact and liaison for the Chair and Senior Independent Director.
8. Chairing informal governor only meetings (as and when required).
9. Liaising with the Chair, on behalf of governors, on matters of interest or concern to governors.

10. Due to the nature of their role, there may be occasions when it is necessary for the Lead Governor to become privy to confidential information. They will be expected to respect that confidentiality until such time as it is appropriate to share the information with the rest of the Council or Governors NRC. Should the Lead Governor have any queries or concerns in this regard, they should be raised with the Trust and/or NHSE as appropriate.

11. As Lead Governor having a seat on the Governors Nominations and Remuneration Committee.

12. Chairing informal governor only meetings (as and when required).

13. Convening a regular 'Governors Forum' either online or face to face to "keep in touch" and to receive feedback from the engagement of governors with the Trust in the time since the last Council of Governors meeting.

14. The Lead Governor will be the Council's representative on the National Lead Governor Association group and share information from this forum to Council as appropriate through the Governor Forum.

Appointment of the Lead Governor

- The Lead Governor will be appointed from amongst the elected public and patient Governors.
- The Lead Governor will hold office for a three year period or until their term ends, whichever is sooner.
- At the end of the term, there will be an open process for self-nominations to the role of lead governor, but this does not prohibit the incumbent/s from seeking a further term/s.

Key relationships for Lead Governor

- Chair
- Council of Governors
- Chief Executive
- Board Secretary and other Corporate Governance team members
- Senior Independent Director
- Non-Executive Directors

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