

## COUNCIL OF GOVERNORS

|                             |   |                              |
|-----------------------------|---|------------------------------|
|                             | <b>031/2017</b>                                     | <b>Date: 27th March 2017</b> |
| <b>Subject /title</b>       | <b>Governor Election Programme 2017</b>             |                              |
| <b>Author</b>               | <b>Andrea Leather, Corporate Governance Manager</b> |                              |
| <b>Responsible Director</b> | <b>Julie Dawes, Trust Secretary</b>                 |                              |

### **Executive summary and key issues for discussion**

The Trust will shortly be undertaking its 2017 elections in line with the process outlined within the Trust Constitution and shall be carried out in accordance with the rules set out in Annex 2 using the single transferable vote method of voting. There will be available seats in the following constituencies:

#### **Public**

Cheshire West and Chester (1 seat)  
Liverpool (1 seat)  
St Helen's & Knowsley (1 seat)  
Warrington & Halton (2 seats)  
Wirral and Rest of England (2 seats)

The terms of office for three of the current Governors Barbara Boulton, Cheryl Rosenblatt and John Field are due to end, all three are eligible to re-stand in their relevant constituency.

#### **Staff**

Non Clinical (1 seat)  
Other Clinical (1 seat)

The above two staff vacancies are both due to staff retirements.

As in previous years the election process will be managed by Electoral Reform Services (ERS) on behalf of the Trust. The timetable for the programme is as follows:

|   |                            |
|---|----------------------------|
| Trust to send nomination material and data to ERS | Monday, 22 May 2017        |
| Notice of Election / nomination open              | <b>Tuesday, 6 Jun 2017</b> |
| Nominations deadline                              | Tuesday, 4 Jul 2017        |
| Summary of valid nominated candidates published   | Wednesday, 5 Jul 2017      |
| Final date for candidate withdrawal               | Friday, 7 Jul 2017         |
| Electoral data to be provided by Trust            | Wednesday, 12 Jul 2017     |
| Notice of Poll published                          | Tuesday, 25 Jul 2017       |
| Voting packs despatched                           | Wednesday, 26 Jul 2017     |
| Close of election                                 | <b>Friday, 18 Aug 2017</b> |
| Declaration of results                            | Monday, 21 Aug 2017        |

The outcome of the elections will be reported at the Annual Members Meeting on 28th September 2017.

| <b>Strategic context and background papers (if relevant)</b>   |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
|--|---|-------------------------------------|---|--------------------------|---|--------------------------|---|---|------------|--|---|--------|--|---|-----------|--|---|--------------------|--|---|-------------------|--|---|-------------------------|--|---|--------------------------------|--|---|
| Not applicable.  |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <b>Recommended Resolution</b>  |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| The Council of Governors note the report and the actions being taken to undertake the forthcoming Governor elections.  |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <b>Risk and assurance</b>  |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| The Council will be provided   |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <b>Link to CQC Regulations</b>   |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| Regulation 17: good governance   |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <b>Resource Implications</b>   |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| In line with budget allocation.  |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <b>Key communication points (internal and external)</b>  |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <ul style="list-style-type: none"> <li>• Trust website</li> <li>• C3 Magazine</li> <li>• Team brief and e-bulletin (staff only)</li> </ul>   |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <b>Freedom of Information Status</b>   |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <p>FOI exemptions must be applied to specific information within documents, rather than documents as a whole. Only if the redaction renders the rest of the document non-sensical should the document itself be redacted.</p> <p><b>Application Exemptions:</b></p> <ul style="list-style-type: none"> <li>• <b>Prejudice to effective conduct of public affairs</b></li> <li>• <b>Personal Information</b></li> <li>• <b>Info provided in confidence</b></li> <li>• <b>Commercial interests</b></li> <li>• <b>Info intended for future publication</b></li> </ul>   | <p>Please tick the appropriate box below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td><b>A. This document is for full publication</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>B. This document includes FOI exempt information</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>C. This whole document is exempt under FOI</b></td> </tr> </table> <p><b>IMPORTANT:</b></p> <p>If you have chosen B above, highlight the information that is to be redacted within the document, for subsequent removal.</p> <p>Confirm to the Trust Secretary, which applicable exemption(s) apply to the whole document or highlighted sections.</p> | <input checked="" type="checkbox"/> | <b>A. This document is for full publication</b>                                     | <input type="checkbox"/> | <b>B. This document includes FOI exempt information</b> | <input type="checkbox"/> | <b>C. This whole document is exempt under FOI</b> |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <input checked="" type="checkbox"/>  | <b>A. This document is for full publication</b>   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <input type="checkbox"/>   | <b>B. This document includes FOI exempt information</b>   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <input type="checkbox"/>   | <b>C. This whole document is exempt under FOI</b>   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <b>Equality &amp; Diversity impact assessment</b>  |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Are there concerns that the policy/service could have an adverse impact because of:</th> <th style="width: 20%; text-align: center;">Yes</th> <th style="width: 20%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Disability</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Gender</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Ethnicity</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Sexual Orientation</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Religion / Belief</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Pregnancy and maternity</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Civil Partnership and Marriage</td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> |   |                                     | Are there concerns that the policy/service could have an adverse impact because of: | Yes                      | No  | Age                      |   | ✓ | Disability |  | ✓ | Gender |  | ✓ | Ethnicity |  | ✓ | Sexual Orientation |  | ✓ | Religion / Belief |  | ✓ | Pregnancy and maternity |  | ✓ | Civil Partnership and Marriage |  | ✓ |
| Are there concerns that the policy/service could have an adverse impact because of:  | Yes   | No                                  |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| Age  |   | ✓                                   |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| Disability   |   | ✓                                   |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| Gender   |   | ✓                                   |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| Ethnicity  |   | ✓                                   |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| Sexual Orientation   |   | ✓                                   |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| Religion / Belief  |   | ✓                                   |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| Pregnancy and maternity  |   | ✓                                   |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| Civil Partnership and Marriage   |   | ✓                                   |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |
| If YES to one or more of the above please add further detail and identify if full impact assessment is required.   |   |                                     |   |                          |   |                          |   |   |            |  |   |        |  |   |           |  |   |                    |  |   |                   |  |   |                         |  |   |                                |  |   |

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| <b>Next steps</b>   |
| In line with the criteria identified in the Trust constitution. |
| <b>Appendices</b>   |
| Not applicable.   |

**Strategic Objectives supported by this report**

|  |   |  |   |
|--|---|--|---|
| Quality: Ensuring the delivery of high quality patient services (safety, experience and outcomes).                   | ✓ | Transformation: Ensuring the delivery of Transformation  |   |
| Workforce: Ensuring the Trust has the appropriate, motivated and engaged workforce in place to deliver its strategy. | ✓ | Infrastructure: Ensuring adequate infrastructure e.g. estates and IT   |   |
| Finance: Ensuring financial sustainability and delivery of the financial plan  |   | Ensuring the alignment of the Trust's strategy with the strategies of key external stakeholders and responding effectively to the policy and commissioning environment | ✓ |
| Compliance: Ensuring regulatory compliance with CQC, NHS Improvement, and other relevant legislation.                | ✓ | Ensuring the Trust responds to the technical challenges of changes to cancer treatment   |   |
| Leadership: Ensuring effective leadership within the Trust   | ✓ |  |   |

**Link to the NHS Constitution**

| <b>Patients</b>                                      |   | <b>Staff</b>   |   |
|--|---|--|---|
| Access to health care                                |   | <i>Working environment</i><br>Flexible opportunities, healthy and safe working conditions, staff support   |   |
| Quality of care and environment                      |   | <i>Being heard:</i><br><ul style="list-style-type: none"> <li>• Involved and represented</li> <li>• Able to raise grievances</li> <li>• Able to make suggestions</li> <li>• Able to raise concerns and complaints</li> </ul> |   |
| Nationally approved treatments, drugs and programmes |   |  |   |
| Respect, consent and confidentiality                 |   |  |   |
| Informed choice                                      |   | Fair pay and contracts, clear roles and responsibilities   |   |
| Involvement in your healthcare and in the NHS        | ✓ | Personal and professional development  | ✓ |
| Complaint and redress                                |   | Treated fairly and equally   |   |