

The Role of a Governor at Airedale NHS Foundation Trust



Welcome to Airedale NHS

Thank you for taking the time to find out about being a Governor of Airedale NHS Foundation Trust. This guide has been produced to provide you with further information about the role and the work of the Trust.

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

Email: members@anhst.nhs.uk

Telephone: 01535 294540



About Airedale NHS Foundation Trust



Airedale NHS Foundation Trust is an award winning NHS hospital and community services trust. It provides high quality, personalised, acute, elective, specialist and community care for a population of over 200,000 people from a widespread area covering 700 square miles within Yorkshire and Lancashire – stretching as far as the Yorkshire Dales and the National Park in North Yorkshire, reaching areas of North Bradford and Guiseley in West Yorkshire and extending into Colne and Pendle in the East of Lancashire.

The Board of Directors

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 think about the Trust's services and plans.



Governors

There are three different types of Governors:

1. **Public Governors:** elected by our Public members and required to represent the views of local people;
2. **Staff Governors:** employed by the Trust, elected by our staff and required to represent the views of staff working at the Trust; and
3. **Appointed Governors:** a selection of key partners who nominate someone from their organisation to attend Council of Governor meetings.

Governor Role:

The Statutory Duties/Powers of Governors:		Governors Don't:	
√	Help the Trust to improve its services by providing feedback from local people about its services and plans.	X	Make operational decisions or manage staff
√	Hold the Non-Executive Directors (NEDs) to account for the performance of the Board by asking questions of the NEDs at Governor meetings.	X	Deal with complaints, instead they inform people how to make a complaint
√	Appoint (and where necessary remove) the Chair and Non-Executive Directors	X	Act as an advocate for individual patients
√	Agree the terms of appointment of the Chair and Non-Executive Directors	X	Represent their own interests
√	Approve the appointment of the Chief Executive	Other Things that Governors Do:	
√	Approve changes to the Trust's constitution	√	Attend induction and training events in order to gain the knowledge needed to undertake the role
√	Approve merger, acquisition and significant transaction plans	√	Learn about the work of the Trust and receive updates on important information by attending Governor related meetings
√	Provide views about the Trust's Annual Plan	√	Inform local people about key issues discussed at Council of Governor meetings
√	Appoint the External Auditor		
√	Receive the Annual Report and Accounts and Quality Report		

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	When	Time Commitment	No of Governors per Activity
Council of Governors Meetings	Quarterly	3:00pm (pre-meeting) 4:00pm	1 hour 2 hours	All
Annual Members Meeting	August	2:00pm	2-3 hours	All
Appointments and Remuneration Committee	Various	10:00am- 12:00pm	2 hours	3 Public 1 Staff 1 Appointed
Governor Involvement Group (GIG)	Monthly	4:00pm	2 ½ hours	All
Membership events	3-4 per year	During the day	2 hours	2-3
Board to Council Meetings	March and December	1:00pm	2 hours	All
Quarterly Staff Governor Meeting	4 per year	various	1 hour	Staff Governors only

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
- Enhance your CV by writing about the sort of activities undertaken
- Learn new skills
- Help to make your local hospital better by providing feedback from local people about the Trust's services.

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 incurred whilst undertaking Governor related activities (such as bus and train fares).

Support available to Governors

The Membership office provides information and administrative support for Governors. This includes booking venues for Governor meetings and distributing Governor meeting papers.

Restrictions on becoming a Governor

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

- X** Are under 16
- X** Are not a member of the Trust
- X** Have been made bankrupt and this has not been discharged
- X** Are a Director of the Trust, or a Governor or Director of another NHS body
- X** Have been subject to a sex offender order
- X** Have, within the last two years, been dismissed (other than through redundancy) from any paid employment with an NHS body
- X** 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.

Further stipulations and information are contained in the Trust's constitution which is available from the Membership office.

Applying to Become a Governor:

Step 1:	Keep an eye on the Trust's website to find out when the elections are due to occur as you can only stand for the role of a Governor during the election process.
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 on our website at http://www.airedale-trust.nhs.uk/about-us/membership If you don't have access to the internet, please contact the Membership office on 01535 294815 to request a paper copy.• If you're a member of staff, you don't need to complete a membership form as you will already be a member of the Trust.• Members don't need to have any qualifications or experience to become a Governor – the Trust will provide training and support as required.
Step 3:	<p>Please complete and return your nomination form</p> <p>Please note:</p> <ul style="list-style-type: none">• The nomination form will be posted to all members when the elections start.• If you haven't received a nomination form because you weren't a member when these were mailed out, then please contact the Membership office to find out what you need to do in order to nominate yourself.