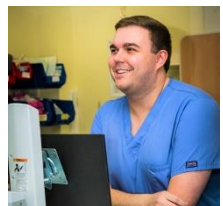


Thinking of becoming a Governor



About Us

Wirral University Teaching Hospital NHS Foundation Trust (WUTH) is one of the largest and busiest acute NHS Trusts in the North West of England, serving a population of more than 320,000 and including the Wirral's only Emergency Department at Arrowe Park Hospital. We provide a high quality range of acute care services and employ over 6,000 staff. We have approximately 855 beds Trust-wide and our financial turnover is in excess of £337m. We operate three hospitals at two sites – Arrowe Park, where the Wirral Women and Children's Hospital is also located and Clatterbridge General Hospital.

We have an ambitious 5-year strategy, a strong pipeline of capital investments to improve our facilities and patient experience and a team of committed and dedicated staff. We are looking for Governors who can share our vision and shape the future for the benefit of the people of Wirral.

Our vision and values

Our organisation vision is: Together we will deliver the best quality and safest care the communities we serve.



The vision is backed by the values we operate under:

caring for everyone

Acting with kindness, compassion and empathy with everyone

Being friendly, welcoming, approachable and remembering the simple things like a greeting and a smile

Being considerate of the needs of others

Listening to ideas, opinions, thoughts and feelings of others

Taking personal responsibility and accountability for the care that you deliver

respect for all

Being honest and open, including honesty about what we can and cannot do

Being polite and professional with everyone, introducing ourselves by name, saying please and thank you

Listening to patients, families and colleagues

Respecting cultural and individual differences

Ensuring we treat everyone the way we would want to be treated ourselves and dealing with poor behaviour

embracing teamwork

Working within and across teams to provide the best possible quality of care and experience for our patients, families, carers and colleagues

Communicating effectively within teams

Recognising the value of everyone's role, contribution, skills and abilities

Supporting colleagues within the team when needed

Engaging in opportunities to develop and grow the team

committed to improvement

Actively seeking new ways of working to enable improvement

Working together to improve services for our patients, families and carers

Taking personal responsibility and ownership of things that need to improve

Being positively receptive to change and improvement

Celebrating our achievements

Involving local people

WUTH is a Foundation Trust. This means that local people have greater involvement in the way we develop and run our services. It also gives us more flexibility in the way we can manage and invest our finances, allowing us to become more responsive to the needs of local communities.

What are Foundation Trusts (FTs)?

FTs are public benefit corporations sometimes called 'not for profit' organisations. FTs are part of the NHS and follow the standards and principles of the NHS, such as equality of access and care, and free at the point of delivery. The main difference is that they are run locally working with their communities to develop services to meet the local needs and are therefore accountable to the communities they serve rather than to the government.

Benefits of being a Foundation Trust

- Members have a recognised voice in decision-making and planning future services
- More freedom to take own decisions about how we work and meet our obligations
- Financial freedoms to invest, borrow and innovate on behalf of patients/service users
- Freedom to invest in local services and buildings according to local priorities
- Able to restructure and modernise more easily to improve capacity and efficiency.

The Council of Governors and the Board of Directors

Board of Directors

Our Board of Directors is responsible for the running of the Trust, setting the Trust's vision and values, strategy and for developing plans for the future, and is made up of a Chair, Chief Officers and Non-Executive Directors who have a range of individual skills and experience.

It is a unitary Board which means that both Chief Officers and Non-Executive Directors share the same liabilities and joint responsibility for every decision of the Board; all Directors therefore bear full legal liability for the operational and financial performance of the Trust.

Council of Governors

Elected and appointed governors make up our Council of Governors. There will always be more elected governors than appointed Governors. Together the governors bring a wealth of expertise, experience, ideas and views which are essential in ensuring the continuing effective development of our Trust.

The Council does not run our Trust and is not responsible for the day-to-day management of the organisation. This is the responsibility of the Board; however, the Council performs an essential role in the governance and development of the Trust by holding the Non-Executive Directors to account, both individually and collectively, for the performance of the Board in managing the Trust. It is also Governors' responsibility to represent the interests of members and the public particularly in relation to the strategic direction of the Trust.

How it all fits together

The Board and Council work closely together.

The Chair is a Non-Executive Director who leads both the Board and the Council and is the link between the two. The Chair has a key role in ensuring Directors and governors are fully aware of their respective roles and responsibilities, and for building meaningful relationships between both groups.

The Council is the *voice* of the local community: it plays a central part in shaping the Trust's future, communicating local needs and priorities to the Trust, and in communicating the work of the Trust to the wider community.

The Role of the governor

Governors are not responsible for the day-to-day running of the Trust and are not about 'rubber stamping' decisions made by the Board. However, governors have an important role in the effective running of the Trust in that they hold the Board to account and advise the Board of public and staff opinion, acting as guardians of the public and staff interest. They make suggestions and when appropriate constructively question Board decisions.

One of the governors' main responsibilities is to help communicate with the membership and public, and make sure the views of the membership and public are fed back to the Board.

Governors also act as ambassadors and champions, helping to promote the work of the Trust in their communities.

What is the purpose of the Council of Governors?

Our Council of Governors has a number of statutory roles and duties, these include:

- Hold the non-executive directors, individually and collectively, to account for the performance of the board of directors
- Represent the interests of the members of the Trust as a whole and the interests of the public
- Appoint, and if appropriate remove, the Trust chairman and non-executive directors
- Decide the remuneration, allowances, and other terms and conditions of office of the Chair and Non-Executive Directors
- Approve the appointment of the chief executive
- Receive the Trust's annual accounts, any report of the auditor on them, and the annual report of the Trust at a general meeting of the Council
- Approve an application by the Trust to enter into a 'significant transaction', ie merger, acquisition, separation or dissolution
- Decide whether the Trust's non-NHS work would significantly interfere with its principle purpose which is to provide goods and services for the health service in England, or performing its other functions
- Approve amendments to the Trust's constitution

How governors fulfil their role

- Seek out and represent the views of members and local communities, particularly the views of the members in the constituency they represent
- Share information about important discussions and key decisions the Trust is making with the members they represent
- Take an active part in communicating and engaging with members and the wider public, who use our services and sharing information about the Trust's performance
- being an 'ambassador' for the Trust, not for self-interest or the interests of other organisations
- Form a good working relationship with members of the Board
- Participate in training and development opportunities
- encouraging others to become members of the Trust and learn more about their local health service

What governors don't do

Governors are not involved in the day-to-day running of the Trust's services – this is the responsibility of the Board, clinicians and managers.

So here are some of the things that FT governors DON'T do:

- They don't deal with patients' complaints – although they can tell people about the Trust's complaint system
- They don't act as champions for individual patients – although they can point people in the direction of advocacy organisations like the Trust's Patient Advice and Liaison Service (PALs)
- They don't get involved with the detail of how services are run – this is the role of the Board of Directors and senior managers. They do, however, have an influence on services by communicating the views of local communities
- They don't act as representatives of the Trust to the media
- They don't get paid or given preferential treatment for their work
- They don't use their role to advance personal or specific political or to the ideological messages

Why become a governor?

- It is an opportunity to support your local hospitals, perhaps giving something back if the NHS has had an impact on your life or those close to you
- You can make a difference to the care and services provided to patients
- You can use your existing skills, knowledge and experience to make a positive contribution
- You can learn more about the health service and your local hospitals

Length of Office as a governor

Governors are elected or appointed for a term of up to three years and may seek re-election or re-appointment at the end of their term. This system enables members or the appointing organisation to review the effectiveness of their governor representative but at the same time minimises the risk of wholesale changes which could damage the effectiveness of the Council. Governors may hold office for a maximum of three consecutive terms.

Elected governors will cease to hold office if they are no longer a member of the constituency or class they were elected to represent. They could however, continue to be a member but in a different constituency based on their new residency address.

Who makes up the Council of Governors?

- 13 Elected Public governors
- 5 Elected Staff governors
- 4 Appointed governors

How much time is involved?

- Governors will tell you they enjoy the role but the time commitment should not be underestimated.
- As well as attending four formal Council meetings a year, there are other things that you will need to get involved in such as attending Council sub-committee/working group meetings and engagement events. Time will also be required to prepare for and read papers provided for each meeting.
- Governors are also expected to reach out into the local communities to encourage wide and represent the membership; this may involve using your own networks or attending Trust organised membership and engagement events.
- Attendance at induction and mandatory training and development events will be required to ensure you are kept up to date with what is happening in the NHS and to learn more about the governor role.
- Meetings take place on weekdays either during the day or early evening.

Who can stand for election?

You must be a member of Wirral University Teaching Hospital NHS Foundation Trust. To be a member you must be at least 16 years of age at the date you are nominated and meet the restrictions set out in the Trust's constitution (Annex 5, Eligibility to be a governor).

Public governors must live in the geographical area they represent and staff governors represent the staff group to which they belong. Most of our staff automatically become members or can become public members if they're not eligible.

NOTE: There are some circumstances in which you may not become a governor and these are:

- A person who has been adjudged 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 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;

You must be at least 16 years of age at the date you are nominated for election.

Further provisions as to the circumstances in which an individual may not become a governor are set out in Annex 5 of the Constitution.

Staff cannot stand as public governors whilst employed by Wirral University Teaching Hospital NHS Foundation Trust.

We aim to have governors who are representative of all walks of life; you do not need special skills or qualifications to become an effective governor. You need to be enthusiastic, committed, interested in health, and care about your local services.

What will I do in my first three months?

You will be asked to:

- attend Trust induction
- attend governor induction
- complete all mandatory training
- attend full Council of Governors meeting
- attend governor training and development session
- attend joint working with the Board of Directors
- meet with the Non-Executive Directors

Induction, training and support

All new governors will be expected to attend the induction programme; the overall aim of the programme is to welcome governors to the Trust, provide them with an overview of the organisation and explain the role and responsibilities of the Council of Governors and will also have the opportunity of meeting the Board of Directors and other experienced governors. It is mandatory for all governors to participate in the induction programme.

The induction programme is part of the Trust's *Governor learning and development* which consists of modules designed to meet governors' ongoing learning and development needs as well as keeping them up to date on what is happening in the NHS.

Expenses

Governors do not receive remuneration although the Trust may pay travel and other expenses at rates determined by the Trust.

Information technology

Papers for meetings and communications with governors outside meetings are all provided electronically. Those applying to be a governor should have access to IT equipment and be comfortable using technology, particularly email and electronic meetings using conference facilities e.g. Microsoft Teams.

I would like to be a governor – what do I need to do now?

Elections

An independent organization - Civica Election Services (CES) – will run the elections in a fair and legal manner to elect governors.

How will the elections work?

All members are advised of the nomination and voting process details before an election so that they can nominate themselves as an election candidate for a governor vacancy (if they wish) and also to they can vote for candidates within their own constituency.

Members who wish to stand for election as a governor will be asked to write a nomination statement of around 100 words outlining why they think members should vote for them to become a governor, e.g. explaining the reasons for standing and including any relevant skills, knowledge and attributes.

Next steps if you wish to stand for election as a governor



Contact

How to Apply:

There are several ways to request your nomination form:

www.cesvotes.com/WUT2020

Telephone: 020 8889 9203

Address: Arrowe Park Hospital, Arrowe Park Rd, Birkenhead, Wirral CH49 5PE

Email: ftnominationenquiries@cesvotes.com

Contact: Director of Corporate Affairs **Email:** jill.hall16@nhs.net

Links

Keep up to date with our hospitals at www.wuth.nhs.uk, follow us on **Twitter** @wuthnhs or find us on **Facebook** Wirral University Teaching Hospital

Guidance for NHS Governors

www.gov.uk/government/collections/nhs-foundationtrust-governors-and-membersdocuments-and-guidance

Nolan Principles – Committee on Standards in Public Life

www.public-standards.gov.uk