

# Become a Governor

December 2024



Restoring  
services  
post-COVID



Tackling  
waiting  
lists...



Become a  
volunteer...



Major  
membership  
mailings...



## A message from Sarah Jones, Chair

Thank you for the interest you have shown in becoming a Governor at Bradford Teaching Hospitals NHS Foundation Trust (BTHFT). As a Governor, representing the interests of members and the public, you will have a key role in the development of our hospitals and our direction of travel.

Please read through this document and all other information provided so that you are aware of the commitment needed.



If you are interested in using your skills, knowledge and experience of your communities to help shape the future of health care in our district then we look forward to receiving your nomination form.

## More about a Governors role

Read on for the answers to any questions you might have.... If have further queries then contact Jacqui Maurice, Head of Corporate Governance on: 01274 382685 or email: [corporate.governance@bthft.nhs.uk](mailto:corporate.governance@bthft.nhs.uk) and we will be happy to advise....



## About NHS Foundation Trusts

Each NHS foundation trust has its own governance structure, set out in its constitution.

The basic governance structure of all NHS foundation trusts includes:

- Foundation trust members
- A Council of Governors
- A Board of Directors.

NHS Foundation Trusts are able to decide themselves on how best to spend their income, taking into account the needs of the local community. They are accountable to local people, who can become Members and Governors.

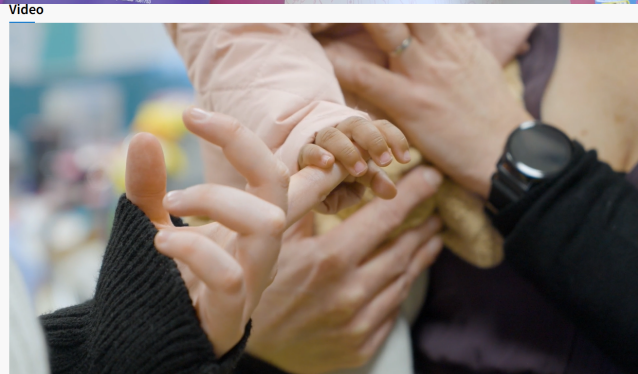
## About BTHFT

As a Trust we deliver a broad range of healthcare services to more than half a million people, have an annual budget of over £600 million and employ over 7,000 staff. We are large and complex by any measure. We are proud to be a teaching hospital, actively involved in training the future generation of healthcare professionals. Our affiliation with the renowned Bradford Institute for Health Research, situated at Bradford Royal Infirmary, places us at the forefront of healthcare advancements and allows us to better understand and cater for the needs of our communities.

*What do we do? What have we done?* The best way to find out is to take a look at our...

### Annual Members Meeting (AMM) 2024

Our 2024 AMM includes a range of presentations providing reflections on 2023/24 . To find out about the work of our Trust, our challenges and achievements, take a look at the presentations from our AMM 2024 including the brilliant video reflections from our Neonatal team who have just been awarded the 'Outstanding' rating from the Care Quality Commission.  
<https://www.bradfordhospitals.nhs.uk/2024-annual-members-meeting/>



Our full Annual Report and Accounts 2023/24 are available on our website.

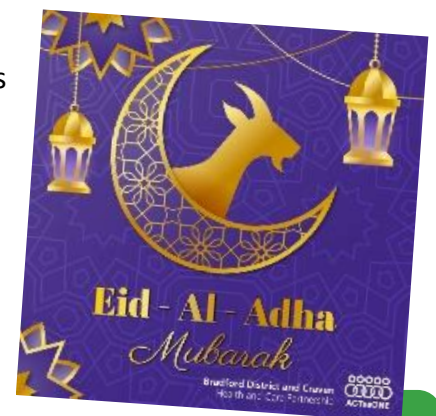
## Highlights of our year 2023/24

HRH The Princess Royal officially opened our **new maternity theatres** and visited Maternity's **new enhanced maternal care (EMC) recovery rooms**, where mums at high risk of complications can be closely monitored.



Our **new £19m day case surgical unit** at St. Luke's Hospital is nearing completion. It will help tackle and reduce our backlog of patients waiting for surgery. Opening in early 2025, it will provide additional resilience to the NHS in Bradford and help future-proof this service for local patients.

**Extended visiting at BTHFT for Eid-UI-Adha:** For the celebration of Eid-UI-Adha, our visiting hours were extended from 10am until 8pm to allow people enough time to visit their loved ones during the period of celebration.



Our **Ramadan 'fast-packs' campaign** sparked national interest. They were created to enable staff, who have been fasting without food or drink for 16 hours, to carry on working when the time came to open their fast in the early evening. Each pack contained dates, water, a disposable prayer mat, prayer counter and a Ramadan prayer timetable.

## How we make decisions

We are required to have a strong governance structure in place that supports the provision of safe, effective, caring and responsive care for the diverse communities that we serve.

The non-executive directors and chair of our Board are accountable to the Council of Governors, which represent the interests of our members and the public.

### Board of Directors

Our Board of Directors is made up of executive directors and non-executive directors, who are collectively responsible for the operation and performance of our Trust, and for its effective governance. This includes setting the corporate strategy, organisational culture, making decisions reserved for the Board, and being accountable to stakeholders for those decisions.



*Professor Mel Pickup, Chief Executive*



*Sarah Jones, Chair*

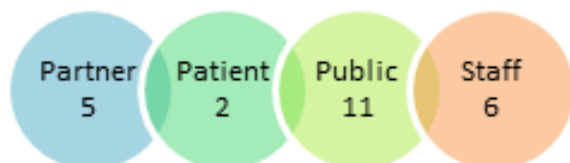
You can find out more about our Board of Directors and when they meet [here](#)

### Council of Governors

Our Council of Governors is made up of 20 governors (13 public, 2 patient, 6 staff and 5 partner). Public/patient and staff governors are elected by members of their constituencies, while partner governors are nominated by their organisation.

The chair of our Council of Governors is also the chair of the Board of Directors.

You can find out more about our Council of Governors, including their meetings, [here](#)





## Improve personal development



### Governors' statutory duties and responsibilities

- Appoint and/or remove the chairman and non-executive directors
- Set the terms and conditions of remuneration of the chairman and non-executive directors
- Approve the appointment of the chief executive
- Appoint the external auditor
- Receive the annual accounts, auditors report and annual report
- Convene the annual members meeting
- Be consulted on the forward plans (annual plan) of the organisation
- Approve any proposed increases in private patient income of 5% or more in any financial year
- May require one or more of the directors to attend a council of governors meeting to obtain information about the foundation trust's performance of its functions or the directors' performance of their duties (and for deciding whether to propose a vote on the foundation trust's or directors' performance)
- Approve 'significant transactions' (as defined in the foundation trust's constitution)
- Approve an application by the foundation trust to enter into a merger, acquisition, separation or dissolution
- Approve amendments to the foundation trust's constitution

Useful advice and guidance on the role is available in [Your statutory duties and responsibilities](#) which gives help to Governors to deliver on their responsibilities to hold the non-executive directors to account for the performance of the board and to represent the interests of our members and the public.

To support you in making a nomination we would also recommend this document [So you are thinking of becoming a governor](#) published by NHS Providers which provides useful background information on the origins of Foundation Trusts and the Governors role.

You need to be 16 or over and registered as a member of the Trust in the relevant constituency to stand for election as a Governor. You can check if you are a member by emailing [membership@bthft.nhs.uk](mailto:membership@bthft.nhs.uk)

## Our Membership in brief

Membership is free, and open to anyone aged 16 and above. As a member, you can:

- Elect Governors to represent you on the Council of Governors
- Help us shape our plans for the future through engagement and member events
- Receive regular information about what we are doing
- Benefit from discounts on many products and services with the [Health Service Discounts](#) scheme
- Stand for election to the Council of Governors

Membership of BTHFT is divided into constituencies. Each constituency votes for its representatives on the Council of Governors. The constituencies are:

**Public Members:** Our members who may or may not have been treated at our Trust but who live in the following districts and areas.

- Bradford East
- Bradford South
- Bradford West
- Keighley
- Shipley
- Rest of England and Wales (have not been treated by our Trust but live outside of the Bradford District)

**Patient (Out of Bradford) Members:** Are members who have been treated by our Trust and live outside of the Bradford District.

**Staff Members:** Our permanent staff are automatically enrolled as a staff member in one of the following constituencies:

- Nursing and Midwifery
- Allied Health Professionals and Scientists
- Medical and Dental
- All other staff (Admin & Clerical, Estates & Ancillary and, Additional Clinical Services)

Find out more about membership [here](#) and you can join online as a member [here](#)

## Support for our Governors

### The Corporate Governance Team

We provide advice, information, training and development to support Governors in the delivery of their duties and responsibilities.

### Induction and development programme

If elected, you will need to attend a series of governor induction sessions. You will also be asked to complete a skills and knowledge audit. You don't need any formal qualifications to be a Governor however we will work with you to identify and tailor individual and group development needs.

### Expenses and Reimbursement

Governors can claim travel and other expensive incurred whilst on Trust business and Governors are refunded in line with our expenses policy.

**No  
qualifications  
required**



**A great way  
to learn more  
about and  
represent our  
hospitals**

## Frequently Asked Questions

### How much time is required?

Governors are required to:

- Be available to attend all four of our formal Council of Governors meetings (half a day each)
- Be available to attend our Annual Members Meeting (minimum of two hours)
- Spend time preparing for any meetings that they attend
- Make themselves available to undertake any training that the Trust decides is necessary

Meetings are held either virtually via Microsoft Teams or in person. This is reviewed on a meeting-by-meeting basis. You will be given notice of this.

### How do Governor Elections work?

An external agency, Civica Election Services (CES), runs the elections to make sure that they are completely impartial. Nominations and ballots are handled by CES, and all information is sent out to members by them.

Candidates are given the opportunity to write a brief statement about why they are standing for election, to introduce themselves to members and encourage people to vote for them.

Ballot papers will be sent to all registered members within the constituencies where an election is to be held. A ballot will only be held where there are more nominations than vacant seats. The election system to be used is known as a Single Transferable Vote (STV).

A candidate may not incur any expenses or make a payment of any nature for the purposes of an election. The full rules regarding our elections are available in Annex 2 of our [Constitution](#).

If successful in the election, you will be required to undergo a DBS check prior to formally undertaking your induction.

### How do I stand for election?

You can submit your nomination by completing and emailing the form at: <http://www.cesvotes.com/bradfordteaching2025>

For further information visit:  
[www.bradfordhospitals.nhs.uk/our-trust/become-a-governor](http://www.bradfordhospitals.nhs.uk/our-trust/become-a-governor)



## What seats are available?

Six seats are up for the election in 2024. Successful candidates will be elected for a three-year term of office. We are seeking to fill the following vacancies:

Area	Seats available
Public – Keighley	1 seat
Patient – (Out of Bradford)	1 seat
Staff - Nursing and Midwifery	2 seats
Staff - Medical and Dental	1 seat
Staff - All other staff groups (admin & clerical, estates and facilities, and additional clinical services)	1 seat

## Nomination and Election Timetable

Election Stage	Date
Notice of election / Nominations open	Tuesday 10 December 2024
<b>Nomination deadline</b>	<b>Friday 10 January 2025</b>
Where more than one nomination is received for a Governor vacancy an election will be held in that membership constituency	
Final date for candidate withdrawal	Wednesday 15 January 2025
Notice of poll published	Friday 31 January 2025
Voting packs dispatched	Monday 3 February 2025
Close of election	Wednesday 26 February 2025
<b>Declarations of result</b>	<b>Thursday 27 February 2025</b>



Have your  
voice heard



## DBS Check

Please note that if you are appointed as a Governor, you will need to undergo a DBS Check.

### What is a DBS Check?

The Disclosure and Barring Service (DBS) was established in 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). The Service aims to help to prevent unsuitable people from working with vulnerable groups, including children.

### Why do I have to have one?

All our Governors are required to consent to a DBS (Disclosure and Barring Service) check following their election or appointment. It is important that our Foundation Trust complies with the requirements under the NHS 2006 Act, our Foundation Trust Constitution and, under general condition of 3 of our regulator's Provider Licence where it states that;

General Condition 3: Fit and proper persons. This licence condition prevents licensees from allowing unfit persons to become or continue as governors or directors (or those performing similar or equivalent functions).

### When would I have one?

As soon as your appointment is confirmed we will ask you to provide the necessary identification and will confirm with you the level of DBS check required. You can find out more about DBS checks here: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

#### Foundation Trust Membership Office

Trust Headquarters, Chestnut House, Bradford  
Royal Infirmary, Duckworth Lane, Bradford,  
BD9 6RU

✉ [membership@bthft.nhs.uk](mailto:membership@bthft.nhs.uk)

☎ 01274 364794

🌐 [www.bradfordhospitals.nhs.uk](http://www.bradfordhospitals.nhs.uk)



**Bradford Teaching Hospitals**  
NHS Foundation Trust