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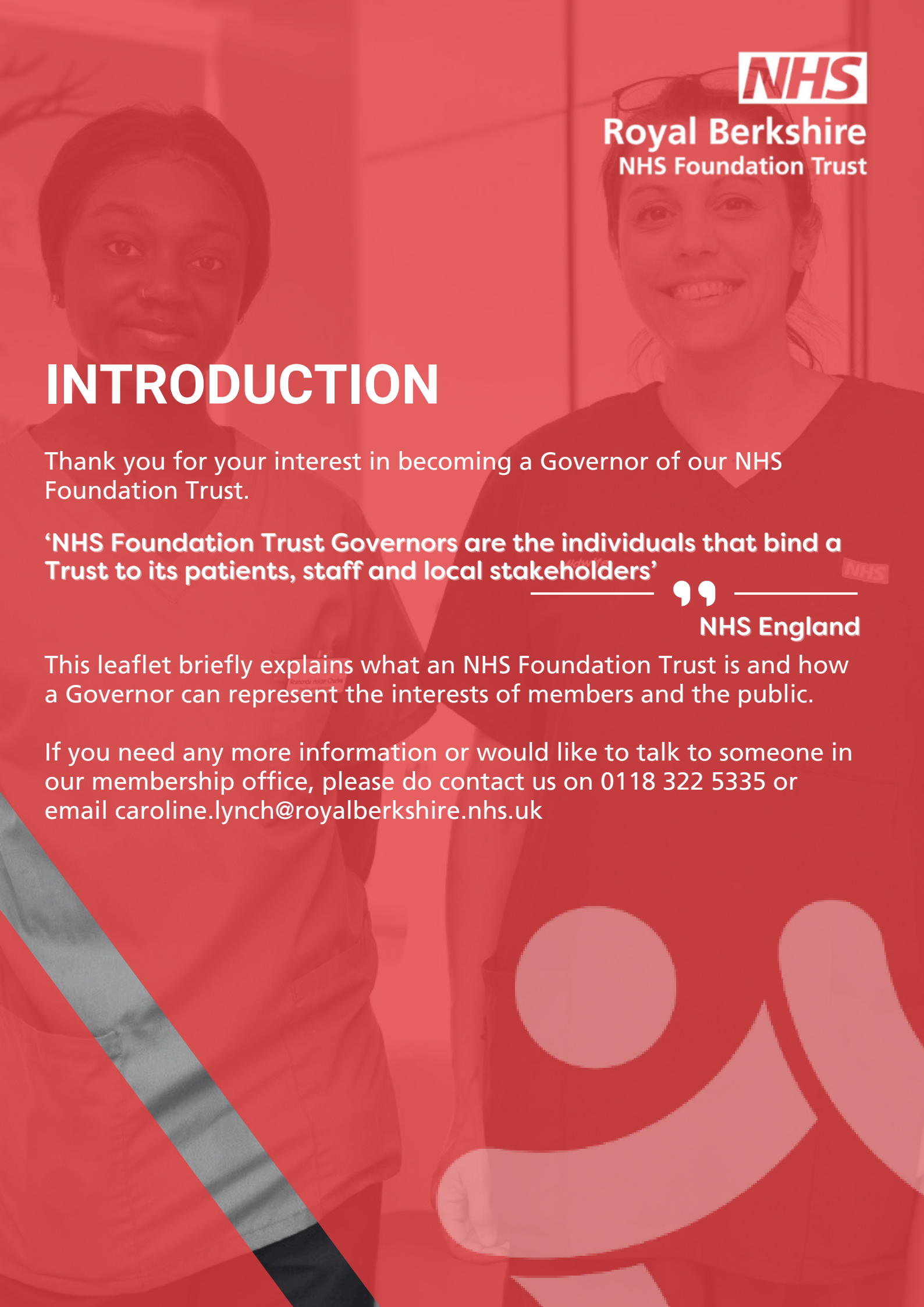
NHS Foundation Trust



COULD YOU BE A GOVERNOR

"WORKING TOGETHER TO PROVIDE OUTSTANDING CARE FOR OUR COMMUNITY".



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INTRODUCTION

Thank you for your interest in becoming a Governor of our NHS Foundation Trust.

'NHS Foundation Trust Governors are the individuals that bind a Trust to its patients, staff and local stakeholders'

NHS England

This leaflet briefly explains what an NHS Foundation Trust is and how a Governor can represent the interests of members and the public.

If you need any more information or would like to talk to someone in our membership office, please do contact us on 0118 322 5335 or email caroline.lynch@royalberkshire.nhs.uk

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ABOUT US

The Royal Berkshire NHS Foundation Trust is the main provider of hospital services for people living in Reading and its surrounding towns and villages across Berkshire, Oxfordshire and Hampshire.

We serve over 600,000 people within our catchment area and provide specialist services for a broader population.

We are therefore very proud of the Trust and the services that we provide to our communities. We have an excellent body of devoted staff and a wide group of partners and friends who work with us. We have strong links with the community and this is exemplified by our Council of Governors. Our Governors represent the communities we serve, our staff and our key partners. They provide sterling service in representing the views of our members and the community and helping us in what we do.

“Working together to provide outstanding care for our community”.

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OUR BOARD OF DIRECTORS



Oke Eleazu
Chair



Helen Mackenzie
Non Executive Director



Parveen Yaqoob
Non Executive Director



Dr Minoo Irani
Non Executive Director



Mike McEnaney
Non Executive Director



Mike O'Donovan
Non Executive Director



Catherine McLauglin
Non Executive Director



Umesh Jetha
Non Executive Director

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OUR BOARD OF DIRECTORS



Steve McManus
Chief Executive



Dom Hardy
Chief Operating Officer



Janet Lippett
Chief Medical Officer



Katie Prichard-Thomas
Chief Nursing Officer



Don Fairley
Chief People Officer



Helen Troalen
interim
Chief Finance Officer



Andrew Statham
Chief Strategy Officer

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WHAT IS A FOUNDATION TRUST?

NHS Foundation Trusts were first set up in 2004 as part of the Government's drive to make sure NHS organisations:

- make more local decisions,
- have more financial freedom,
- are more accountable to local people for the services they provide.

NHS Foundation Trusts are different from NHS Trusts because they:

- are not directed by Government so have greater freedom to decide, with their governors and members, their own strategy and the way services are run,
- can retain their surpluses and borrow to invest in new and improved services for patients and service users,
- are accountable to local communities through their members and governors and therefore can be more responsive to the needs and wishes of their local communities

as well as being accountable to:

- their commissioners through contracts, - Parliament (each foundation trust must lay its annual report and accounts before Parliament),
- the Care Quality Commission (through the legal requirement to register and meet the associated standards for the quality of care provided),
- NHS England, through the NHS provider licence.

The Royal Berkshire became a Foundation Trust in June 2006.

HOW WE ARE LED

Royal Berkshire NHS Foundation Trust

To ensure our foundation trust is run and managed effectively, it has three levels of governance:

Board of Directors

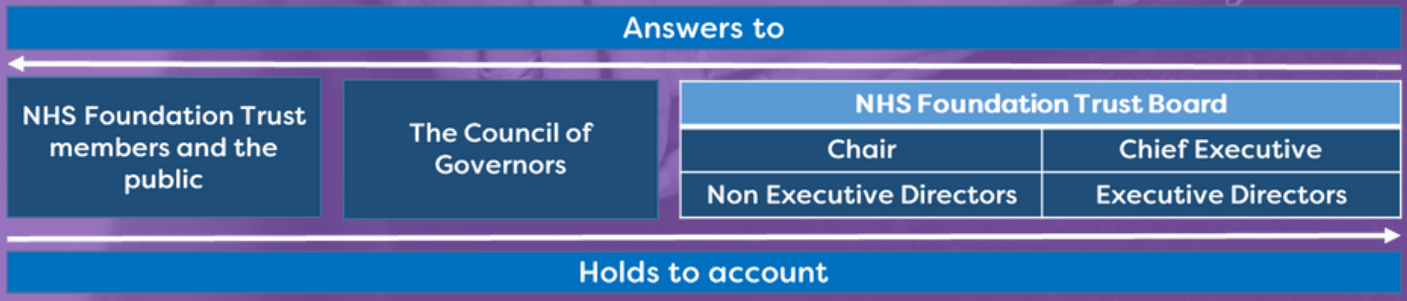
Our Board of Directors comprising both executive (staff) directors and non executive (independent) directors is responsible for the day to day management of our Trust and are accountable for the operational delivery of services, targets and performance. They provide leadership, develop the Trust strategy and monitors its performance, patient care and efficiency.

Council of Governors

Elected and appointed governors make up our Council of Governors. Together the Governors bring a wealth of expertise, experience, ideas and views which are essential in ensuring the continuous 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.

Members

Being an NHS Foundation Trust means that as an organisation, we are accountable to local people, who can become members of the Trust. Members are eligible to stand for election as a governor and can vote to elect governors to represent them on the Council.



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THE ROLE OF A GOVERNOR

Governors are generally people who have an interest in healthcare and care about improving their local health services for the good of the whole community.

Governors play an essential role of our Trust, providing a bridge between our membership, our community and our Board. There are statutory duties that our governors perform; however, most importantly they listen and represent their communities. They help us to learn, develop and continue to grow as a Trust. Statutory duties include;

- Appointing and, if appropriate, removing the chair and other non executive directors;
- Deciding the remuneration and allowances and other terms and conditions of office of the chair and the other non-executive directors
- Approving any new appointment of a Chief Executive
- Holding the non-executive directors, individually and collectively, to account for the performance of the Board of Directors
- Representing the interests of the members of the trust as a whole and the interests of the public
- Appointing the Trust external auditor
- Receiving the Annual Report and Accounts
- Approving amendments to the Trust's Constitution

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The Governors' duty to hold the non executive directors, individually and collectively, to account for the performance of the Board of Directors does not mean that Governors are responsible for decisions taken by the Board on behalf of the Trust. Responsibility for those decisions remains with the Board.

Governors do not play an operational role within the Trust.

Types of activity Governors may be involved with include:

- Developing and reviewing the membership strategy to make sure that levels of representation and engagement are maintained and increased as appropriate
- Holding constituency meetings to communicate with members and understand members' views

As a Governor you would need to make yourself available to attend meetings and represent the views of members and the public.

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OUR COUNCIL OF GOVERNORS

5 Staff Governors





15 Public Governors



6 Partner Governors



1 Youth Governor



1 Volunteer Governor

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COUNCIL COMMITTEES

The Council of Governors has set up several groups to help it deliver its objectives. How Governors hold the non-executive directors to account may change from time to time.

Membership Committee

- Develops, implements and reviews the membership strategy for the Trust
- Implements plansfor engaging with the membership community
- Recommends and reviews relationships and methods of communicating between Governors and the membership
- Reviews the membership of the Trust to ensure it is representative of those eligible to be members
- Oversees preparations for the Annual Members Meeting

Governors Assurance Committee

- Receives information to assist holding non-executive directors to account
- provide assurance to the Council of Governors in respect of the performance of the Board, bringing to the attention of the Council, in particular, any matters likely to impact on;
- patient safety, clinical outcomes and patient and staff experience
- delivery of the annual plan performance targets

Governor Nominations & Remunerations Committee

- Makes recommendations to the Council on the appointment of Non-Executive Directors
- Recommends to the Council of Governors, the terms and conditions, including remuneration and allowances, of Non-Executive Directors
- Reviews protocols for the approval of Chief Executive, appraisal of the Chairman and Non Executive Directors and appointment of Non-Executive Directors

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WHO CAN STAND AS A GOVERNOR?

Any member over 16 years old who lives or works within one of our constituencies is eligible to stand for election as a Governor. You would prepare an election statement and there would be a postal ballot in your area. All members in that public constituency or staff group would receive a ballot paper and choose their preferred candidate.

As a candidate you would be expected to stand for the constituency in which you live or work – for example if you live in Reading you would stand as one of the Reading Governors. There are detailed rules on the election process, appointment and eligibility of Governors – these will be given to you in the nomination pack if you wish to proceed.

All Governors are bound by our Trust Code of Conduct for Governors. Specific issues relating to confidentiality must be adhered to as defined in the constitution.

"I want to represent the views and needs of my community - making sure they get the health services they need".

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HOW DO I BECOME A GOVERNOR?

We have a variety of Governors including public, staff, youth, volunteer and partner governors. Governors are elected by the members of the Trust, for a term of up to three years. Governors may stand for re-election for a further one or two terms. When only one candidate per seat puts themselves forward for a seat they are appointed automatically without an election. If a Governor cannot complete a whole term, the role is offered to the second placed person in the election. Each year we look for new Governors to fill seats in our Council of Governors.

You must be a member in one of these constituencies to stand. This means you must either live in the geographical area or be a patient in one of the following areas:

Not a member of the Trust? Visit our membership page to sign up - if you meet the criteria, it's quick and easy.

The constituencies we cover are:

- Reading
- Wokingham
- East Berkshire & Borders
- West Berkshire & Borders
- Southern Oxfordshire

As well as:

- Partner Organisations
- Volunteer
- Youth
- Staff

For up to date information on elections and instructions of how to stand please visit our website.

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FAQS

Do I need any special skills or experience?

You do not need any particular skills or experience. The Governors elected will be supported by Trust staff. You would be working alongside staff Governors and Governors appointed by local councils, other parts of the NHS and local charities or voluntary organisations.

Will I get paid?

No. Under the regulations governing all Foundation Trusts, Governors can only be paid expenses, such as travelling costs.

What is the commitment?

It takes as much time as you want to put in. However, the minimum commitment of appointed Governors is attendance at at least two out of four Council meetings within any financial year.

Does the Council of Governors run the Trust?

No. The Council of Governors do not run the Trust and are not responsible for the day to day management of the Trust. This is the responsibility of the Board of Directors. However, the Council of Governors perform an essential role in the governance and development of the Trust.

What is the difference between the Board of Directors and the Council of Governors?

The business of the Trust is to be managed by the Board of Directors and the business of the Board of Directors is to be managed by the Council of Governors.

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FAQS

How do I get elected?

When there is a vacancy for a Governor, we will write to all eligible members to ask if they would like to stand as a Governor. If you would like to stand as a Governor, you just need to complete a form which includes a short statement saying why you want to be a Governor. You may also want to include a photograph of yourself. If you need help to fill in the form or would like it in a different format such as large print or easy read, please ask us.

Do I have to run an election campaign?

No. Members will choose a Governor to represent them based on the short statement you give. And don't worry, your home address and contact details will not be given out – we will keep your information confidential.

What happens if only one person stands for election?

If only one person stands for election in a constituency, he/she will automatically become a Governor.

Useful Links

Gov.uk
https://www.gov.uk/government/collections/nhs-foundation-trusts-documents-and-guidance

NHS Providers
http://www.nhsproviders.org/home/



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