

## COUNCIL OF GOVERNORS' MEETING

14 DECEMBER 2017

Paper Title:	Governor Elections and Constitution
Section:	Public
Lead Director:	Paul Hogg, Director of Corporate Affairs
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	11
Presented For:	Discussion

### 1. Purpose of the Paper

To outline the 2018 election process and provide an update regarding changes to the Constitution.

### 2. The Election Process

The majority of Governors (14 public, 4 staff and 3 Appointed) will come to the end of their first term in office on 30 April 2018. Consequently, work is currently underway to plan for the 2018 elections/appointments. Two Governors have not yet reached the end of their first term in office: Mrs Green (Public Governor, Keighley) and Ms Moran-Whitehead (Non-Clinical Staff Governor). Three of our Appointed Governors (Mrs Congdon, Bradford University, Mr Oversby, Barnardo's and Cllr Gibbons, Bradford Council) have come to the end of their first term in office and the Chair will determine from the appointing organisations who the representative will be for the second term.

The timeline for the Staff and Public Governor elections is as follows:

26 January 2018:	Nomination forms available (these will be sent by post to Public members and promoted via e-update to staff)
12 February 2018 at 5.00 pm	Nomination forms must be received by Electoral Reform Services (the elections company)
2 March 2018	Voting papers to be sent to members
22 March 2018	Voting closes
23 March 2018	Results announced
April 2018	Governor induction (exact date to be confirmed)

### 3. Public and Staff Governor Awareness Meetings

#### 3.1 Public Governor Awareness Events

A number of partner organisations have agreed to hold Governor Awareness events where the role of a Governor and the election process will be explained. Two events will also take place at New Mill on 23 January at 5.30 pm and 24 January at 12.30 pm. Governors

are encouraged to promote these events to their respective networks and to encourage anyone they know that might be interested in the role of a Governor to attend.

### **3.2 Staff Governor Awareness Events**

Staff Governor Awareness events will be held at Trust sites and details will be sent to members of staff via e-update (the internal communication tool).

The events provide an opportunity for our existing Governors to highlight the activities undertaken by them to fulfil their duties and our Staff Governors have been invited to take part in the presentations. Staff Governors are encouraged to promote these roles with any colleagues they believe might be interested in undertaking a Staff Governor role.

### **4. Information for those Public and Staff Governors Intending to Re-stand**

The Foundation Trust Code of Governance states that 'the names of Governors submitted for election or re-election should be accompanied by sufficient biographical details and any other relevant information to enable members to make an informed decision on their election. This should include prior performance'.

In view of the above, those Governors choosing to re-stand may wish to consider how they have fulfilled their duties as a Governor (through attendance at meetings and other activities) and what they would hope to achieve should they be re-elected.

### **5. Communication about the Elections**

Every Public member will be sent a letter about the Public Governor vacancies and members of staff will be informed by email about the Staff Governor vacancies. A small number of staff members (such as those working in Housekeeping services) do not have access to a works email and will be sent a letter to their home address.

We will also be promoting the vacancies on our website, our intranet site and via other social media channels. We will be utilising recorded interviews with the Lead Governor and the Staff Governor whose term of office runs until March 2019 and these will be hosted on the elections website.

### **6. The Constitution**

A review of the Constitution was timetabled for the December 2017 Council of Governors meeting. At the Board/Council of Governors awayday, Governors considered the size and structure of the Council of Governors to be about right. Consequently, no substantive amendments are currently proposed to the Constitution.

### **7. Recommendations:**

That the Council of Governors notes:

- The election process;
- Agrees to promote the Governor vacancies more widely; and
- There are no proposed changes to the Constitution.