

# **MEETING OF THE COUNCIL OF GOVERNORS**

**Thursday 11 December 2014**

**Public session at 3.30pm**

**Dove Suite  
The Ark  
Mount Lane  
Turners Hill  
West Sussex  
RH10 4RA**

**Meeting of the Council of Governors**  
**Thursday 11 December 2014**

**15:30 – 18:00**

**Dove Suite, the Ark, Turners Hill RH10 4RA**

<b>AGENDA</b>			
<b>No.</b>	<b>Item</b>	<b>Time</b>	<b>Papers</b>
<b>STANDING ITEMS</b>			
63-14	<b>Welcome, apologies, declarations of interest and eligibility</b> Beryl Hobson, Chair Designate	15:30	-
<b>GETTING TO KNOW THE TRUST</b>			
64-14	<b>The outcomes of Governor feedback arising from Compliance in Practice and PLACE inspections</b> Ali Strowman, Deputy Director of Nursing, and Lois Howell, interim Head of Corporate Affairs and Company Secretary	15.35	Enc.
<b>COUNCIL BUSINESS</b>			
65-14	<b>Draft minutes of the meetings held on 11 September 2014 (for approval)</b> Beryl Hobson, Chair Designate	16.00	Enc.
66-14	<b>Matters arising and actions pending from the previous meeting</b> Beryl Hobson, Chair Designate	16.03	-
67-14	<b>Update on Executive appointments in hand</b> Richard Tyler, Chief Executive	16.05	-
68-14	<b>Update on Governance Review</b> Beryl Hobson, Chair Designate	16.10	-
69-14	<b>Amendment to the Constitution concerning election rules</b> Lois Howell, Interim Head of Corporate Affairs	16.15	Enc.
<b>REPORTS FROM GOVERNOR SUB-COMMITTEES</b>			
70-14	<b>Governors' Steering Group: Revision of Terms of Reference</b> Lois Howell, Interim Head of Corporate Affairs	16.20	Enc.
71-14	<b>Appointments Committee</b> Anne Higgins, Chairman	16.25	-
<b>HOLDING THE NON-EXECUTIVE DIRECTORS TO ACCOUNT FOR THE PERFORMANCE OF THE BOARD</b>			
72-14	<b>Addressing the challenges of meeting 18-week targets</b> John Thornton, Non-Executive Director	16.30	-

73-14	<b>Staff recruitment</b> Ginny Colwell, Non-Executive Director	16.50	-
<b>REPRESENTING THE INTERESTS OF MEMBERS AND THE PUBLIC</b>			
74-14	<b>Community Services Feasibility</b> Richard Tyler, Chief Executive	17.10	-
75-14	<b>Quality Account – initial discussions</b> Amanda Parker, Director of Nursing	17.35	-
<b>ANY OTHER BUSINESS</b>			
76-14	<b>By application to the Chair</b> Beryl Hobson, Chair Designate	17:55	-
<b>QUESTIONS FROM THE PUBLIC</b>			
77-14	<b>To receive any questions or comments from members of the public</b> Beryl Hobson, Chair Designate	18.00	-
78-14	Further to paragraph 21.1 and annex 6 of the Trust's Constitution, it is proposed that members of the public and representatives of the press shall be excluded from the remainder of the meeting for the purposes of allowing the Council to discuss issues of a confidential nature.  Beryl Hobson, NED and Chair Designate		-
<b>PRIVATE AGENDA</b>			
79-14	<b>Draft minutes of the meeting held on 11 September 2014 (for approval)</b> Beryl Hobson, NED and Chair Designate		
80-14	<b>Acting-up arrangements during absence of Chairman of the Trust</b> Anne Higgins, Appointments Committee Chair		Enc.
<b>DATE OF THE NEXT MEETINGS</b>			
<b>Public meetings of the Council of Governors:</b>			
<ul style="list-style-type: none"> <li>• Thursday 9<sup>th</sup> April 2015 at The Dove Suite, The Ark, Turners Hill</li> <li>• Thursday 9<sup>th</sup> July 2015 at The Dove Suite, The Ark, Turners Hill</li> <li>• Thursday 8<sup>th</sup> October 2015 at The Dove Suite, The Ark, Turners Hill</li> <li>• Thursday 14<sup>th</sup> January 2015 at The Dove Suite, The Ark, Turners Hill</li> </ul>			

<b>Document:</b>	<b>Minutes (draft and unconfirmed)</b>	
<b>Meeting:</b>	<b>Council of Governors (session in public) Thursday 11 September 2014, 16:00 – 18:00 The Dove Suite, The Ark, Mount Lane, Turners Hill, West Sussex</b>	
<b>Present:</b>	Peter Griffiths (PAG)	Chairman
	Brian Beesley (BB)	Public Governor
	Liz Bennett (LB)	Stakeholder Governor (WSCC)
	John Belsey (JEB)	Public Governor
	John Bowers (JB)	Public Governor
	Milton Chimonas (MC)	Public Governor
	Jenny Cunnington (JC)	Public Governor
	John Dabell (JD)	Public Governor
	Brian Goode (BG)	Public Governor & Governor Representative
	Robin Graham (RG)	Public Governor
	John Harold (JH)	Public Governor
	Anne Higgins (AH)	Public Governor
	Angela Glynn (AG)	Public Governor
	Tony Martin (TM)	Public Governor
	Moira McMillan (MM)	Public Governor
	Julie Mockford (JM)	Staff Governor
	Christopher Orman (CO)	Public Governor
	Louise Reader (LR)	Public Governor
	Andrew Robertson (AR)	Stakeholder Governor (League of Friends)
	Glynn Roche (GR)	Public Governor
	Gillian Santi (GS)	Public Governor
	Michael Shaw (MS)	Public Governor
	Shona Smith (SS)	Staff Governor
	Alan Thomas (AT)	Public Governor
	Norman Webster (NW)	Stakeholder Governor (EGTC)
	Peter Wickenden (PW)	Public Governor
<b>In attendance:</b>	Graeme Armitage (GA)	Head of Human Resources
	Stuart Butt (SB)	Interim Director of Finance & Commerce
	Ginny Colwell (GC)	Non-Executive Director
	Stephen Fenlon (SF)	Medical Director
	Beryl Hobson (BH)	Chair Designate and NED
	Lois Howell (LH)	Interim Company Secretary & HoCA
	Lester Porter (LP)	Non-Executive Director
	Hilary Saunders (HS)	Deputy Company Secretary (secretariat)
	Ali Strowman (AS)	Deputy Director of Nursing & Quality
	John Thornton (JT)	Non-Executive Director
	Richard Tyler (RT)	Chief Executive
<b>Apologies:</b>	Robert Dudgeon (RD)	Public Governor
	Mansoor Rashid (MR)	Staff Governor
	Amanda Parker (AP)	Director of Nursing & Quality
<b>Observing:</b>	Two members of the public	
<b>STANDING ITEMS</b>		
<b>50-14</b>	<b>Welcome, apologies and declarations of interest and eligibility</b>	
	The Chairman opened the meeting and welcomed two members of the public. For the	

	<p>benefit of those who had just joined the session, he introduced recently elected public governors John Belsey, Angela Glynn, Glynn Roche and Tony Martin, and staff governors Julie Mockford and Shona Smith. Mansoor Rashid, also appointed as a staff governor, had sent his apologies today. Apologies had also been received from Robert Dudgeon.</p> <p>There were no declarations of interest or eligibility.</p>
<b>51-14</b>	<p><b>Draft minutes of the meeting held on 19 June 2014 (for approval)</b> The draft minutes of the public meeting held on 19 June were <b>APPROVED</b> as a correct record.</p>
<b>52-14</b>	<p><b>Matters arising and actions pending from the previous meeting</b> There were no matters arising from the previous meeting.</p>
<b>REPORTS FROM THE BOARD OF DIRECTORS</b>	
	<p>The Chairman welcomed BH to her first public Council meeting and asked her to open the report from the board of Directors.</p> <p>BH thanked Council for her appointment as Chair Designate. She affirmed QVH as a very special organisation with a strong sense of history but stressed it was important the trust did not rest on its laurels. With this in mind, one of her early objectives was to work with the board, Council and the wider organisation to review current governance, with particular reference to its committee structure. At present, she was working closely with RT on developing the terms of reference for this review.</p> <p><u>Finance</u> JT provided an update in his capacity as NED assigned to Finance, and Chair of Audit Committee. He confirmed that finance had continued to perform strongly throughout the first four months of the fiscal year and was ahead on both income and surplus, but notwithstanding this, the trust was only around 5-6% ahead of where it was last year. Moreover, activity levels would have to step up from Month 4 onwards in order to deliver the surplus. SB concurred, and stressed it was important not to extrapolate figures and expect the current situation to continue for the rest of the year. CO asked if the board had considered setting a revised internal target for the remainder of the year but both JT and SB concurred this would not be an appropriate course of action.</p> <p>JT confirmed that, as agreed at the last Council meeting, the contract with external auditors KPMG had been renewed, with an extra 2-year option. This would be reviewed in the next financial year. On a separate but related matter, JT reported that Neil Thomas, the trust's lead partner, would be stepping down shortly, but anticipated meeting his replacement in due course and would keep Council apprised of the situation. The contract for the trust's internal auditors (Chantry Vellacott) would be reviewed during this financial year.</p> <p>MM raised concerns in respect of the trust's failure to meet some of its targets in June and asked about financial repercussions. JT observed that, whilst disappointing, financial implications were not material; of greater significance was the need to ensure the trust had plans in place to get it back on track in a sustainable way. CO asked for detail of the fines incurred and was referred by SB to the public board reports; in the meantime, he confirmed that at present £159k was linked to penalties, which if extrapolated could reach a potential £400k, although he affirmed JT's view that the concern was not the level of</p>

penalties but how quickly we could return to a sustainable position.

#### Quality, Safety and Risk

GC presented the Quality, Safety and Risk update highlighting the recent MRSA outbreak in the burns unit which had resulted in its closure at the end of July. Following a full decontamination programme, the unit had re-opened on 8<sup>th</sup> September.

Other areas of note included concerns which had been raised with the CQC regarding outpatient care at Darent Valley Hospital; however, GC advised the Director of Infection Prevent and Control had responded positively and actions had been implemented to address the concerns.

As part of the Risk Management update, GC reported on the investigations into a 'never event' and a Serious Incident identified in June. She assured Council that lessons had been learned and action plans developed as a result of findings. These were monitored and followed up by the monthly Clinical Governance Group (chaired by the Medical Director) with assurance provided to the Quality and Risk Committee, (which had now increased its meeting frequency from quarterly to bi-monthly).

Regrettably, a second 'never event' had been declared in August, again relating to the wrong extraction of teeth; this incident was currently under investigation by the Medical Director. SF provided a brief explanation of what constituted a 'never event'. All 3 'never events' declared by the trust in the last 18 months related to wrong site surgery (ie extraction of wrong teeth). With regard to the most recent declaration, SF assured Council that there had been no breakdown in trust policy or procedure and that the practitioner concerned was no longer involved in patient care. It was also noted that the patients concerned would not suffer any long term harm.

JEB asked if there were any KPIs relating to 'never events' and 'serious incidents'; he was advised by SF that whilst KPIs did exist, criteria had changed since their introduction four years ago so it was difficult to make a useful comparison. Surgical 'never events' would be higher at QVH due to the nature of the work we carry out, although, SF acknowledged that three 'never events' in 18 months was unacceptable.

RT was confident that QVH was scrupulous in its reporting, and assured Council that high reporting was a positive attribute. He would try to ascertain what benchmarking data was available. As a result of these incidents, he had met with SF and AP to establish whether or not recent events were a sign of wider systemic failure; the conclusion was that this did not appear to be the case, but in order to provide clear evidence of this assumption he would be seeking external assurance.

The Chairman was also confident that the thorough investigations were always undertaken by the senior team following any such event, and conclusions reported back to the board; he also reminded governors that, although disappointing, the number of incidents was still very low in view of the number of patients the hospital treated.

The Patient Experience report showed a slight increase in complaints, but GC stated there was no obvious trend at this stage.

In response to a question raised at a recent Governors' Steering Group, AS updated governors on the current Outpatient Action plan, assuring them that this was an area of ongoing focus and improvement. GS raised concerns that Outpatient appointments were being cancelled at short notice, and PW noted that when clinics run late, there is

insufficient seating in waiting areas. AS agreed to investigate these issues and report back through the Patient Experience Group.

JH asked for an update with regard to a patient transport issue reported in the local media recently. The trust had not received any formal approach from media and was unaware of the issue, but agreed to investigate further.

The Chairman thanked GC for her update

#### Charitable Funds Advisory Committee

The Chairman congratulated LP on his re-appointment as a non-executive director. He reminded governors that in addition to being the board's Senior Independent Director (SID), LP was also chair of the Charitable Fund Advisory and Nominations and Remuneration Committees, and supported the medical director with work on clinical outcomes.

LP explained that the Charitable Funds Advisory Committee (CFAC) managed the QVH charity throughout the year, (on behalf of the QVH board which acted as corporate trustees), and received donations and bequests to disseminate for the benefit of staff and patients. LP apprised governors that the next CFAC meeting would focus on funding to continue support the role of Director of Research (Brian Jones) who was currently on a 1-year secondment. Whilst a significant investment, the profile of Research and Development had greatly improved since Brian's appointment in January.

LP asked governors to note that joint funding had been approved by both the QVH Charity and League of Friends to support the East Grinstead Town Museum. This had been agreed as a way of retaining influence over the future of the 'Guinea Pig' collection which had passed to the Town's Museum when the hospital's own museum was closed down.

AT asked what the trust plans were to appoint an active fundraiser; LP assured him that this would be on the agenda for early 2015.

#### People Issues

GA reminded governors that this quarter's report contained details of the trust's Key Strategic Object relating to Organisational excellence, and advised this was aligned to the Workforce Agenda.

#### Operational Performance

RT explained to Council that explained that as a result of the trust's determination to clear the backlog of long waiting patients (and complete validation of open pathways), it had failed to meet all three aggregate 18-week targets as follows:

- The admitted target in Ophthalmology, Oral Surgery and Plastics;
- The non-admitted target in Oral Surgery, Plastics and Cardiology, and
- The open pathway target in Oral Surgery, Plastics and Ophthalmology.

He assured the meeting that ongoing discussions with our CCGs and Monitor suggested we were doing everything right to get back on track but the consequences of this were that the situation was likely to worsen before it improved.

An area which still required addressing was Maxillofacial services (specifically oral), where capacity had contracted further as a result of the earlier reported 'never event'; although there were still some issues to be resolved. The 52-week wait was as a result of an administrative error and an improved monitoring process had now been implemented to

	<p>ensure this did not happen again; again, our regulators were satisfied with our action plan and evidence that the backlog was reducing. He assured Council that it was clinicians who made decisions based on clinical priority, but that scheduling was managed by secretaries.</p> <p>The Chairman noted that now the trust's financial position had improved, its highest priority was to achieve sustainable waiting time. He noted that margins around the 18-week target were very small and in order to mitigate future breaches, the trust intended to implement a 15-week target which would provide some buffer.</p> <p>RT reported that Sussex MSK Partnership had been selected as preferred provider for Musculoskeletal services across Crawley, Horsham and Mid Sussex and Brighton and Hove CCGs, and that from October all such referrals would be channelled through this central point. MM sought assurance there would not be a repetition of problems experienced with Dermatology referrals in Kent when a similar exercise was carried out; but RT responded that QVH had worked closely with commissioners in order to mitigate any risks.</p> <p>NW reminded Council of the CCG Five-Communities event on 23<sup>rd</sup> September and asked if representatives from QVH would be in attendance. RT responded that he had attended a meeting of local GPs in July to gain a better understanding of how the trust might work in partnership with the local community and believed results of these discussions would be fed into the wider consultation.</p> <p><u>Estates and Capital Programme</u> PW highlighted the issue of car parking on site and suggested that if we were to attract more patients to QVH it was an issue which needed to be resolved. RT concurred and confirmed this would be included as part of the overall estates strategy currently being developed.</p> <p>CO asked SB for an update in respect of accountability agreements. SB referred him to the public board papers which now included a divisional directorate component and in the meantime confirmed that these were being progressed internally. RT concurred these would be implemented as part of the future organisational restructure which would identify what level of support was required to sustain front line services effectively.</p> <p>The Chairman thanked RT and the board for their update which was <b>NOTED</b> by Council.</p>
<p><b>54-14</b></p>	<p><b>Membership update</b> LH presented the latest update into Foundation Trust strategy as at 28 August 2014. Public membership currently stood at 8,906. The Membership Strategy would be reviewed as part of the Annual General Meeting scheduled for later in the afternoon.</p> <p>MS advised that governor presentations undertaken to date had been received very positively and urged more governors to become involved, a sentiment which was echoed by AT particularly with the introduction of the new toolkit. MS also urged governors to promote this facility to local organisations and groups who would currently be considering timetables for next year.</p> <p>The Council <b>NOTED</b> the contents of the membership update.</p>
<p><b>GOVERNANCE</b></p>	

55-14	<p><b>Review of Effectiveness of Council of Governors</b></p> <p>LH reminded governors that in order to be able to undertake a meaningful review of the effectiveness of Council, it was important for all governors to complete and return the recently circulated questionnaire. Feedback from questionnaires would form the basis of discussions at the Governor Forum scheduled for Thursday 16<sup>th</sup> October.</p>																				
56-14	<p><b>Annual allocation of governors to Council Sub-Committees</b></p> <p>LH had recently requested expressions of interest in respect of Council sub-committee membership and Lead Governor roles, reminding governors of agreed principles of practice. A proposal had now been drafted, based on responses, setting out roles and proposed membership.</p> <p>With regard to the Vice-Chair (VC) role, PAG reminded Council that under normal circumstances, the trust Chair would appoint to this role; however, as he would be stepping down within the next 12 months, he proposed Council be invited to elect the VC on this occasion. As CO and JH had both expressed an interest in this role they were invited to address Council and then left the meeting momentarily whilst a count was taken. Results concluded that CO should be appointed as VC for a period of 12-months.</p> <p>As a result of the above, CO agreed to relinquish his role as Lead Governor for Audit. LH reported that JEB had expressed an interest in this role, and whilst acknowledging he was newly appointed, she noted he had served as a governor previously was amply qualified to take on this role.</p> <p>The following proposals were submitted to Council for approval.</p> <table border="0" data-bbox="292 1092 1474 1892"> <thead> <tr> <th data-bbox="292 1092 1104 1123"><b>Role</b></th> <th data-bbox="1112 1092 1474 1123"><b>Proposal</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="292 1129 1104 1161">Vice Chair</td> <td data-bbox="1112 1129 1474 1161">Chris Orman</td> </tr> <tr> <td data-bbox="292 1192 1104 1224">Governor Representative (on BoD)</td> <td data-bbox="1112 1192 1474 1224">Brian Goode</td> </tr> <tr> <td data-bbox="292 1255 1104 1287">Appointments' Committee Chair</td> <td data-bbox="1112 1255 1474 1287">Anne Higgins</td> </tr> <tr> <td data-bbox="292 1318 1104 1350">Appointments' Committee public members (6)</td> <td data-bbox="1112 1318 1474 1528">Michael Shaw Peter Wickenden Alan Thomas John Dabell Angela Glynn Robert Dudgeon</td> </tr> <tr> <td data-bbox="292 1560 1104 1591">Appointments' Committee staff member (1)</td> <td data-bbox="1112 1560 1474 1591">Julie Mockford</td> </tr> <tr> <td data-bbox="292 1623 1104 1654">Appointments' Committee appointed member (1)</td> <td data-bbox="1112 1623 1474 1654">Andrew Robertson</td> </tr> <tr> <td data-bbox="292 1686 1104 1717">Charitable Funds Advisory Committee public member (1)</td> <td data-bbox="1112 1686 1474 1717">Brian Beesley</td> </tr> <tr> <td data-bbox="292 1749 1104 1780">Charitable Funds Advisory Committee staff member (1)</td> <td data-bbox="1112 1749 1474 1780">Shona Smith</td> </tr> <tr> <td data-bbox="292 1812 1104 1843">Governor Steering Group public members (6)</td> <td data-bbox="1112 1812 1474 1892">John Bowers John Harold</td> </tr> </tbody> </table>	<b>Role</b>	<b>Proposal</b>	Vice Chair	Chris Orman	Governor Representative (on BoD)	Brian Goode	Appointments' Committee Chair	Anne Higgins	Appointments' Committee public members (6)	Michael Shaw Peter Wickenden Alan Thomas John Dabell Angela Glynn Robert Dudgeon	Appointments' Committee staff member (1)	Julie Mockford	Appointments' Committee appointed member (1)	Andrew Robertson	Charitable Funds Advisory Committee public member (1)	Brian Beesley	Charitable Funds Advisory Committee staff member (1)	Shona Smith	Governor Steering Group public members (6)	John Bowers John Harold
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		Gillian Santi Peter Wickenden Moira McMillan John Belsey
	Governor Steering Group staff members (2)	Julie Mockford Mansoor Rashid
	Lead Governor Audit	John Belsey
	Lead Governor Quality & Risk	Tony Martin
	Lead Governor Patient Experience Group	Moira McMillan
	Site Redevelopment Project Steering Group	John Bowers
	Equality, Diversity and Human Rights	Peter Wickenden Michael Shaw
	Patient Experience Group members	Shona Smith Jenny Cunnington Robert Dudgeon
	After due consideration, these appointments were <b>APPROVED</b> by Council to stand for a period of 12 months.	

**REPORTS FROM GOVERNOR SUB-COMMITTEES**

<b>57-14</b>	<b>Governors' Steering Group update</b> BG provided a brief update of the August GSG which he had chaired. He remained concerned about the trust's difficulties in meeting targets and felt this didn't sit well with the current strong financial performance, but had been assured by both RT and SB that there was no direct correlation.
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**REPORTS FROM LEAD GOVERNORS**

<b>58-14</b>	<b>Charitable Funds Advisory Committee</b> BB noted that much of his update mirrored that given by LP during his earlier board report. He noted that the application process had improved greatly in recent months and advised the next meeting was scheduled for 25 <sup>th</sup> September 2015.  The Chairman thanked BB and the Council of Governors <b>NOTED</b> the verbal update.
<b>59-14</b>	<b>Patient Experience Group</b>  GS had been unable to attend the July Patient Experience Group, and as the August meeting had been cancelled she was unable to offer an update on this occasion.  The Chairman thanked GS for her comments which were <b>NOTED</b> by Council

<b>60-14</b>	<p><b>Audit</b></p> <p>Following on from discussion of future roles and responsibilities agreed under item 56-14, CO noted he would be relinquishing his role as Lead Governor for Audit but suggested he could hand over to JB at the next Audit performance meeting scheduled for 7<sup>th</sup> October.</p> <p>The Chairman thanked CO for his comments and the Council of Governors <b>NOTED</b> the verbal update.</p>
<b>ANY OTHER BUSINESS</b>	
<b>61-14</b>	No items were raised under Any Other Business.
<b>QUESTIONS FROM THE PUBLIC</b>	
<b>62-14</b>	There were no questions from members of the public and accordingly, the Chairman closed the meeting at 17.45

Chairman:..... Date:.....

DRAFT

**Report to:** Council of Governors  
**Meeting date:** 11<sup>th</sup> December 2014  
**Reference number:** 69-14  
**Report from:** Lois Howell, Interim Head of Corporate Affairs  
**Author:** Hilary Saunders, Deputy Company Secretary  
**Report date:** 4<sup>th</sup> December 2014  
**Appendices:** A: Revised Model Election Rules (annex 4)

### **Revised Model Election Rules Amendment to Constitution**

1. As a result of recent changes to legislation, it is now possible for members to vote in governor elections either by post, online, by telephone, or by text, or a combination of polling methods, a decision which is to be determined by the individual trust.
2. In order to enable this process it is necessary to amend the current Model Election rules (Annex 4 of the Trust's Constitution). The Revised Model Rules for Governor Elections (attached as Appendix A) allow for electronic voting for the first time, whilst preserving the option for paper based voting.
3. The new rules have been sponsored by the Foundation Trust Network (FTN), but have been pioneered by Lancashire Teaching Hospitals NHS FT, who made the draft amendments and led in testing out the rules in practice. The Department of Health and Monitor have been fully involved throughout the process and have endorsed these rules.
4. Recent trials have indicated a healthy take up on members choosing to vote electronically, in some cases resulting in a higher turnout. (In particular, 44% of the age group 22-29 years chose to vote electronically which might encourage greater participation by our younger demographic in future elections).
5. Other benefits include greater accessibility, increased engagement with members, a reduction in the number of spoilt ballot papers and savings in respect of postal costs for those members with email (online voting is included in the overall cost of electoral services with no additional cost to the trust).
6. In the short term, the trust aims to encourage as many members as possible to agree to vote electronically; in the medium to long term, the trust will also investigate options available to improve election information and encourage greater interaction, for example through social media (Facebook and Twitter).
7. Checks are in place to ensure members cannot vote both electronically and via post. (The process for de-duplication of votes is set out under section 39 of the Model Rules whereby the first vote received will be deemed final). The trust is also assured that arrangements will be in place to ensure vote and system security.
8. Other changes to the Revised Model Rules include requirements for inclusion in a Notice of Election (8) and Notice of Poll (23), electronic declaration and identity requirements (21.1 and 26), and setup and requirements of e-voting systems (26 and 33 – 35).

9. The trust believes that in time the new rules will facilitate a move to phasing out of paper based systems which will save both time and cost of elections, and may produce dividends in terms of turnout; accordingly the Council of Governors is asked to **APPROVE** the adoption of the Revised Model Election rules for governor elections to be incorporated into the trust's Constitution.



# Model Election Rules 2014

For use in elections to FT councils of governors

# Model Election Rules 2014

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## **PART 1 INTERPRETATION**

1. Interpretation

## **PART 2 TIMETABLE FOR ELECTION**

2. Timetable
3. Computation of time

## **PART 3 RETURNING OFFICER**

4. Returning officer
5. Staff
6. Expenditure
7. Duty of co-operation

## **PART 4 STAGES COMMON TO CONTESTED AND UNCONTESTED ELECTIONS**

8. Notice of election
9. Nomination of candidates
10. Candidate's particulars
11. Declaration of interests
12. Declaration of eligibility
13. Signature of candidate
14. Decisions as to validity of nomination forms
15. Publication of statement of nominated candidates
16. Inspection of statement of nominated candidates and nomination forms
17. Withdrawal of candidates
18. Method of election

## **PART 5 CONTESTED ELECTIONS**

19. Poll to be taken by ballot
20. The ballot paper
21. The declaration of identity (public and patient constituencies)

### *Action to be taken before the poll*

22. List of eligible voters
23. Notice of poll
24. Issue of voting information by returning officer
25. Ballot paper envelope and covering envelope
26. E-voting systems

### *The poll*

27. Eligibility to vote
28. Voting by persons who require assistance
29. Spoilt ballot papers and spoilt text message votes
30. Lost voting information
31. Issue of replacement voting information
32. ID declaration form for replacement ballot papers (public and patient constituencies)
33. Procedure for remote voting by internet
34. Procedure for remote voting by telephone
35. Procedure for remote voting by text message

### *Procedure for receipt of envelopes, internet votes, telephone vote and text message votes*

36. Receipt of voting documents
37. Validity of votes
38. Declaration of identity but no ballot (public and patient constituency)
39. De-duplication of votes
40. Sealing of packets

## **PART 6 COUNTING THE VOTES**

- STV41. Interpretation of Part 6
42. Arrangements for counting of the votes
43. The count
- STV44. Rejected ballot papers and rejected text voting records
- FPP44. Rejected ballot papers and rejected text voting records
- STV45. First stage
- STV46. The quota
- STV47. Transfer of votes
- STV48. Supplementary provisions on transfer
- STV49. Exclusion of candidates
- STV50. Filling of last vacancies
- STV51. Order of election of candidates
- FPP51. Equality of votes

## **PART 7 FINAL PROCEEDINGS IN CONTESTED AND UNCONTESTED ELECTIONS**

- FPP52. Declaration of result for contested elections
- STV52. Declaration of result for contested elections
- 53. Declaration of result for uncontested elections

## **PART 8 DISPOSAL OF DOCUMENTS**

- 54. Sealing up of documents relating to the poll
- 55. Delivery of documents
- 56. Forwarding of documents received after close of the poll
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## 1. Interpretation

1.1 In these rules, unless the context otherwise requires:

*"2006 Act"* means the National Health Service Act 2006;

*"corporation"* means the public benefit corporation subject to this constitution;

*"council of governors"* means the council of governors of the corporation;

*"declaration of identity"* has the meaning set out in rule 21.1;

*"election"* means an election by a constituency, or by a class within a constituency, to fill a vacancy among one or more posts on the council of governors;

*"e-voting"* means voting using either the internet, telephone or text message;

*"e-voting information"* has the meaning set out in rule 24.2;

*"ID declaration form"* has the meaning set out in Rule 21.1; *"internet voting record"* has the meaning set out in rule 26.4(d);

*"internet voting system"* means such computer hardware and software, data other equipment and services as may be provided by the returning officer for the purpose of enabling voters to cast their votes using the internet;

*"lead governor"* means the governor nominated by the corporation to fulfil the role described in Appendix B to The NHS Foundation Trust Code of Governance (Monitor, December 2013) or any later version of such code.

*"list of eligible voters"* means the list referred to in rule 22.1, containing the information in rule 22.2;

*"method of polling"* means a method of casting a vote in a poll, which may be by post, internet, text message or telephone;

*"Monitor"* means the corporate body known as Monitor as provided by section 61 of the 2012 Act;

*"numerical voting code"* has the meaning set out in rule 64.2(b)

*"polling website"* has the meaning set out in rule 26.1;

*"postal voting information"* has the meaning set out in rule 24.1;

*"telephone short code"* means a short telephone number used for the purposes of

submitting a vote by text message;

*"telephone voting facility"* has the meaning set out in rule 26.2;

*"telephone voting record"* has the meaning set out in rule 26.5 (d);

*"text message voting facility"* has the meaning set out in rule 26.3;

*"text voting record"* has the meaning set out in rule 26.6 (d);

*"the telephone voting system"* means such telephone voting facility as may be provided by the returning officer for the purpose of enabling voters to cast their votes by telephone;

*"the text message voting system"* means such text messaging voting facility as may be provided by the returning officer for the purpose of enabling voters to cast their votes by text message;

*"voter ID number"* means a unique, randomly generated numeric identifier allocated to each voter by the Returning Officer for the purpose of e-voting,

*"voting information"* means postal voting information and/or e-voting information

- 1.2 Other expressions used in these rules and in Schedule 7 to the NHS Act 2006 have the same meaning in these rules as in that Schedule.

**PART 2 TIMETABLE FOR ELECTIONS****2. Timetable**

2.1 The proceedings at an election shall be conducted in accordance with the following timetable:

<b>Proceeding</b>	<b>Time</b>
Publication of notice of election	Not later than the fortieth day before the day of the close of the poll.
Final day for delivery of nomination forms to returning officer	Not later than the twenty eighth day before the day of the close of the poll.
Publication of statement of nominated candidates	Not later than the twenty seventh day before the day of the close of the poll.
Final day for delivery of notices of withdrawals by candidates from election	Not later than twenty fifth day before the day of the close of the poll.
Notice of the poll	Not later than the fifteenth day before the day of the close of the poll.
Close of the poll	By 5.00pm on the final day of the election.

**3. Computation of time**

3.1 In computing any period of time for the purposes of the timetable:

- (a) a Saturday or Sunday;
- (b) Christmas day, Good Friday, or a bank holiday, or
- (c) a day appointed for public thanksgiving or mourning,

shall be disregarded, and any such day shall not be treated as a day for the purpose of any proceedings up to the completion of the poll, nor shall the returning officer be obliged to proceed with the counting of votes on such a day.

3.2 In this rule, "bank holiday" means a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in England and Wales.

## PART 3 RETURNING OFFICER

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### 4. Returning Officer

- 4.1 Subject to rule 69, the returning officer for an election is to be appointed by the corporation.
- 4.2 Where two or more elections are to be held concurrently, the same returning officer may be appointed for all those elections.

### 5. Staff

- 5.1 Subject to rule 69, the returning officer may appoint and pay such staff, including such technical advisers, as he or she considers necessary for the purposes of the election.

### 6. Expenditure

- 6.1 The corporation is to pay the returning officer:
- (a) any expenses incurred by that officer in the exercise of his or her functions under these rules,
  - (b) such remuneration and other expenses as the corporation may determine.

### 7. Duty of co-operation

- 7.1 The corporation is to co-operate with the returning officer in the exercise of his or her functions under these rules.

## PART 4 STAGES COMMON TO CONTESTED AND UNCONTESTED ELECTIONS

### 8. Notice of election

8.1 The returning officer is to publish a notice of the election stating:

- (a) the constituency, or class within a constituency, for which the election is being held,
- (b) the number of members of the council of governors to be elected from that constituency, or class within that constituency,
- (c) the details of any nomination committee that has been established by the corporation,
- (d) the address and times at which nomination forms may be obtained;
- (e) the address for return of nomination forms (including, where the return of nomination forms in an electronic format will be permitted, the e-mail address for such return) and the date and time by which they must be received by the returning officer,
- (f) the date and time by which any notice of withdrawal must be received by the returning officer
- (g) the contact details of the returning officer
- (h) the date and time of the close of the poll in the event of a contest.

### 9. Nomination of candidates

9.1 Subject to rule 9.2, each candidate must nominate themselves on a single nomination form.

9.2 The returning officer:

- (a) is to supply any member of the corporation with a nomination form, and
- (b) is to prepare a nomination form for signature at the request of any member of the corporation,

but it is not necessary for a nomination to be on a form supplied by the returning officer and a nomination can, subject to rule 13, be in an electronic format.

### 10. Candidate's particulars

10.1 The nomination form must state the candidate's:

- (a) full name,
- (b) contact address in full (which should be a postal address although an e-mail address may also be provided for the purposes of electronic communication), and
- (c) constituency, or class within a constituency, of which the candidate is a member.

## **11. Declaration of interests**

11.1 The nomination form must state:

- (a) any financial interest that the candidate has in the corporation, and
- (b) whether the candidate is a member of a political party, and if so, which party, and if the candidate has no such interests, the paper must include a statement to that effect.

## **12. Declaration of eligibility**

12.1 The nomination form must include a declaration made by the candidate:

- (a) that he or she is not prevented from being a member of the council of governors by paragraph 8 of Schedule 7 of the 2006 Act or by any provision of the constitution; and,
- (b) for a member of the public or patient constituency, of the particulars of his or her qualification to vote as a member of that constituency, or class within that constituency, for which the election is being held.

## **13. Signature of candidate**

13.1 The nomination form must be signed and dated by the candidate, in a manner prescribed by the returning officer, indicating that:

- (a) they wish to stand as a candidate,
- (b) their declaration of interests as required under rule 11, is true and correct, and
- (c) their declaration of eligibility, as required under rule 12, is true and correct.

13.2 Where the return of nomination forms in an electronic format is permitted, the returning officer shall specify the particular signature formalities (if any) that will need to be complied with by the candidate.

## **14. Decisions as to the validity of nomination**

14.1 Where a nomination form is received by the returning officer in accordance with these rules, the candidate is deemed to stand for election unless and until the returning officer:

- (a) decides that the candidate is not eligible to stand,
- (b) decides that the nomination form is invalid,
- (c) receives satisfactory proof that the candidate has died, or
- (d) receives a written request by the candidate of their withdrawal from candidacy.

14.2 The returning officer is entitled to decide that a nomination form is invalid only on one of the following grounds:

- (a) that the paper is not received on or before the final time and date for return of nomination forms, as specified in the notice of the election,
- (b) that the paper does not contain the candidate's particulars, as required by rule 10;
- (c) that the paper does not contain a declaration of the interests of the candidate, as required by rule 11,
- (d) that the paper does not include a declaration of eligibility as required by rule 12, or
- (e) that the paper is not signed and dated by the candidate, if required by rule 13.

14.3 The returning officer is to examine each nomination form as soon as is practicable after he or she has received it, and decide whether the candidate has been validly nominated.

14.4 Where the returning officer decides that a nomination is invalid, the returning officer must endorse this on the nomination form, stating the reasons for their decision.

14.5 The returning officer is to send notice of the decision as to whether a nomination is valid or invalid to the candidate at the contact address given in the candidate's nomination form. If an e-mail address has been given in the candidate's nomination form (in addition to the candidate's postal address), the returning officer may send notice of the decision to that address.

## 15. **Publication of statement of candidates**

15.1 The returning officer is to prepare and publish a statement showing the candidates who are standing for election.

15.2 The statement must show:

- (a) the name, contact address (which shall be the candidate's postal address), and constituency or class within a constituency of each candidate standing, and
- (b) the declared interests of each candidate standing,

as given in their nomination form.

15.3 The statement must list the candidates standing for election in alphabetical order by surname.

15.4 The returning officer must send a copy of the statement of candidates and copies of the nomination forms to the corporation as soon as is practicable after publishing the statement.

## **16. Inspection of statement of nominated candidates and nomination forms**

16.1 The corporation is to make the statement of the candidates and the nomination forms supplied by the returning officer under rule 15.4 available for inspection by members of the corporation free of charge at all reasonable times.

16.2 If a member of the corporation requests a copy or extract of the statement of candidates or their nomination forms, the corporation is to provide that member with the copy or extract free of charge.

## **17. Withdrawal of candidates**

17.1 A candidate may withdraw from election on or before the date and time for withdrawal by candidates, by providing to the returning officer a written notice of withdrawal which is signed by the candidate and attested by a witness.

## **18. Method of election**

18.1 If the number of candidates remaining validly nominated for an election after any withdrawals under these rules is greater than the number of members to be elected to the council of governors, a poll is to be taken in accordance with Parts 5 and 6 of these rules.

18.2 If the number of candidates remaining validly nominated for an election after any withdrawals under these rules is equal to the number of members to be elected to the council of governors, those candidates are to be declared elected in accordance with Part 7 of these rules.

18.3 If the number of candidates remaining validly nominated for an election after any withdrawals under these rules is less than the number of members to be elected to be council of governors, then:

- (a) the candidates who remain validly nominated are to be declared elected in accordance with Part 7 of these rules, and
- (b) the returning officer is to order a new election to fill any vacancy which remains unfilled, on a day appointed by him or her in consultation with the corporation.



## PART 5 CONTESTED ELECTIONS

### 19. Poll to be taken by ballot

- 19.1 The votes at the poll must be given by secret ballot.
- 19.2 The votes are to be counted and the result of the poll determined in accordance with Part 6 of these rules.
- 19.3 The corporation may decide that voters within a constituency or class within a constituency, may, subject to rule 19.4, cast their votes at the poll using such different methods of polling in any combination as the corporation may determine.
- 19.4 The corporation may decide that voters within a constituency or class within a constituency for whom an e-mail address is included in the list of eligible voters may only cast their votes at the poll using an e-voting method of polling.
- 19.5 Before the corporation decides, in accordance with rule 19.3 that one or more e-voting methods of polling will be made available for the purposes of the poll, the corporation must satisfy itself that:
- (a) if internet voting is to be a method of polling, the internet voting system to be used for the purpose of the election is:
    - (i) configured in accordance with these rules; and
    - (ii) will create an accurate internet voting record in respect of any voter who casts his or her vote using the internet voting system;
  - (b) if telephone voting to be a method of polling, the telephone voting system to be used for the purpose of the election is:
    - (i) configured in accordance with these rules; and
    - (ii) will create an accurate telephone voting record in respect of any voter who casts his or her vote using the telephone voting system;
  - (c) if text message voting is to be a method of polling, the text message voting system to be used for the purpose of the election is:
    - (i) configured in accordance with these rules; and
    - (ii) will create an accurate text voting record in respect of any voter who casts his or her vote using the text message voting system.

### 20. The ballot paper

20.1 The ballot of each voter (other than a voter who casts his or her ballot by an e-voting method of polling) is to consist of a ballot paper with the persons remaining validly nominated for an election after any withdrawals under these rules, and no others, inserted in the paper.

20.2 Every ballot paper must specify:

- (a) the name of the corporation,
- (b) the constituency, or class within a constituency, for which the election is being held,
- (c) the number of members of the council of governors to be elected from that constituency, or class within that constituency,
- (d) the names and other particulars of the candidates standing for election, with the details and order being the same as in the statement of nominated candidates,
- (e) instructions on how to vote by all available methods of polling, including the relevant voter's voter ID number if one or more e-voting methods of polling are available,
- (f) if the ballot paper is to be returned by post, the address for its return and the date and time of the close of the poll, and
- (g) the contact details of the returning officer.

20.3 Each ballot paper must have a unique identifier.

20.4 Each ballot paper must have features incorporated into it to prevent it from being reproduced.

## 21. The declaration of identity (public and patient constituencies)

21.1 The corporation shall require each voter who participates in an election for a public or patient constituency to make a declaration confirming:

- (a) that the voter is the person:
  - (i) to whom the ballot paper was addressed, and/or
  - (ii) to whom the voter ID number contained within the e-voting information was allocated,
- (b) that he or she has not marked or returned any other voting information in the election, and
- (c) the particulars of his or her qualification to vote as a member of the constituency or class within the constituency for which the election is being held,

("declaration of identity")

and the corporation shall make such arrangements as it considers appropriate to facilitate the making and the return of a declaration of identity by each voter, whether by the completion of a paper form ("ID declaration form") or the use of an electronic method.

- 21.2 The voter must be required to return his or her declaration of identity with his or her ballot.
- 21.3 The voting information shall caution the voter that if the declaration of identity is not duly returned or is returned without having been made correctly, any vote cast by the voter may be declared invalid.

*Action to be taken before the poll*

## **22. List of eligible voters**

- 22.1 The corporation is to provide the returning officer with a list of the members of the constituency or class within a constituency for which the election is being held who are eligible to vote by virtue of rule 27 as soon as is reasonably practicable after the final date for the delivery of notices of withdrawals by candidates from an election.
- 22.2 The list is to include, for each member:
- (a) a postal address; and,
  - (b) the member's e-mail address, if this has been provided
- to which his or her voting information may, subject to rule 22.3, be sent.
- 22.3 The corporation may decide that the e-voting information is to be sent only by e-mail to those members in the list of eligible voters for whom an e-mail address is included in that list.

## **23. Notice of poll**

- 23.1 The returning officer is to publish a notice of the poll stating:
- (a) the name of the corporation,
  - (b) the constituency, or class within a constituency, for which the election is being held,
  - (c) the number of members of the council of governors to be elected from that constituency, or class with that constituency,

- (d) the names, contact addresses, and other particulars of the candidates standing for election, with the details and order being the same as in the statement of nominated candidates,
- (e) that the ballot papers for the election are to be issued and returned, if appropriate, by post,
- (f) the methods of polling by which votes may be cast at the election by voters in a constituency or class within a constituency, as determined by the corporation in accordance with rule 19.3,
- (g) the address for return of the ballot papers,
- (h) the uniform resource locator (url) where, if internet voting is a method of polling, the polling website is located;
- (i) the telephone number where, if telephone voting is a method of polling, the telephone voting facility is located,
- (j) the telephone number or telephone short code where, if text message voting is a method of polling, the text message voting facility is located,
- (k) the date and time of the close of the poll,
- (l) the address and final dates for applications for replacement voting information, and
- (m) the contact details of the returning officer.

## **24. Issue of voting information by returning officer**

24.1 Subject to rule 24.3, as soon as is reasonably practicable on or after the publication of the notice of the poll, the returning officer is to send the following information by post to each member of the corporation named in the list of eligible voters:

- (a) a ballot paper and ballot paper envelope,
- (b) the ID declaration form (if required),
- (c) information about each candidate standing for election, pursuant to rule 61 of these rules, and
- (d) a covering envelope;

("postal voting information").

24.2 Subject to rules 24.3 and 24.4, as soon as is reasonably practicable on or after the publication of the notice of the poll, the returning officer is to send the following information by e-mail and/ or by post to each member of the corporation named in the list of eligible voters whom the corporation determines in accordance with rule 19.3 and/ or rule 19.4 may cast his or her vote by an e-voting method of polling:

- (a) instructions on how to vote and how to make a declaration of identity (if required),
- (b) the voter's voter ID number,
- (c) information about each candidate standing for election, pursuant to rule 64 of these rules, or details of where this information is readily available on the internet or available in such other formats as the Returning Officer thinks appropriate, (d) contact details of the returning officer,

("e-voting information").

24.3 The corporation may determine that any member of the corporation shall:

- (a) only be sent postal voting information; or
- (b) only be sent e-voting information; or
- (c) be sent both postal voting information and e-voting information;

for the purposes of the poll.

24.4 If the corporation determines, in accordance with rule 22.3, that the e-voting information is to be sent only by e-mail to those members in the list of eligible voters for whom an e-mail address is included in that list, then the returning officer shall only send that information by e-mail.

24.5 The voting information is to be sent to the postal address and/ or e-mail address for each member, as specified in the list of eligible voters.

## 25. **Ballot paper envelope and covering envelope**

25.1 The ballot paper envelope must have clear instructions to the voter printed on it, instructing the voter to seal the ballot paper inside the envelope once the ballot paper has been marked.

25.2 The covering envelope is to have:

- (a) the address for return of the ballot paper printed on it, and
- (b) pre-paid postage for return to that address.

25.3 There should be clear instructions, either printed on the covering envelope or elsewhere, instructing the voter to seal the following documents inside the covering envelope and return it to the returning officer –

- (a) the completed ID declaration form if required, and

(b) the ballot paper envelope, with the ballot paper sealed inside it.

## 26. E-voting systems

26.1 If internet voting is a method of polling for the relevant election then the returning officer must provide a website for the purpose of voting over the internet (in these rules referred to as "the polling website").

26.2 If telephone voting is a method of polling for the relevant election then the returning officer must provide an automated telephone system for the purpose of voting by the use of a touch-tone telephone (in these rules referred to as "the telephone voting facility").

26.3 If text message voting is a method of polling for the relevant election then the returning officer must provide an automated text messaging system for the purpose of voting by text message (in these rules referred to as "the text message voting facility").

26.4 The returning officer shall ensure that the polling website and internet voting system provided will:

(a) require a voter to:

- (i) enter his or her voter ID number; and
- (ii) where the election is for a public or patient constituency, make a declaration of identity;

in order to be able to cast his or her vote;

(b) specify:

- (i) the name of the corporation,
- (ii) the constituency, or class within a constituency, for which the election is being held,
- (iii) the number of members of the council of governors to be elected from that constituency, or class within that constituency,
- (iv) the names and other particulars of the candidates standing for election, with the details and order being the same as in the statement of nominated candidates,
- (v) instructions on how to vote and how to make a declaration of identity,
- (vi) the date and time of the close of the poll, and
- (vii) the contact details of the returning officer;

(c) prevent a voter from voting for more candidates than he or she is entitled to at the election;

- (d) create a record ("internet voting record") that is stored in the internet voting system in respect of each vote cast by a voter using the internet that comprises of:
  - (i) the voter's voter ID number;
  - (ii) the voter's declaration of identity (where required);
  - (iii) the candidate or candidates for whom the voter has voted; and
  - (iv) the date and time of the voter's vote,
- (e) if the voter's vote has been duly cast and recorded, provide the voter with confirmation of this; and
- (f) prevent any voter from voting after the close of poll.

26.5 The returning officer shall ensure that the telephone voting facility and telephone voting system provided will:

- (a) require a voter to
  - (i) enter his or her voter ID number in order to be able to cast his or her vote; and
  - (ii) where the election is for a public or patient constituency, make a declaration of identity;
- (b) specify:
  - (i) the name of the corporation,
  - (ii) the constituency, or class within a constituency, for which the election is being held,
  - (iii) the number of members of the council of governors to be elected from that constituency, or class within that constituency,
  - (iv) instructions on how to vote and how to make a declaration of identity,
  - (v) the date and time of the close of the poll, and
  - (vi) the contact details of the returning officer;
- (c) prevent a voter from voting for more candidates than he or she is entitled to at the election;
- (d) create a record ("telephone voting record") that is stored in the telephone voting system in respect of each vote cast by a voter using the telephone that comprises of:
  - (i) the voter's voter ID number;
  - (ii) the voter's declaration of identity (where required);
  - (iii) the candidate or candidates for whom the voter has voted; and

(iv) the date and time of the voter's vote

(e) if the voter's vote has been duly cast and recorded, provide the voter with confirmation of this;

(f) prevent any voter from voting after the close of poll.

26.6 The returning officer shall ensure that the text message voting facility and text messaging voting system provided will:

(a) require a voter to:

(i) provide his or her voter ID number; and

(ii) where the election is for a public or patient constituency, make a declaration of identity;

in order to be able to cast his or her vote;

(b) prevent a voter from voting for more candidates than he or she is entitled to at the election;

(d) create a record ("text voting record") that is stored in the text messaging voting system in respect of each vote cast by a voter by text message that comprises of:

(i) the voter's voter ID number;

(ii) the voter's declaration of identity (where required);

(ii) the candidate or candidates for whom the voter has voted; and

(iii) the date and time of the voter's vote

(e) if the voter's vote has been duly cast and recorded, provide the voter with confirmation of this;

(f) prevent any voter from voting after the close of poll.

### *The poll*

## **27. Eligibility to vote**

27.1 An individual who becomes a member of the corporation on or before the closing date for the receipt of nominations by candidates for the election, is eligible to vote in that election.

## **28. Voting by persons who require assistance**

28.1 The returning officer is to put in place arrangements to enable requests for assistance to vote to be made.

28.2 Where the returning officer receives a request from a voter who requires assistance to

vote, the returning officer is to make such arrangements as he or she considers necessary to enable that voter to vote.

**29. Spoilt ballot papers and spoilt text message votes**

29.1 If a voter has dealt with his or her ballot paper in such a manner that it cannot be accepted as a ballot paper (referred to as a “spoilt ballot paper”), that voter may apply to the returning officer for a replacement ballot paper.

29.2 On receiving an application, the returning officer is to obtain the details of the unique identifier on the spoilt ballot paper, if he or she can obtain it.

29.3 The returning officer may not issue a replacement ballot paper for a spoilt ballot paper unless he or she:

- (a) is satisfied as to the voter’s identity; and
- (b) has ensured that the completed ID declaration form, if required, has not been returned.

29.4 After issuing a replacement ballot paper for a spoilt ballot paper, the returning officer shall enter in a list (“the list of spoilt ballot papers”):

- (a) the name of the voter, and
- (b) the details of the unique identifier of the spoilt ballot paper (if that officer was able to obtain it), and
- (c) the details of the unique identifier of the replacement ballot paper.

29.5 If a voter has dealt with his or her text message vote in such a manner that it cannot be accepted as a vote (referred to as a “spoilt text message vote”), that voter may apply to the returning officer for a replacement voter ID number.

29.6 On receiving an application, the returning officer is to obtain the details of the voter ID number on the spoilt text message vote, if he or she can obtain it.

29.7 The returning officer may not issue a replacement voter ID number in respect of a spoilt text message vote unless he or she is satisfied as to the voter’s identity.

29.8 After issuing a replacement voter ID number in respect of a spoilt text message vote, the returning officer shall enter in a list (“the list of spoilt text message votes”):

- (a) the name of the voter, and
- (b) the details of the voter ID number on the spoilt text message vote (if that officer

was able to obtain it), and

(c) the details of the replacement voter ID number issued to the voter.

### **30. Lost voting information**

30.1 Where a voter has not received his or her voting information by the tenth day before the close of the poll, that voter may apply to the returning officer for replacement voting information.

30.2 The returning officer may not issue replacement voting information in respect of lost voting information unless he or she:

- (a) is satisfied as to the voter's identity,
- (b) has no reason to doubt that the voter did not receive the original voting information,
- (c) has ensured that no declaration of identity, if required, has been returned.

30.3 After issuing replacement voting information in respect of lost voting information, the returning officer shall enter in a list ("the list of lost ballot documents"):

- (a) the name of the voter
- (b) the details of the unique identifier of the replacement ballot paper, if applicable, and
- (c) the voter ID number of the voter.

### **31. Issue of replacement voting information**

31.1 If a person applies for replacement voting information under rule 29 or 30 and a declaration of identity has already been received by the returning officer in the name of that voter, the returning officer may not issue replacement voting information unless, in addition to the requirements imposed by rule 29.3 or 30.2, he or she is also satisfied that that person has not already voted in the election, notwithstanding the fact that a declaration of identity if required has already been received by the returning officer in the name of that voter.

31.2 After issuing replacement voting information under this rule, the returning officer shall enter in a list ("the list of tendered voting information"):

- (a) the name of the voter,
- (b) the unique identifier of any replacement ballot paper issued under this rule;
- (c) the voter ID number of the voter.

## **32. ID declaration form for replacement ballot papers (public and patient constituencies)**

- 32.1 In respect of an election for a public or patient constituency an ID declaration form must be issued with each replacement ballot paper requiring the voter to make a declaration of identity.

### *Polling by internet, telephone or text*

## **33. Procedure for remote voting by internet**

- 33.1 To cast his or her vote using the internet, a voter will need to gain access to the polling website by keying in the url of the polling website provided in the voting information.
- 33.2 When prompted to do so, the voter will need to enter his or her voter ID number.
- 33.3 If the internet voting system authenticates the voter ID number, the system will give the voter access to the polling website for the election in which the voter is eligible to vote.
- 33.4 To cast his or her vote, the voter will need to key in a mark on the screen opposite the particulars of the candidate or candidates for whom he or she wishes to cast his or her vote.
- 33.5 The voter will not be able to access the internet voting system for an election once his or her vote at that election has been cast.

## **34. Voting procedure for remote voting by telephone**

- 34.1 To cast his or her vote by telephone, the voter will need to gain access to the telephone voting facility by calling the designated telephone number provided in the voter information using a telephone with a touch-tone keypad.
- 34.2 When prompted to do so, the voter will need to enter his or her voter ID number using the keypad.
- 34.3 If the telephone voting facility authenticates the voter ID number, the voter will be prompted to vote in the election.
- 34.4 When prompted to do so the voter may then cast his or her vote by keying in the numerical voting code of the candidate or candidates, for whom he or she wishes to vote.
- 34.5 The voter will not be able to access the telephone voting facility for an election once his or her vote at that election has been cast.

### **35. Voting procedure for remote voting by text message**

- 35.1 To cast his or her vote by text message the voter will need to gain access to the text message voting facility by sending a text message to the designated telephone number or telephone short code provided in the voter information.
- 35.2 The text message sent by the voter must contain his or her voter ID number and the numerical voting code for the candidate or candidates, for whom he or she wishes to vote.
- 35.3 The text message sent by the voter will need to be structured in accordance with the instructions on how to vote contained in the voter information, otherwise the vote will not be cast.

*Procedure for receipt of envelopes, internet votes, telephone votes and text message votes*

### **36. Receipt of voting documents**

- 36.1 Where the returning officer receives:
- (a) a covering envelope, or
  - (b) any other envelope containing an ID declaration form if required, a ballot paper envelope, or a ballot paper,
- before the close of the poll, that officer is to open it as soon as is practicable; and rules 37 and 38 are to apply.
- 36.2 The returning officer may open any covering envelope or any ballot paper envelope for the purposes of rules 37 and 38, but must make arrangements to ensure that no person obtains or communicates information as to:
- (a) the candidate for whom a voter has voted, or
  - (b) the unique identifier on a ballot paper.
- 36.3 The returning officer must make arrangements to ensure the safety and security of the ballot papers and other documents.

### **37. Validity of votes**

- 37.1 A ballot paper shall not be taken to be duly returned unless the returning officer is satisfied that it has been received by the returning officer before the close of the poll, with an ID declaration form if required that has been correctly completed, signed and dated.
- 37.2 Where the returning officer is satisfied that rule 37.1 has been fulfilled, he or she is to:

- (a) put the ID declaration form if required in a separate packet, and
- (b) put the ballot paper aside for counting after the close of the poll.

37.3 Where the returning officer is not satisfied that rule 37.1 has been fulfilled, he or she is to:

- (a) mark the ballot paper “disqualified”,
- (b) if there is an ID declaration form accompanying the ballot paper, mark it “disqualified” and attach it to the ballot paper,
- (c) record the unique identifier on the ballot paper in a list of disqualified documents (the “list of disqualified documents”); and
- (d) place the document or documents in a separate packet.

37.4 An internet, telephone or text message vote shall not be taken to be duly returned unless the returning officer is satisfied that the internet voting record, telephone voting record or text voting record (as applicable) has been received by the returning officer before the close of the poll, with a declaration of identity if required that has been correctly made.

37.5 Where the returning officer is satisfied that rule 37.4 has been fulfilled, he or she is to put the internet voting record, telephone voting record or text voting record (as applicable) aside for counting after the close of the poll.

37.6 Where the returning officer is not satisfied that rule 37.4 has been fulfilled, he or she is to:

- (a) mark the internet voting record, telephone voting record or text voting record (as applicable) “disqualified”,
- (b) record the voter ID number on the internet voting record, telephone voting record or text voting record (as applicable) in the list of disqualified documents; and
- (c) place the document or documents in a separate packet.

### **38. Declaration of identity but no ballot paper (public and patient constituency)<sup>1</sup>**

38.1 Where the returning officer receives an ID declaration form if required but no ballot paper, the returning officer is to:

- (a) mark the ID declaration form “disqualified”,
- (b) record the name of the voter in the list of disqualified documents, indicating that a declaration of identity was received from the voter without a ballot paper, and
- (c) place the ID declaration form in a separate packet.

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<sup>1</sup> It should not be possible, technically, to make a declaration of identity electronically without also submitting a vote.

### **39. De-duplication of votes**

39.1 Where different methods of polling are being used in an election, the returning officer shall examine all votes cast to ascertain if a voter ID number has been used more than once to cast a vote in the election.

39.2 If the returning officer ascertains that a voter ID number has been used more than once to cast a vote in the election he or she shall:

- (a) only accept as duly returned the first vote received that was cast using the relevant voter ID number; and
- (b) mark as “disqualified” all other votes that were cast using the relevant voter ID number

39.3 Where a ballot paper is disqualified under this rule the returning officer shall:

- (a) mark the ballot paper “disqualified”,
- (b) if there is an ID declaration form accompanying the ballot paper, mark it “disqualified” and attach it to the ballot paper,
- (c) record the unique identifier and the voter ID number on the ballot paper in the list of disqualified documents;
- (d) place the document or documents in a separate packet; and
- (e) disregard the ballot paper when counting the votes in accordance with these rules.

39.4 Where an internet voting record, telephone voting record or text voting record is disqualified under this rule the returning officer shall:

- (a) mark the internet voting record, telephone voting record or text voting record (as applicable) “disqualified”,
- (b) record the voter ID number on the internet voting record, telephone voting record or text voting record (as applicable) in the list of disqualified documents;
- (c) place the internet voting record, telephone voting record or text voting record (as applicable) in a separate packet, and
- (d) disregard the internet voting record, telephone voting record or text voting record (as applicable) when counting the votes in accordance with these rules.

### **40. Sealing of packets**

40.1 As soon as is possible after the close of the poll and after the completion of the procedure under rules 37 and 38, the returning officer is to seal the packets containing:

- (a) the disqualified documents, together with the list of disqualified documents inside it,
- (b) the ID declaration forms, if required,
- (c) the list of spoiled ballot papers and the list of spoiled text message votes,
- (d) the list of lost ballot documents,
- (e) the list of eligible voters, and
- (f) the list of tendered voting information

and ensure that complete electronic copies of the internet voting records, telephone voting records and text voting records created in accordance with rule 26 are held in a device suitable for the purpose of storage.

**STV41. Interpretation of Part 6**

STV41.1 In Part 6 of these rules:

*"ballot document"* means a ballot paper, internet voting record, telephone voting record or text voting record.

*"continuing candidate"* means any candidate not deemed to be elected, and not excluded,

*"count"* means all the operations involved in counting of the first preferences recorded for candidates, the transfer of the surpluses of elected candidates, and the transfer of the votes of the excluded candidates,

*"deemed to be elected"* means deemed to be elected for the purposes of counting of votes but without prejudice to the declaration of the result of the poll,

*"mark"* means a figure, an identifiable written word, or a mark such as "X",

*"non-transferable vote"* means a ballot document:

(a) on which no second or subsequent preference is recorded for a continuing candidate,

or

(b) which is excluded by the returning officer under rule STV49,

*"preference"* as used in the following contexts has the meaning assigned below:

(a) *"first preference"* means the figure "1" or any mark or word which clearly indicates a first (or only) preference,

(b) *"next available preference"* means a preference which is the second, or as the case may be, subsequent preference recorded in consecutive order for a continuing candidate (any candidate who is deemed to be elected or is excluded thereby being ignored); and

(c) in this context, a *"second preference"* is shown by the figure "2" or any mark or word which clearly indicates a second preference, and a third preference by the figure "3" or any mark or word which clearly indicates a third preference, and so on,

*"quota"* means the number calculated in accordance with rule STV46,

*"surplus"* means the number of votes by which the total number of votes for any candidate (whether first preference or transferred votes, or a combination of both) exceeds the quota; but references in these rules to the transfer of the surplus means the transfer (at a transfer value) of all transferable ballot documents from the candidate who has the surplus,

*"stage of the count"* means:

- (a) the determination of the first preference vote of each candidate,
- (b) the transfer of a surplus of a candidate deemed to be elected, or
- (c) the exclusion of one or more candidates at any given time,

*"transferable vote"* means a ballot document on which, following a first preference, a second or subsequent preference is recorded in consecutive numerical order for a continuing candidate,

*"transferred vote"* means a vote derived from a ballot document on which a second or subsequent preference is recorded for the candidate to whom that ballot document has been transferred, and

*"transfer value"* means the value of a transferred vote calculated in accordance with rules STV47.4 or STV47.7.

## **42. Arrangements for counting of the votes**

42.1 The returning officer is to make arrangements for counting the votes as soon as is practicable after the close of the poll.

42.2 The returning officer may make arrangements for any votes to be counted using vote counting software where:

- (a) the board of directors and the council of governors of the corporation have approved:
  - (i) the use of such software for the purpose of counting votes in the relevant election, and
  - (ii) a policy governing the use of such software, and
- (b) the corporation and the returning officer are satisfied that the use of such software will produce an accurate result.

## **43. The count**

43.1 The returning officer is to:

- (a) count and record the number of:
  - (iii) ballot papers that have been returned; and
  - (iv) the number of internet voting records, telephone voting records and/or text voting records that have been created, and
- (b) count the votes according to the provisions in this Part of the rules and/or the provisions of any policy approved pursuant to rule 42.2(ii) where vote counting software is being used.

43.2 The returning officer, while counting and recording the number of ballot papers, internet voting records, telephone voting records and/or text voting records and counting the votes, must make arrangements to ensure that no person obtains or communicates information as to the unique identifier on a ballot paper or the voter ID number on an internet voting record, telephone voting record or text voting record.

43.3 The returning officer is to proceed continuously with counting the votes as far as is practicable.

#### **STV44. Rejected ballot papers and rejected text voting records**

STV44.1 Any ballot paper:

- (a) which does not bear the features that have been incorporated into the other ballot papers to prevent them from being reproduced,
- (b) on which the figure "1" standing alone is not placed so as to indicate a first preference for any candidate,
- (c) on which anything is written or marked by which the voter can be identified except the unique identifier, or
- (d) which is unmarked or rejected because of uncertainty,

shall be rejected and not counted, but the ballot paper shall not be rejected by reason only of carrying the words "one", "two", "three" and so on, or any other mark instead of a figure if, in the opinion of the returning officer, the word or mark clearly indicates a preference or preferences.

STV44.2 The returning officer is to endorse the word "rejected" on any ballot paper which under this rule is not to be counted.

STV44.3 Any text voting record:

- (a) on which the figure "1" standing alone is not placed so as to indicate a first preference for any candidate,

- (b) on which anything is written or marked by which the voter can be identified except the unique identifier, or
- (c) which is unmarked or rejected because of uncertainty,

shall be rejected and not counted, but the text voting record shall not be rejected by reason only of carrying the words "one", "two", "three" and so on, or any other mark instead of a figure if, in the opinion of the returning officer, the word or mark clearly indicates a preference or preferences.

STV44.4 The returning officer is to endorse the word "rejected" on any text voting record which under this rule is not to be counted.

STV44.5 The returning officer is to draw up a statement showing the number of ballot papers rejected by him or her under each of the subparagraphs (a) to (d) of rule STV44.1 and the number of text voting records rejected by him or her under each of the sub-paragraphs (a) to (c) of rule STV44.3.

## **FPP44. Rejected ballot papers and rejected text voting records**

FPP44.1 Any ballot paper:

- (a) which does not bear the features that have been incorporated into the other ballot papers to prevent them from being reproduced,
- (b) on which votes are given for more candidates than the voter is entitled to vote,
- (c) on which anything is written or marked by which the voter can be identified except the unique identifier, or
- (d) which is unmarked or rejected because of uncertainty,

shall, subject to rules FPP44.2 and FPP44.3, be rejected and not counted.

FPP44.2 Where the voter is entitled to vote for more than one candidate, a ballot paper is not to be rejected because of uncertainty in respect of any vote where no uncertainty arises, and that vote is to be counted.

FPP44.3 A ballot paper on which a vote is marked:

- (a) elsewhere than in the proper place,
- (b) otherwise than by means of a clear mark,
- (c) by more than one mark,

is not to be rejected for such reason (either wholly or in respect of that vote) if an intention that the vote shall be for one or other of the candidates clearly appears, and the way the paper is marked does not itself identify the voter and it is not shown that he or she can be identified by it.

FPP44.4 The returning officer is to:

- (a) endorse the word "rejected" on any ballot paper which under this rule is not to be counted, and
- (b) in the case of a ballot paper on which any vote is counted under rules FPP44.2 and FPP 44.3, endorse the words "rejected in part" on the ballot paper and indicate which vote or votes have been counted.

FPP44.5 The returning officer is to draw up a statement showing the number of rejected ballot papers under the following headings:

- (a) does not bear proper features that have been incorporated into the ballot paper,
- (b) voting for more candidates than the voter is entitled to,

- (c) writing or mark by which voter could be identified, and
- (d) unmarked or rejected because of uncertainty,

and, where applicable, each heading must record the number of ballot papers rejected in part.

FPP44.6 Any text voting record:

- (a) on which votes are given for more candidates than the voter is entitled to vote,
- (b) on which anything is written or marked by which the voter can be identified except the voter ID number, or
- (c) which is unmarked or rejected because of uncertainty,

shall, subject to rules FPP44.7 and FPP44.8, be rejected and not counted.

FPP44.7 Where the voter is entitled to vote for more than one candidate, a text voting record is not to be rejected because of uncertainty in respect of any vote where no uncertainty arises, and that vote is to be counted.

FPP44.8 A text voting record on which a vote is marked:

- (a) otherwise than by means of a clear mark,
- (b) by more than one mark,

is not to be rejected for such reason (either wholly or in respect of that vote) if an intention that the vote shall be for one or other of the candidates clearly appears, and the way the text voting record is marked does not itself identify the voter and it is not shown that he or she can be identified by it.

FPP44.9 The returning officer is to:

- (a) endorse the word "rejected" on any text voting record which under this rule is not to be counted, and
- (b) in the case of a text voting record on which any vote is counted under rules FPP44.7 and FPP 44.8, endorse the words "rejected in part" on the text voting record and indicate which vote or votes have been counted.

FPP44.10 The returning officer is to draw up a statement showing the number of rejected text voting records under the following headings:

- (a) voting for more candidates than the voter is entitled to,
- (b) writing or mark by which voter could be identified, and
- (c) unmarked or rejected because of uncertainty,

and, where applicable, each heading must record the number of text voting records rejected in part.

**STV45. First stage**

STV45.1 The returning officer is to sort the ballot documents into parcels according to the candidates for whom the first preference votes are given.

STV45.2 The returning officer is to then count the number of first preference votes given on ballot documents for each candidate, and is to record those numbers.

STV45.3 The returning officer is to also ascertain and record the number of valid ballot documents.

**STV46. The quota**

STV46.1 The returning officer is to divide the number of valid ballot documents by a number exceeding by one the number of members to be elected.

STV46.2 The result, increased by one, of the division under rule STV46.1 (any fraction being disregarded) shall be the number of votes sufficient to secure the election of a candidate (in these rules referred to as “the quota”).

STV46.3 At any stage of the count a candidate whose total votes equals or exceeds the quota shall be deemed to be elected, except that any election where there is only one vacancy a candidate shall not be deemed to be elected until the procedure set out in rules STV47.1 to STV47.3 has been complied with.

**STV47. Transfer of votes**

STV47.1 Where the number of first preference votes for any candidate exceeds the quota, the returning officer is to sort all the ballot documents on which first preference votes are given for that candidate into sub- parcels so that they are grouped:

- (a) according to next available preference given on those ballot documents for any continuing candidate, or
- (b) where no such preference is given, as the sub-parcel of non-transferable votes.

STV47.2 The returning officer is to count the number of ballot documents in each parcel referred to in rule STV47.1.

STV47.3 The returning officer is, in accordance with this rule and rule STV48, to transfer each sub-parcel of ballot documents referred to in rule STV47.1(a) to the candidate for whom the

next available preference is given on those ballot documents.

STV47.4 The vote on each ballot document transferred under rule STV47.3 shall be at a value (“the transfer value”) which:

- (a) reduces the value of each vote transferred so that the total value of all such votes does not exceed the surplus, and
- (b) is calculated by dividing the surplus of the candidate from whom the votes are being transferred by the total number of the ballot documents on which those votes are given, the calculation being made to two decimal places (ignoring the remainder if any).

STV47.5 Where at the end of any stage of the count involving the transfer of ballot documents, the number of votes for any candidate exceeds the quota, the returning officer is to sort the ballot documents in the sub-parcel of transferred votes which was last received by that candidate into separate sub-parcels so that they are grouped:

- (a) according to the next available preference given on those ballot documents for any continuing candidate, or
- (b) where no such preference is given, as the sub-parcel of non-transferable votes.

STV47.6 The returning officer is, in accordance with this rule and rule STV48, to transfer each sub-parcel of ballot documents referred to in rule STV47.5(a) to the candidate for whom the next available preference is given on those ballot documents.

STV47.7 The vote on each ballot document transferred under rule STV47.6 shall be at:

- (a) a transfer value calculated as set out in rule STV47.4(b), or
- (b) at the value at which that vote was received by the candidate from whom it is now being transferred,

whichever is the less.

STV47.8 Each transfer of a surplus constitutes a stage in the count.

STV47.9 Subject to rule STV47.10, the returning officer shall proceed to transfer transferable ballot documents until no candidate who is deemed to be elected has a surplus or all the vacancies have been filled.

STV47.10 Transferable ballot documents shall not be liable to be transferred where any surplus or surpluses which, at a particular stage of the count, have not already been transferred, are:

- (a) less than the difference between the total vote then credited to the continuing

candidate with the lowest recorded vote and the vote of the candidate with the next lowest recorded vote, or

- (b) less than the difference between the total votes of the two or more continuing candidates, credited at that stage of the count with the lowest recorded total numbers of votes and the candidate next above such candidates.

STV47.11 This rule does not apply at an election where there is only one vacancy.

#### **STV48. Supplementary provisions on transfer**

STV48.1 If, at any stage of the count, two or more candidates have surpluses, the transferable ballot documents of the candidate with the highest surplus shall be transferred first, and if:

- (a) The surpluses determined in respect of two or more candidates are equal, the transferable ballot documents of the candidate who had the highest recorded vote at the earliest preceding stage at which they had unequal votes shall be transferred first, and
- (b) the votes credited to two or more candidates were equal at all stages of the count, the returning officer shall decide between those candidates by lot, and the transferable ballot documents of the candidate on whom the lot falls shall be transferred first.

STV48.2 The returning officer shall, on each transfer of transferable ballot documents under rule STV47:

- (a) record the total value of the votes transferred to each candidate,
- (b) add that value to the previous total of votes recorded for each candidate and record the new total,
- (c) record as non-transferable votes the difference between the surplus and the total transfer value of the transferred votes and add that difference to the previously recorded total of non-transferable votes, and
- (d) compare:
  - (i) the total number of votes then recorded for all of the candidates, together with the total number of non-transferable votes, with
  - (ii) the recorded total of valid first preference votes.

STV48.3 All ballot documents transferred under rule STV47 or STV49 shall be clearly marked, either individually or as a sub-parcel, so as to indicate the transfer value recorded at that time to each vote on that ballot document or, as the case may be, all the ballot documents in that sub-parcel.

STV48.4 Where a ballot document is so marked that it is unclear to the returning officer at any

stage of the count under rule STV47 or STV49 for which candidate the next preference is recorded, the returning officer shall treat any vote on that ballot document as a non-transferable vote; and votes on a ballot document shall be so treated where, for example, the names of two or more candidates (whether continuing candidates or not) are so marked that, in the opinion of the returning officer, the same order of preference is indicated or the numerical sequence is broken.

## **STV49. Exclusion of candidates**

STV49.1 If:

- (a) all transferable ballot documents which under the provisions of rule STV47 (including that rule as applied by rule STV49.11) and this rule are required to be transferred, have been transferred, and
- (b) subject to rule STV50, one or more vacancies remain to be filled,

the returning officer shall exclude from the election at that stage the candidate with the then lowest vote (or, where rule STV49.12 applies, the candidates with the then lowest votes).

STV9.2 The returning officer shall sort all the ballot documents on which first preference votes are given for the candidate or candidates excluded under rule STV49.1 into two sub-parcels so that they are grouped as:

- (a) ballot documents on which a next available preference is given, and
- (b) ballot documents on which no such preference is given (thereby including ballot documents on which preferences are given only for candidates who are deemed to be elected or are excluded).

STV49.3 The returning officer shall, in accordance with this rule and rule STV48, transfer each sub-parcel of ballot documents referred to in rule STV49.2 to the candidate for whom the next available preference is given on those ballot documents.

STV49.4 The exclusion of a candidate, or of two or more candidates together, constitutes a further stage of the count.

STV49.5 If, subject to rule STV50, one or more vacancies still remain to be filled, the returning officer shall then sort the transferable ballot documents, if any, which had been transferred to any candidate excluded under rule STV49.1 into sub-parcels according to their transfer value.

STV49.6 The returning officer shall transfer those ballot documents in the sub-parcel of transferable ballot documents with the highest transfer value to the continuing candidates in accordance with the next available preferences given on those ballot documents (thereby passing over candidates who are deemed to be elected or are

excluded).

STV49.7 The vote on each transferable ballot document transferred under rule STV49.6 shall be at the value at which that vote was received by the candidate excluded under rule STV49.1.

STV9.8 Any ballot documents on which no next available preferences have been expressed shall be set aside as non-transferable votes.

STV49.9 After the returning officer has completed the transfer of the ballot documents in the sub-parcel of ballot documents with the highest transfer value he or she shall proceed to transfer in the same way the sub-parcel of ballot documents with the next highest value and so on until he has dealt with each sub-parcel of a candidate excluded under rule STV49.1.

STV49.10 The returning officer shall after each stage of the count completed under this rule:

- (a) record:
  - (i) the total value of votes, or
  - (ii) the total transfer value of votes transferred to each candidate,
- (b) add that total to the previous total of votes recorded for each candidate and record the new total,
- (c) record the value of non-transferable votes and add that value to the previous non-transferable votes total, and
- (d) compare:
  - (i) the total number of votes then recorded for each candidate together with the total number of non-transferable votes, with
  - (ii) the recorded total of valid first preference votes.

STV49.11 If after a transfer of votes under any provision of this rule, a candidate has a surplus, that surplus shall be dealt with in accordance with rules STV47.5 to STV47.10 and rule STV48.

STV49.12 Where the total of the votes of the two or more lowest candidates, together with any surpluses not transferred, is less than the number of votes credited to the next lowest candidate, the returning officer shall in one operation exclude such two or more candidates.

STV49.13 If when a candidate has to be excluded under this rule, two or more candidates each have the same number of votes and are lowest:

- (a) regard shall be had to the total number of votes credited to those candidates at the earliest stage of the count at which they had an unequal number of votes and the candidate with the lowest number of votes at that stage shall be excluded, and

- (b) where the number of votes credited to those candidates was equal at all stages, the returning officer shall decide between the candidates by lot and the candidate on whom the lot falls shall be excluded.

#### **STV50. Filling of last vacancies**

- STV50.1 Where the number of continuing candidates is equal to the number of vacancies remaining unfilled the continuing candidates shall thereupon be deemed to be elected.
- STV50.2 Where only one vacancy remains unfilled and the votes of any one continuing candidate are equal to or greater than the total of votes credited to other continuing candidates together with any surplus not transferred, the candidate shall thereupon be deemed to be elected.
- STV50.3 Where the last vacancies can be filled under this rule, no further transfer of votes shall be made.

#### **STV51. Order of election of candidates**

- STV51.1 The order in which candidates whose votes equal or exceed the quota are deemed to be elected shall be the order in which their respective surpluses were transferred, or would have been transferred but for rule STV47.10.
- STV51.2 A candidate credited with a number of votes equal to, and not greater than, the quota shall, for the purposes of this rule, be regarded as having had the smallest surplus at the stage of the count at which he obtained the quota.
- STV51.3 Where the surpluses of two or more candidates are equal and are not required to be transferred, regard shall be had to the total number of votes credited to such candidates at the earliest stage of the count at which they had an unequal number of votes and the surplus of the candidate who had the greatest number of votes at that stage shall be deemed to be the largest.
- STV51.4 Where the number of votes credited to two or more candidates were equal at all stages of the count, the returning officer shall decide between them by lot and the candidate on whom the lot falls shall be deemed to have been elected first.

#### **FPP51. Equality of votes**

- FPP51.1 Where, after the counting of votes is completed, an equality of votes is found to exist between any candidates and the addition of a vote would entitle any of those candidates to be declared elected, the returning officer is to decide between those candidates by a lot, and proceed as if the candidate on whom the lot falls had received an additional vote.

## PART 7 FINAL PROCEEDINGS IN CONTESTED AND UNCONTESTED ELECTIONS

### FPP52. Declaration of result for contested elections

FPP52.1 In a contested election, when the result of the poll has been ascertained, the returning officer is to:

- (a) declare the candidate or candidates whom more votes have been given than for the other candidates, up to the number of vacancies to be filled on the council of governors from the constituency, or class within a constituency, for which the election is being held to be elected,
- (b) give notice of the name of each candidate who he or she has declared elected:
  - (i) where the election is held under a proposed constitution pursuant to powers conferred on the [insert name] NHS Trust by section 33(4) of the 2006 Act, to the chairman of the NHS Trust, or
  - (ii) in any other case, to the chairman of the corporation; and
- (c) give public notice of the name of each candidate whom he or she has declared elected.

FPP52.2 The returning officer is to make:

- (a) the total number of votes given for each candidate (whether elected or not), and
- (b) the number of rejected ballot papers under each of the headings in rule FPP44.5,
- (c) the number of rejected text voting records under each of the headings in rule FPP44.10,

available on request.

### STV52. Declaration of result for contested elections

STV52.1 In a contested election, when the result of the poll has been ascertained, the returning officer is to:

- (a) declare the candidates who are deemed to be elected under Part 6 of these rules as elected,
- (b) give notice of the name of each candidate who he or she has declared elected –
  - (i) where the election is held under a proposed constitution pursuant to powers conferred on the [insert name] NHS Trust by section 33(4) of the 2006 Act, to the chairman of the NHS Trust, or

(ii) in any other case, to the chairman of the corporation, and

(c) give public notice of the name of each candidate who he or she has declared elected.

STV52.2 The returning officer is to make:

(a) the number of first preference votes for each candidate whether elected or not,

(b) any transfer of votes,

(c) the total number of votes for each candidate at each stage of the count at which such transfer took place,

(d) the order in which the successful candidates were elected, and

(e) the number of rejected ballot papers under each of the headings in rule STV44.1,

(f) the number of rejected text voting records under each of the headings in rule STV44.3,

available on request.

### 53. Declaration of result for uncontested elections

53.1 In an uncontested election, the returning officer is to as soon as is practicable after final day for the delivery of notices of withdrawals by candidates from the election:

(a) declare the candidate or candidates remaining validly nominated to be elected,

(b) give notice of the name of each candidate who he or she has declared elected to the chairman of the corporation, and

(c) give public notice of the name of each candidate who he or she has declared elected.

## PART 8 DISPOSAL OF DOCUMENTS

### 54. Sealing up of documents relating to the poll

54.1 On completion of the counting at a contested election, the returning officer is to seal up the following documents in separate packets:

- (a) the counted ballot papers, internet voting records, telephone voting records and text voting records,
- (b) the ballot papers and text voting records endorsed with "rejected in part",
- (c) the rejected ballot papers and text voting records, and
- (d) the statement of rejected ballot papers and the statement of rejected text voting records,

and ensure that complete electronic copies of the internet voting records, telephone voting records and text voting records created in accordance with rule 26 are held in a device suitable for the purpose of storage.

54.2 The returning officer must not open the sealed packets of:

- (a) the disqualified documents, with the list of disqualified documents inside it,
- (b) the list of spoiled ballot papers and the list of spoiled text message votes,
- (c) the list of lost ballot documents, and
- (d) the list of eligible voters,

or access the complete electronic copies of the internet voting records, telephone voting records and text voting records created in accordance with rule 26 and held in a device suitable for the purpose of storage.

54.3 The returning officer must endorse on each packet a description of:

- (a) its contents,
- (b) the date of the publication of notice of the election,
- (c) the name of the corporation to which the election relates, and
- (d) the constituency, or class within a constituency, to which the election relates.

### 55. Delivery of documents

55.1 Once the documents relating to the poll have been sealed up and endorsed pursuant to

rule 56, the returning officer is to forward them to the chair of the corporation.

## **56. Forwarding of documents received after close of the poll**

56.1 Where:

- (a) any voting documents are received by the returning officer after the close of the poll, or
- (b) any envelopes addressed to eligible voters are returned as undelivered too late to be resent, or
- (c) any applications for replacement voting information are made too late to enable new voting information to be issued,

the returning officer is to put them in a separate packet, seal it up, and endorse and forward it to the chairman of the corporation.

## **57. Retention and public inspection of documents**

57.1 The corporation is to retain the documents relating to an election that are forwarded to the chair by the returning officer under these rules for one year, and then, unless otherwise directed by the board of directors of the corporation, cause them to be destroyed.

57.2 With the exception of the documents listed in rule 58.1, the documents relating to an election that are held by the corporation shall be available for inspection by members of the public at all reasonable times.

57.3 A person may request a copy or extract from the documents relating to an election that are held by the corporation, and the corporation is to provide it, and may impose a reasonable charge for doing so.

## **58. Application for inspection of certain documents relating to an election**

58.1 The corporation may not allow:

- (a) the inspection of, or the opening of any sealed packet containing –
  - (i) any rejected ballot papers, including ballot papers rejected in part,
  - (ii) any rejected text voting records, including text voting records rejected in part,
  - (iii) any disqualified documents, or the list of disqualified documents,
  - (iv) any counted ballot papers, internet voting records, telephone voting records or text voting records, or

(v) the list of eligible voters, or

(b) access to or the inspection of the complete electronic copies of the internet voting records, telephone voting records and text voting records created in accordance with rule 26 and held in a device suitable for the purpose of storage,

by any person without the consent of the board of directors of the corporation.

58.2 A person may apply to the board of directors of the corporation to inspect any of the documents listed in rule 58.1, and the board of directors of the corporation may only consent to such inspection if it is satisfied that it is necessary for the purpose of questioning an election pursuant to Part 11.

58.3 The board of directors of the corporation's consent may be on any terms or conditions that it thinks necessary, including conditions as to –

(a) persons,

(b) time,

(c) place and mode of inspection,

(d) production or opening,

and the corporation must only make the documents available for inspection in accordance with those terms and conditions.

58.4 On an application to inspect any of the documents listed in rule 58.1 the board of directors of the corporation must:

(a) in giving its consent, and

(b) in making the documents available for inspection

ensure that the way in which the vote of any particular member has been given shall not be disclosed, until it has been established –

(i) that his or her vote was given, and

(ii) that Monitor has declared that the vote was invalid.

## PART 9 DEATH OF A CANDIDATE DURING A CONTESTED ELECTION

### FPP59. Countermand or abandonment of poll on death of candidate

FPP59.1 If at a contested election, proof is given to the returning officer's satisfaction before the result of the election is declared that one of the persons named or to be named as a candidate has died, then the returning officer is to:

- (a) countermand notice of the poll, or, if voting information has been issued, direct that the poll be abandoned within that constituency or class, and
- (b) order a new election, on a date to be appointed by him or her in consultation with the corporation, within the period of 40 days, computed in accordance with rule 3 of these rules, beginning with the day that the poll was countermanded or abandoned.

FPP59.2 Where a new election is ordered under rule FPP59.1, no fresh nomination is necessary for any candidate who was validly nominated for the election where the poll was countermanded or abandoned but further candidates shall be invited for that constituency or class.

FPP59.3 Where a poll is abandoned under rule FPP59.1(a), rules FPP59.4 to FPP59.7 are to apply.

FPP59.4 The returning officer shall not take any step or further step to open envelopes or deal with their contents in accordance with rules 38 and 39, and is to make up separate sealed packets in accordance with rule 40.

FPP59.5 The returning officer is to:

- (a) count and record the number of ballot papers, internet voting records, telephone voting records and text voting records that have been received,
- (b) seal up the ballot papers, internet voting records, telephone voting records and text voting records into packets, along with the records of the number of ballot papers, internet voting records, telephone voting records and text voting records and

ensure that complete electronic copies of the internet voting records telephone voting records and text voting records created in accordance with rule 26 are held in a device suitable for the purpose of storage.

FPP59.6 The returning officer is to endorse on each packet a description of:

- (a) its contents,

- (b) the date of the publication of notice of the election,
- (c) the name of the corporation to which the election relates, and
- (d) the constituency, or class within a constituency, to which the election relates.

FPP59.7 Once the documents relating to the poll have been sealed up and endorsed pursuant to rules FPP59.4 to FPP59.6, the returning officer is to deliver them to the chairman of the corporation, and rules 57 and 58 are to apply.

#### **STV59. Countermand or abandonment of poll on death of candidate**

STV59.1 If, at a contested election, proof is given to the returning officer's satisfaction before the result of the election is declared that one of the persons named or to be named as a candidate has died, then the returning officer is to:

- (a) publish a notice stating that the candidate has died, and
- (b) proceed with the counting of the votes as if that candidate had been excluded from the count so that –
  - (i) ballot documents which only have a first preference recorded for the candidate that has died, and no preferences for any other candidates, are not to be counted, and
  - (ii) ballot documents which have preferences recorded for other candidates are to be counted according to the consecutive order of those preferences, passing over preferences marked for the candidate who has died.

STV59.2 The ballot documents which have preferences recorded for the candidate who has died are to be sealed with the other counted ballot documents pursuant to rule 54.1(a).

## PART 10 ELECTION EXPENSES AND PUBLICITY

### *Election expenses*

#### **60. Election expenses**

60.1 Any expenses incurred, or payments made, for the purposes of an election which contravene this Part are an electoral irregularity, which may only be questioned in an application made to Monitor under Part 11 of these rules.

#### **61. Expenses and payments by candidates**

61.1 A candidate may not incur any expenses or make a payment (of whatever nature) for the purposes of an election, other than expenses or payments that relate to:

- (a) personal expenses,
- (b) travelling expenses, and expenses incurred while living away from home, and
- (c) expenses for stationery, postage, telephone, internet (or any similar means of communication) and other petty expenses, to a limit of £100.

#### **62. Election expenses incurred by other persons**

62.1 No person may:

- (a) incur any expenses or make a payment (of whatever nature) for the purposes of a candidate's election, whether on that candidate's behalf or otherwise, or
- (b) give a candidate or his or her family any money or property (whether as a gift, donation, loan, or otherwise) to meet or contribute to expenses incurred by or on behalf of the candidate for the purposes of an election.

62.2 Nothing in this rule is to prevent the corporation from incurring such expenses, and making such payments, as it considers necessary pursuant to rules 63 and 64.

### *Publicity*

#### **63. Publicity about election by the corporation**

63.1 The corporation may:

- (a) compile and distribute such information about the candidates, and
- (b) organise and hold such meetings to enable the candidates to speak and respond to questions,

as it considers necessary.

63.2 Any information provided by the corporation about the candidates, including information compiled by the corporation under rule 64, must be:

- (a) objective, balanced and fair,
- (b) equivalent in size and content for all candidates,
- (c) compiled and distributed in consultation with all of the candidates standing for election, and
- (d) must not seek to promote or procure the election of a specific candidate or candidates, at the expense of the electoral prospects of one or more other candidates.

63.3 Where the corporation proposes to hold a meeting to enable the candidates to speak, the corporation must ensure that all of the candidates are invited to attend, and in organising and holding such a meeting, the corporation must not seek to promote or procure the election of a specific candidate or candidates at the expense of the electoral prospects of one or more other candidates.

#### **64. Information about candidates for inclusion with voting information**

64.1 The corporation must compile information about the candidates standing for election, to be distributed by the returning officer pursuant to rule 24 of these rules.

64.2 The information must consist of:

- (a) a statement submitted by the candidate of no more than 250 words,
- (b) if voting by telephone or text message is a method of polling for the election, the numerical voting code allocated by the returning officer to each candidate, for the purpose of recording votes using the telephone voting facility or the text message voting facility (“numerical voting code”), and
- (c) a photograph of the candidate.

#### **65. Meaning of “for the purposes of an election”**

65.1 In this Part, the phrase “for the purposes of an election” means with a view to, or otherwise in connection with, promoting or procuring a candidate’s election, including the prejudicing of another candidate’s electoral prospects; and the phrase “for the purposes of a candidate’s election” is to be construed accordingly.

65.2 The provision by any individual of his or her own services voluntarily, on his or her own time, and free of charge is not to be considered an expense for the purposes of this Part.



## PART 11 QUESTIONING ELECTIONS AND THE CONSEQUENCE OF IRREGULARITIES

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### 66. Application to question an election

- 66.1 An application alleging a breach of these rules, including an electoral irregularity under Part 10, may be made to Monitor.
- 66.2 An application may only be made once the outcome of the election has been declared by the returning officer.
- 66.3 An application may only be made to Monitor by:
- (a) a person who voted at the election or who claimed to have had the right to vote, or
  - (b) a candidate, or a person claiming to have had a right to be elected at the election.
- 66.4 The application must:
- (a) describe the alleged breach of the rules or electoral irregularity, and
  - (b) be in such a form as Monitor may require.
- 66.5 The application must be presented in writing within 21 days of the declaration of the result of the election.
- 66.6 If Monitor requests further information from the applicant, then that person must provide it as soon as is reasonably practicable.
- 66.7 Monitor shall delegate the determination of an application to a person or panel of persons to be nominated for the purpose.
- 66.8 The determination by the person or panel of persons nominated in accordance with rule 66.7 shall be binding on and shall be given effect by the corporation, the applicant and the members of the constituency (or class within a constituency) including all the candidates for the election to which the application relates.
- 66.9 Monitor may prescribe rules of procedure for the determination of an application including costs.

**67. Secrecy**

67.1 The following persons:

- (a) the returning officer,
- (b) the returning officer's staff,

must maintain and aid in maintaining the secrecy of the voting and the counting of the votes, and must not, except for some purpose authorised by law, communicate to any person any information as to:

- (i) the name of any member of the corporation who has or has not been given voting information or who has or has not voted,
- (ii) the unique identifier on any ballot paper,
- (iii) the voter ID number allocated to any voter,
- (iv) the candidate(s) for whom any member has voted.

67.2 No person may obtain or attempt to obtain information as to the candidate(s) for whom a voter is about to vote or has voted, or communicate such information to any person at any time, including the unique identifier on a ballot paper given to a voter or the voter ID number allocated to a voter.

67.3 The returning officer is to make such arrangements as he or she thinks fit to ensure that the individuals who are affected by this provision are aware of the duties it imposes.

**68. Prohibition of disclosure of vote**

68.1 No person who has voted at an election shall, in any legal or other proceedings to question the election, be required to state for whom he or she has voted.

**69. Disqualification**

69.1 A person may not be appointed as a returning officer, or as staff of the returning officer pursuant to these rules, if that person is:

- (a) a member of the corporation,
- (b) an employee of the corporation,
- (c) a director of the corporation, or

(d) employed by or on behalf of a person who has been nominated for election.

**70. Delay in postal service through industrial action or unforeseen event**

70.1 If industrial action, or some other unforeseen event, results in a delay in:

- (a) the delivery of the documents in rule 24, or
- (b) the return of the ballot papers,

the returning officer may extend the time between the publication of the notice of the poll and the close of the poll by such period as he or she considers appropriate.

The Foundation Trust Network (FTN) is the membership organisation for NHS acute hospitals and community, mental health and ambulance services.

The FTN acts as the public voice for those NHS trusts, helping to deliver high quality care and shaping the system in which they operate.

The FTN has over 227 members – more than 92% of all NHS foundation trusts and aspirant trusts.

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**Report to:** Council of Governors  
**Meeting date:** 11<sup>th</sup> December 2014  
**Reference number:** 70-14  
**Report from:** Lois Howell, Interim Head of Corporate Affairs  
**Author:** Hilary Saunders, Deputy Company Secretary  
**Report date:** 4<sup>th</sup> December 2014  
**Appendices:** a) Draft revised ToRs  
b) Meeting schedule for 2014-15  
c) Meeting schedule for 2015-16  
d) Timeline for preparation of agenda

### **Governor Steering Group (GSG) Revised Terms of Reference**

1. Changes to legislation under the Health & Social Care Act 2012 introduced new statutory duties for governors, which include holding the NEDs to account for the performance of the board, and representing the interests of members and the public.
2. Following discussions at the October Council of Governors Forum, it was agreed that the purpose of the Governors' Steering Group (GSG) should be modified to enable a focus on the development of full Council meeting agendas, thereby assisting governors to fulfil these key statutory duties, whilst ensuring the trust is aligned to the new legislation.
3. At its meeting in November, the Governors' Steering Group met to consider proposed amendments to its Terms of Reference (ToRs); the resultant revised draft is attached as appendix (a).
4. To ensure the GSG will have the appropriate knowledge and skills to represent the interests of the full Council, the proposed membership includes the Vice Chair, Governor Representative, and Lead Governors for Audit, Patient Experience, Quality and Risk, and Charitable Funds; governors currently in these roles would automatically become members of the GSG by virtue of their position.
5. In addition, the revised ToRs require one public governor (without portfolio), one staff governor and one stakeholder governor. To date, the xxx public governors and xx staff governors currently on the GSG have indicated they would be willing to remain on the Committee; accordingly governors will be asked vote for their preferred candidate at their meeting on 11<sup>th</sup> December 2014.
6. Of the three stakeholder governors xxxxx have indicated they would be willing to sit on the GSG; again governors will be asked to vote for their preferred candidate.
7. It will not in future be necessary for the Chair of the Appointments Committee to be a member of the GSG, as this position already has a dedicated slot on the CoG agenda.
8. The GSG will now be required to meet just four times a year (in the month prior to the full Council of Governors meeting), rather than eight times a year as at present; revised schedules for 2014-15 and 2015-16 which include dates of future GSG meetings are attached as appendices (b) and (c) .

**Comment [H1]:** To be confirmed once we have had a response.

**Comment [H2]:** To be confirmed once we've had a response from Norman, Liz and Andrew

9. A timeline showing an example of how the GSG would engage with the wider Council in producing an effective agenda is also attached as appendix (d).
10. The Council of Governors is asked to **APPROVE** the adoption of the Revised Terms of Reference as appended and to vote on its preferred public, staff and stakeholder representatives.

## DRAFT TERMS OF REFERENCE

### GOVERNORS STEERING GROUP of the Council of Governors

#### Purpose

The role of the Governors' Steering Group is to support and facilitate the work of the Council of Governors generally, and specifically respect of fulfilling the Council's key statutory duties:

- holding the Trust's Non-Executive Directors to account for the performance of the board
- representing the interests of members and the public

and make recommendations to it on any aspects of its work;

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#### Objectives

1. Facilitation of e communication between the Council of Governors and the Board of Directors;
2. Provision of de advice and support to the Chairman, Chief Executive and the Company Secretary;
3. Initiation of e appropriate reviews and reports on matters within the remit of the Council of Governors,;
- 3-4. Identification of agenda items for the meetings of the Council of Governors and,
- 4-5. Actively engagement of the Governors in adding value to the Foundation Trust.

#### Level of Authority

The GSG shall have authority to form working groups to facilitate the work of the GSG and to support any recommendations it may make to the Council of Governors.

#### Membership

Members of the GSG shall be chosen by the Council of Governors and the GSG shall be chaired by the Vice-Chairman of the Council of Governors.

The GSG shall comprise

- Vice Chair
- Governor Representative
- 1 public Governor
- 1 staff Governor
- 1 appointed Governor
- Lead Governor Audit
- Lead Governor Patient & Experience
- Lead Governor Quality
- Lead Governor for Charitable Funds
- —
- eight public governors including the Vice-Chair of the CoG and Governor Representative, plus two staff governors:
- The Deputy Company Secretary will attend all meetings of the GSG;
- The Chairman, Senior Independent Directors, Chief Executive and members of the senior management team will attend by invitation;
- The GSG shall invite others to attend its meetings as it considers appropriate and as the need arises.

**Quorum**

Quoracy will be a third of the total, with the public governors in a majority of those present

**Frequency of Meetings**

The GSG shall meet at least four times per year, in advance of each ordinary meeting of the Council of Governors ~~as regularly as it considers necessary to fulfil its obligations.~~

**Reporting Arrangements**

- The Governors Steering Group will report to the Council of Governors as required.
- The minutes of the meeting will be distributed to all group members and published in the monthly Governors Monthly Update

**ToR Review: Annual**

These Terms of Reference revised December 2015 ~~February 2014~~ to be reviewed December ~~February 2016~~

DRAFT

	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15
<b>AGM &amp; Annual Members' Meeting</b>						<b>11-Sep</b> 18:00 ATH						
<b>Board of Directors Seminar</b> <b>(session in public)</b> <b>(session in private)</b>	<b>24-Apr</b> 10:00 13:00 16:00 CCEC	<b>22-May</b> 10:00 13:00 16:00 JCC	<b>26-Jun</b> 10:00 13:00 16:00 CCEC	<b>31-Jul</b> 10:00 13:00 16:00 CCEC	<b>28-Aug</b> 10:00 13:00 16:00 CCEC	<b>25-Sep</b> 10:00 13:00 16:00 ATH	<b>30-Oct</b> 10:00 13:00 16:00 ATH	<b>27-Nov</b> 10:00 13:00 16:00 CCEC	<b>18-Dec</b> 10:00 13:00 16:00 CCEC	<b>29-Jan</b> 10:00 13:00 16:00 CCEC	<b>26-Feb</b> 10:00 13:00 16:00 CCEC	<b>26-Mar</b> 10:00 <b>13:00</b> 16:00 CCEC
Audit Committee		<b>21-May</b> 14:00 OT6	<b>04-Jun</b> 14:00 OT6			<b>17-Sep</b> 14:00 OT6			<b>03-Dec</b> 14:00 OT6			<b>18-Mar</b> 14:00 OT6
Charitable Fund Corporate Trustee (Board of Directors)								<b>27-Nov</b> 09:00 CCEC				
Charitable Funds Advisory Committee			<b>26-Jun</b> 09:00 CCEC			<b>25-Sep</b> 09:00 ATH			<b>18-Dec</b> 09:00 CCEC			<b>26-Mar</b> 09:00 CCEC
Nomination and Remuneration Committee				<b>31-Jul</b> 09:00 CCEC			<b>30-Oct</b> 09:00 ATH			<b>29-Jan</b> 09:00 CCEC		
Quality and Risk Committee		<b>29-May</b> 09:00 JMR				<b>04-Sep</b> 09:00 JMR		<b>04-Nov</b> 09:00 AWLT		<b>08-Jan</b> 09:00 JMR		<b>03-Mar</b> 09:00 JMR
<b>Council of Governors</b> <b>(session in private)</b> <b>(session in public)</b> <b>AGM &amp; AMM</b>			<b>12-Jun</b> 15:00 16:00 ATH			<b>11-Sep</b> 15:00 16:00 18:00 ATH			<b>11-Dec</b> 15:00 16:00 ATH			
<b>Council of Governors</b> <b>(forum meeting)</b>							<b>16-Oct</b> 14:00 ATH					
Appointments Committee	<b>10-Apr</b> 16:30 TBR	<b>08-May</b> 16:30 TBR			<b>07-Aug</b> 16:30 TBR			<b>13-Nov</b> 16:30 TBR			<b>12-Feb</b> 16:30 TBR	
Governors' Steering Group	<b>10-Apr</b> 14:00 TBR	<b>08-May</b> 14:00 TBR	n/a	<b>10-Jul</b> 14:00 TBR	<b>07-Aug</b> 14:00 TBR	n/a	<b>09-Oct</b> 14:00 TBR	<b>13-Nov</b> 14:00 TBR	n/a	n/a	n/a	<b>12-Mar</b> 14:00 TBR

	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
<b>AGM &amp; Annual Members' Meeting</b>							08-Oct 18:00 ATH					
<b>Board of Directors Seminar</b> (session in public) (session in private)	<b>30-Apr</b> 10:00 13:00 16:00 CCEC	<b>21-May</b> 10:00 13:00 16:00 CCEC	<b>25-Jun</b> 10:00 13:00 16:00 CCEC	<b>30-Jul</b> 10:00 13:00 16:00 CCEC	<b>27-Aug</b> 10:00 13:00 16:00 CCEC	<b>24-Sep</b> 10:00 13:00 16:00 CCEC	<b>29-Oct</b> 10:00 13:00 16:00 CCEC	<b>26-Nov</b> 10:00 13:00 16:00 CCEC	<b>17-Dec</b> 10:00 13:00 16:00 CCEC	<b>28-Jan</b> 10:00 13:00 16:00 CCEC	<b>25-Feb</b> 10:00 13:00 16:00 CCEC	<b>31-Mar</b> 10:00 <b>13:00</b> 16:00 CCEC
<b>Audit Committee</b>		<b>20-May</b> 14:00 JMR	<b>03-Jun</b> 14:00 SDC1			<b>02-Sep</b> 14:00 SDC TR			<b>02-Dec</b> 14:00 SDC TR			<b>02-Mar</b> 14:00 SDC TR
<b>Charitable Fund Corporate Trustee (Board of Directors)</b>								<b>26-Nov</b> 09:00 CCEC				
<b>Charitable Funds Advisory Committee</b>			<b>25-Jun</b> 09:00 CCEC			<b>24-Sep</b> 09:00 CCEC			<b>17-Dec</b> 09:00 CCEC			<b>31-Mar</b> 09:00 CCEC
<b>Nomination and Remuneration Committee</b>	<b>30-Apr</b> 09-Jan CCEC			<b>30-Jul</b> 09:00 CCEC			<b>29-Oct</b> 09:00 CCEC			<b>28-Jan</b> 09:00 CCEC		
<b>Quality and Risk Committee (TBA)</b>												
<b>Council of Governors (session in private) (session in public)</b>	<b>09-Apr</b> 15:00 16:00 ATH			<b>09-Jul</b> 15:00 16:00 ATH			<b>08-Oct</b> 15:00 16:00 ATH			<b>14-Jan</b> 15:00 16:00 ATH		
<b>Council of Governors (forum meeting) (TBA)</b>												
<b>Appointments Committee (TBA)</b>												
<b>Governors' Steering Group</b>			<b>11-Jun</b> 14:00 JMR			<b>10-Sep</b> 14:00 JMR			<b>08-Dec</b> 14:00 JMR			<b>10-Mar</b> 14:00 JMR

## Proposed timeline for CoG agenda preparation

