

# 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.

We hold Governor elections once a year to fill any vacancies we have. We publish details regarding our elections on our website and also send details to all our members. Don't worry if you're not already a member as this booklet contains information about how to become one.

Governors are really important to our Trust - they take part in discussions about our future plans and priorities, hold our Non-Executive Directors to account for the performance of the Board and tell us what local people think about our services and plans. If you've got a passion for healthcare and want to support your local hospital to improve, then the role of a Governor might be a perfect choice for you.

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

Email: [members@anhst.nhs.uk](mailto: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 a range of high quality, personalized care services 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	<b>Other Things that Governors Do:</b>	
√	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 undertaken 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
<b>Council of Governors Meetings</b>	Quarterly	3:00pm (pre-meeting) 4:00pm	1 hour  2 hours	All
<b>Annual Members Meeting</b>	July	2:00pm	2-3 hours	All
<b>Appointments and Remuneration Committee</b>	Various	10:00am- 12:00pm	2 hours	3 Public 1 Staff 1 Appointed
<b>Governor Involvement Group (GIG)</b>	Monthly	4:00pm	2 ½ hours	All
<b>Membership events</b>	3-4 per year	During the day	2 hours	2-3
<b>Board to Council Meetings</b>	March and December	1:00pm	2 hours	All
<b>Quarterly Staff Governor Meeting</b>	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, distributing Governor meeting papers, answering queries, providing guidance about the role of a Governor and ensuring any expense claims submitted by Governors are processed.

## **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:

<b>Step 1:</b>	Our elections take place every year (usually in February) and we inform all our members about these. You can only stand for the role of a Governor during the election process.
<b>Step 2:</b>	<p>Ensure you are a member of the Trust as you must be a member to stand for election.</p> <p><b>Please note:</b></p> <ul style="list-style-type: none"><li>• Membership is free</li><li>• If you're not a member already, don't worry. Please complete our online membership form which is available on our website at <a href="http://www.airedale-trust.nhs.uk/about-us/membership">http://www.airedale-trust.nhs.uk/about-us/membership</a> If you don't have access to the internet, please contact the Membership office on 01535 294815 to request a paper copy.</li><li>• If you're a member of staff here at Airedale, you don't need to complete a membership form as you will already be a member of the Trust.</li><li>• Members don't need to have any qualifications or experience to become a Governor – the Trust will provide training and support as required.</li></ul> <p>Please ensure your membership form is completed and returned to the Membership office before you submit your nomination form.</p>
<b>Step 3:</b>	<p>Please complete and return your nomination form before the deadline date.</p> <p><b>Please note:</b></p> <ul style="list-style-type: none"><li>• The nomination form will be available once the elections open. It can be completed and returned by post or we have an online version which you can complete and submit.</li><li>• If you don't have a nomination form and think you should have, then please contact the Membership office.</li><li>• Please remember, the nomination form will only be available during our elections.</li><li>• All members will be informed of the deadline date for submission of the nomination form. If you don't have this, please contact the Membership office.</li></ul>