

Bundle Council of Governors (public) 15 July 2024

Agenda attachments

- 00 A – front cover public
- 00 B – membership
- 00 C – register July 2024
- 00 D – Agenda Public July 2024 FINAL
- 18.24 Welcome, apologies, declarations of interest and eligibility, confirmation of quoracy
- 19.24 Draft minutes of the public meeting held on 22 April 2024
 - 19–24 Minutes– CoG– 22 April 2024 DRAFT V1
- 20.24 Matters arising and actions pending from previous meetings
 - 20–24 PUBLIC Matters arising July 2024
- 21.24 Update from Trust Chair
 - 21–24 Chair's report
- 22.24 Update from Chief executive officer
 - 22–24 CEO's report
- 23.24 Update from Lead governor and deputy lead governor (verbal)
- 24.24 Trust Chair and Non–executive director appraisal process 2023/24
 - 24–24 Trust Chair and non–executive director appraisal process 2023–24
- 25.24 Governor election process and timeline
 - 25–24 Governor election process and timeline
 - 25–24.1 Council of Governors Register 2024–25 V2 (2)
- 26.24 Code of Conduct for governors
 - 26–24 Code of conduct for governors
 - 26–24.1 Council of Governors code of conduct DRAFT MARCH 2024 V6
- 27.24 Constitution updates
 - 27–24 Trust Constitution
 - 27–24.1 V11 Trust Constitution DRAFT UPDATES MARCH 2024 DRAFT V4
- 28.24 Update from Governor working group on public engagement (verbal)
- 29.24 Non–executive director assurance
 - 29–24 NED assurance V2
- 30.24 Questions for Non–executive directors (verbal)
- 31.24 Any other business
- 32.24 To receive any questions or comments from members of the foundation trust or members of the public

Council of Governors Meeting in public

Monday 15 July 2024

14.00-16.00

Education Centre, QVH



Queen Victoria Hospital NHS Foundation Trust Council of Governors

Membership July 2024

Members	
Jackie Smith	Trust Chair
Chris Barham	Public governor
Jo Davis	Staff governor
Niamh Gavin	Staff governor
Janet Hall	Public governor
Julie Holden	Stakeholder governor for EG Town Council
Denise Holland	Public governor
Bob Lanzer	Stakeholder governor for WS County Council
Chris Parrish	Staff governor
Julia Searle	Public governor
Ken Sim	Public governor
Linda Skinner	Stakeholder governor for League of Friends
Roger Smith	Public governor
Jonathan Squire	Public governor
Margo Taskiran	Public governor
Louise Thompson	Public governor
Invited attendees	
Paul Dillon-Robinson	Non-executive director
Karen Norman	Senior independent director
Peter O'Donnell	Non-executive director
Shaun O'Leary	Non-executive director
Russell Hobby	Non-executive director
James Lowell	Chief executive officer
Abigail Jago	Chief strategy officer
Maria Wheeler	Chief finance officer
Jane Dickon	Interim Chief nursing officer
Tania Cubison	Medical director
Helen Edmunds	Chief people officer
Kirsten Timmins	Chief operating officer
Leonora May	Company secretary (minutes)

Annual declarations by governors 2024/25

As established by section 22 of the Trust's Constitution, if a governor of the Trust has a relevant and material interest, or a pecuniary, personal or family interest, whether that interest is actual or potential and whether that interest is direct or indirect, in any proposed contract or other matter which is under consideration or is to be considered by the Council of Governors, the governor shall disclose the nature and extent of that interest to the members of the Council of Governors as soon as he/she becomes aware of it.

To facilitate this duty, governors are asked on appointment to the Trust and thereafter at the beginning of each financial year, to complete a form to declare any interests or to confirm that the governor has no interests to declare (a 'nil return'). Governors must request to update any declaration if circumstances change materially. By completing and signing the declaration form governors confirm their awareness of any facts or circumstances which conflict or may conflict with the interests of QVH NHS Foundation Trust. All declarations of interest and nil returns are kept on file by the Trust and recorded in the following register of interests which is maintained by the Company Secretary.

	Directorships, including non-executive directorships, held in private companies or public limited companies (with the exception of dormant companies).	Ownership, part ownership or directorship of private companies, businesses or consultancies likely or possibly seeking to do business with the NHS or QVH.	Significant or controlling share in organisations likely or possibly seeking to do business with the NHS or QVH.	A position of authority in a charity or voluntary organisation in the field of health or social care.	Any connection with a voluntary or other organisation contracting for NHS or QVH services or commissioning NHS or QVH services.	Any connection with an organisation, entity or company considering entering into or having entered into a financial arrangement with QVH, including but not limited to lenders of banks.	Any "family interest": an interest of a close family member which, if it were the interest of that director, would be a personal or pecuniary interest.
Public governors							
Barham, Chris	Transcend Talent consultancy Limited- Non Executive Director	NIL	NIL	NIL	NIL	NIL	NIL
Hall, Janet	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Holland, Denise	Secretary and director of Temple West Mgmt Ltd Director of Ashdown Drive Ltd	NIL	NIL	NIL	NIL	NIL	NIL
Searle, Julia	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Sim, Ken	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Smith, Roger	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Squire, Jonathan	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Taskiran, Margo							
Thompson, Louise	CEO of Myfolks Limited	CEO of Myfolks Limited	NIL	NIL	I am a patient entrepreneur on the NHS Clinical Entrepreneur Programme, in association with Anglia Ruskin University. It is not directly related to the the question, but I want to be transparent.	NIL	I am also married to a senior leader in Vodafone but have no visibility of any sales engagement with QVH and will excuse myself should that come up.

	Directorships, including non-executive directorships, held in private companies or public limited companies (with the exception of dormant companies).	Ownership, part ownership or directorship of private companies, businesses or consultancies likely or possibly seeking to do business with the NHS or QVH.	Significant or controlling share in organisations likely or possibly seeking to do business with the NHS or QVH.	A position of authority in a charity or voluntary organisation in the field of health or social care.	Any connection with a voluntary or other organisation contracting for NHS or QVH services or commissioning NHS or QVH services.	Any connection with an organisation, entity or company considering entering into or having entered into a financial arrangement with QVH, including but not limited to lenders of banks.	Any "family interest": an interest of a close family member which, if it were the interest of that director, would be a personal or pecuniary interest.
Staff governors							
Davis, Jo	.NIL	NIL	NIL	NIL.	NIL	NIL	NIL
Gavin, Niamh							
Parrish, Chris	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Appointed governors							
Holden, Julie	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Lanzer, Bob	Director of Southeast Communities Rail Partnership CIC (Communities Interest Company)	NIL	NIL	NIL	Member of West Sussex County Council and Cabinet Member for Public Health and Wellbeing Member of the Sussex Health and Care Assembly	NIL	NIL
Skinner, Linda	LVS GR consultancy Limited- 100% ownership	NIL	NIL	NIL	NIL	NIL	NIL

Fit and proper persons declaration

As established by regulation 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 ("the regulations"), QVH has a duty not to appoint a person or allow a person to continue to be a governor of the trust under given circumstances known as the "fit and proper person test". By completing and signing an annual declaration form, QVH governors confirm their awareness of any facts or circumstances which prevent them from holding office as a governors of QVH NHS Foundation Trust.

Categories of person prevented from holding office							
	The person is an undischarged bankrupt or a person whose estate has had a sequestration awarded in respect of it and who has not been discharged.	The person is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or an order to like effect made in Scotland or Northern Ireland.	The person is a person to whom a moratorium period under a debt relief order applies under Part VIIA (debt relief orders) of the Insolvency Act 1986(40).	The person has made a composition or arrangement with, or granted a trust deed for, creditors and not been discharged in respect of it.	The person is included in the children's barred list or the adults' barred list maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006, or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland.	The person is prohibited from holding the relevant office or position, or in the case of an individual from carrying on the regulated activity, by or under any enactment.	The person has been responsible for, been privy to, contributed to, or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity, or discharging any functions relating to any office or employment with a service provider.
Public governors							
Barham, Chris	NA	NA	NA	NA	NA	NA	NA
Hall, Janet	NA	NA	NA	NA	NA	NA	NA
Holland, Denise	NA	NA	NA	NA	NA	NA	NA
Searle, Julia	NA	NA	NA	NA	NA	NA	NA
Sim, Ken	NA	NA	NA	NA	NA	NA	NA
Smith, Roger	NA	NA	NA	NA	NA	NA	NA
Squire, Jonathan	NA	NA	NA	NA	NA	NA	NA
Taskiran, Margo							
Thompson, Louise	NA	NA	NA	NA	NA	NA	NA
Staff governors							
Davis, Jo	NA	NA	NA	NA	NA	NA	NA
Gavin, Niamh							
Parrish, Chris	NA	NA	NA	NA	NA	NA	NA
Appointed governors							
Holden, Julie	NA	NA	NA	NA	NA	NA	NA
Lanzer, Bob	NA	NA	NA	NA	NA	NA	NA
Skinner, Linda	NA	NA	NA	NA	NA	NA	NA

Meeting of the QVH Council of Governors
Monday 15 July 2024
14.00-16.00

Agenda: meeting session held in public		
Standing items		
Ref	Item	purpose
18-24	Welcome, apologies, declarations of interest and eligibility, confirmation of quoracy <i>Jackie Smith, Trust Chair</i>	-
19-24	Draft minutes of the public meeting held on 22 April 2024 <i>Jackie Smith, Trust Chair</i>	<i>Approval</i>
20-24	Matters arising and actions pending from previous meetings <i>Jackie Smith, Trust Chair</i>	<i>Review</i>
Council business		
21-24	Update from Trust Chair <i>Jackie Smith, Trust Chair</i>	<i>Information</i>
22-24	Update from Chief executive officer <i>Abigail Jago, Chief strategy officer</i>	<i>Information</i>
23-24	Update from Lead governor and deputy lead governor (verbal) <i>Chris Barham, Lead governor</i> <i>Janet Hall, deputy Lead governor</i>	<i>Information</i>
24-24	Trust Chair and Non-executive director appraisal process 2023/24 <i>Ken Sim, Appointments committee Chair</i>	<i>Assurance</i>
25-24	Governor election process and timeline <i>Leonora May, Company secretary</i>	<i>Approval</i>
26-24	Code of Conduct for governors <i>Leonora May, Company Secretary</i>	<i>Approval</i>
27-24	Constitution updates <i>Leonora May, Company Secretary</i>	<i>Approval</i>
Representing the interests of the members and members of public		
28-24	Update from Governor working group on public engagement (verbal) <i>Louise Thompson, Public Governor and working group Chair</i>	<i>Information</i>
Holding non-executive directors to account for the performance of the board of directors		

29-24	Non-executive director assurance <i>All Non-executive directors</i>	<i>Assurance</i>
30-24	Questions for Non-executive directors (verbal) <i>All Non-executive directors</i>	<i>Discussion</i>
Meeting closure		
31-24	Any other business <i>By application to the Chair</i>	<i>Discussion</i>
Questions		
32-24	To receive any questions or comments from members of the foundation trust or members of the public <i>We welcome relevant, written questions on any agenda item from our staff, our members or the public. To ensure that we can give a considered and comprehensive response, written questions must be submitted in advance of the meeting (at least three clear working days). Please forward questions to Leonora.may1@nhs.net clearly marked "Questions for the Council of Governors". Members of the public may not take part in the Council of Governors discussion. Where appropriate, the response to written questions will be published with the minutes of the meeting.</i>	<i>Discussion</i>
Date of next meeting		
Next meeting of the council of governors to be held in public		
16 September 2024 and AGM/AMM		

Quoracy

Any meeting of the Council of Governors requires a quorum of at least half of the total number of Governors to be present, with a majority of those present being Public Governors. No business shall be carried out at a meeting which is not quorate.

Document:	Minutes DRAFT & UNCONFIRMED		
Meeting:	Council of Governors session in public 14.00-16.00 , 22 April 2024 Education Centre, QVH		
Present:	Jackie Smith (JS)	Trust Chair (meeting Chair)	
	Chris Barham (CB)	Public governor (lead governor)	
	Janet Hall (JH)	Public governor (deputy lead governor)	
	Julie Holden (JWH)	Stakeholder governor for EGTC	
	Bob Lanzer (BL)	Stakeholder governor for WSCC	
	Julia Searle (JSe)	Public governor	
	Ken Sim (KS)	Public governor	
	Roger Smith (RS)	Public governor	
	Louise Thompson (LT)	Public governor	
	Margo Taskiran (MT)	Public governor (on MS Teams)	
	Linda Skinner (LS)	Stakeholder governor LoF	
	Jo Davis (JD)	Staff governor	
	Chris Parrish (CP)	Staff governor	
	In attendance:	Leonora May (LM)	Company secretary (minutes)
Paul Dillon-Robinson (PDR)		Non-executive director	
Peter O'Donnell (POD)		Non-executive director (on MS Teams)	
Shaun O'Leary (SOL)		Non-executive director	
Russell Hobby (RH)		Non-executive director	
Karen Norman (KN)		Non-executive director	
James Lowell (JL)		Chief executive director	
Maria Wheeler (MW)		Chief finance officer	
Nicky Reeves (NR)		Chief nursing officer	
Abigail Jago (AJ)		Chief strategy officer	
Kirsten Timmins (KT)		Chief operating officer	
Helen Edmunds (HE)		Chief people officer	
Cedi Frederick (CF)		Chair, NHS Kent and Medway ICS (item 4-24)	
Natalie Davies (ND)		Chief of staff, NHS Kent and Medway ICS (item 4-24)	
Apologies:		Tania Cubison (TC)	Chief medical officer
		Niamh Gavin (NG)	Staff governor
	Denise Holland (DH)	Public governor	
	Jonathan Squire (JSQ)	Public governor `	
Did not attend:	Oliver Harley (OH)	Public governor (excluded)	
Members of the public:	Two members of staff, one member of public		
Ref.	Item		
Standing items			
1-24	Welcome, apologies and declarations of interest and eligibility The Chair opened the meeting and welcomed all present, including HE and KT to their first Council of Governors meeting. The Chair reminded all present that the meeting was a meeting in public and not a public meeting, therefore members of the public were invited to observe the meeting but not to participate in discussions. Apologies were received from TC, NG, DH and JSQ and the meeting was declared as being quorate. There were no declarations of interest other than those recorded on the register of interests. LM confirmed that three governor annual declarations were outstanding. All governors present had completed a declaration of interest.		
2-24	Draft minutes of the public meeting held on 29 January 2024		

	Council agreed that the draft minutes of the public meeting held on 29 January 2024 were a true and accurate record of that meeting and approved them on that basis.
3-24	<p>Matters arising and actions pending from previous meetings <u>70-23 (Invite Kent and Surrey ICB representatives to provide update at future CoG meeting</u> Cedi Frederick, Chair for Kent and Medway ICS was in attendance at the meeting. A future date would be arranged for an update from Surrey Heartlands ICS.</p> <p>There were no further pending actions and Council noted the update.</p>
Council business	
4-24	<p>Kent and Medway ICS update [This item was taken before item 1-24]</p> <p>The Chair welcomed CF and ND to the meeting and thanked them for their time.</p> <p>CF provided a verbal update, key messages of which included:</p> <ul style="list-style-type: none"> - CF recognised Kent and Medway ICS as being on a journey to become an interdependent care system, recognising that the NHS provides 20% of a person's overall health and wellbeing - The system faces significant financial challenges and there is a need for the ICS to release money from the acute sector in order to focus on prevention and early intervention to make a long lasting difference to health - The ICS wants only the best services for the c.2m population of Kent and Medway and there is a need to balance competing demands and focus where resource is spent <p>Council were invited to ask questions regarding the update, and discussion was had as follows:</p> <ul style="list-style-type: none"> - A Governor asked what, if anything, Kent and Medway ICS would like to see from QVH in the future. In response, CF reiterated that the ICS is focussed on the population of Kent and Medway having access to the best quality services, and suggested that QVH focuses on being the best it can be at what it does - In response to a question, CF outlined the ICS's approach to investment in technology. He shared the view that there are pockets of exceptional innovation in technology across the system but there is a need to learn from one another and continue to strive to become more innovative and take risks to invest in digital for the benefit of patients - A governor asked about ICS's approach to communicating more widely and increasing the NHS's role in prevention and early intervention. In response, CF confirmed that the ICS is working with its local authorities to address prevention and are focussing on developing these relationships and integrated care partnerships to keep people out of hospital. Interventions will be informed by data - A Board member asked about the ICS's approach to health inequalities and CF acknowledged that this is a challenge common to all ICS's. He acknowledged the need to engage with communities, analyse the data and listen with intent in order to make a difference in this area <p>JL thanked CF and ND for sharing the key messages on behalf of Kent and Medway ICS with the Board and the Council of Governors. He made reference to the positive working relationship he had developed with the Chief executive of Kent and Medway ICB and the robust and honest conversations had, recognising the ICS's challenging financial deficit position. He committed to strive to continue to prove that QVH can provide the best value for money and outcomes for all patients.</p>
5-24	<p>Update from Trust Chair JS presented the report to Council who noted the contents, including the Strategic development committee update and assurance.</p>
6-24	<p>Update from Chief executive officer JL presented the report to Council highlighting that:</p> <ul style="list-style-type: none"> - Reinforced autoclaved aerated concrete (RAAC) had been found on the hospital site. He confirmed that in September last year, the Board had received assurance that there was no RAAC on the site and that it was deemed to be low risk due to the age of the buildings. The Board had asked for a survey to be completed and during a review of missed opportunities it had become apparent that the survey had not been completed. The survey has now been

	<p>completed and a small amount of RAAC has been found within the medical photography building. The Trust has been given 6-12 months to vacate this space</p> <ul style="list-style-type: none"> - Work to develop the Trust's strategy is ongoing, with feedback received from operational directorates. The Trust is being deliberate in its approach to working with primary care partners locally - Following the well led review undertaken by Deloitte at the end of 2022/23, the Trust has redefined its organisational structure and implemented a triumvirate leadership model to support clinical leadership and decision making - JL welcomed KT who had joined the executive team as Chief operating officer and Helen Edmunds who had joined the executive team as Chief people officer. He confirmed that following an external recruitment process, LM has been appointed as the Trust's Company secretary - Work to support the NHS Sussex Improving lives together strategy is ongoing with the establishment of executive provider collaboratives and the Committee in common - West Sussex Fire Service continue to undertake regular visits following the issue of the Fire Safety Enforcement Notice. They are supportive of work completed to date to ensure compliance with the notice <p>Council considered and discussed the updates as follows:</p> <ul style="list-style-type: none"> - A governor asked whether the Non-executive directors were aware that the RAAC survey was not completed. In response, JL confirmed that the Non-executive directors were notified as soon as it had become apparent that the planned survey was not completed - A discussion was had regarding missed opportunities and JL confirmed that this is a deliberate piece of work which is being led by the executive team following receipt of the Fire Safety Enforcement Notice to ensure that appropriate action has taken place following decisions - In response to a question from a governor, JL acknowledged the September 2024 deadline for the publication of the strategy as being ambitious but confirmed that it is on track as expected <p>Council noted the updates.</p>
7-24	<p>Update from Lead governor and deputy lead governor</p> <p>CB and JH provided the following updates:</p> <ul style="list-style-type: none"> - Governors had been engaged in providing feedback for the Chair and Non-executive director appraisals - Governors remain focussed on having the additional licence conditions removed at the earliest opportunity, recognising that the relationship between the Board and Council of Governors has much improved since these were imposed - CB shared the view that governors would prefer to adopt the approach of attending Board sub-committee meetings as observers instead of the working group practice - CB reported that governors welcomed LM into the Company secretary role, and that he had personally written to the previous Company secretary to express thanks on behalf of Council - JH invited governors to let KN know if they would like to join some of the Non-executive directors and governors on a visit to the East Grinstead museum - It was suggested that governors hold an informal meeting before or after Board meetings to discuss and agree governor questions to the Board. Governors agreed to consider this and feed back to CB and JH <p>Council noted the updates.</p>
8-24	<p>Governor election process and timeline</p> <p>LM presented the report to Council which sought approval to go out to election to fill some of the ten public governor vacancies, following the elections in 2023 after which 10 of 20 vacancies were filled. She reported that the election is recommended to increase continuity, Council capacity and formal meeting quoracy which is currently a challenge.</p> <p>LM suggested that promotion of the roles is increased with this election, using social media channels, the members' newsletter and introducing postcards to all members. She highlighted the importance of encouraging people of all backgrounds and experiences to put themselves forward for the role so that the Council of Governors is representative of the populations that QVH serves.</p> <p>Council considered and discussed the proposal as follows:</p>

	<ul style="list-style-type: none"> - In response to questions from governors, LM confirmed that the induction process is being reviewed and that new governors will attend a full day of training on statutory duties supported by NHS Providers - In response to a question from a governor, LM confirmed that there is no requirement to fill all ten vacancies - Governors suggested revisiting the number of public governor positions set out within the Trust's Constitution in future years and LM agreed to look into how many other Trusts have - Council agreed that it would be helpful if some or all of the vacancies could be filled to support with governor engagement activities <p>Council approved a governor election in line with the timeline set out within the report to fill the ten vacant public governor posts from 5 August 2024.</p>
9-24	<p>Council of Governors effectiveness review</p> <p>JS presented the report to Council, noting that feedback from the survey suggests that the training programme for governors to date has been inadequate. She reminded governors that a governor training day is being held on 1 May 2024 supported by NHS Providers and urged all governors to attend.</p> <p>LM reported that 13 governors had completed the survey in total and that the results were largely positive and demonstrated that the relationship between the Board and Council of Governors has much improved. As well as governor training, other areas for improvement included ensuring that papers submitted to Council are easy to read and understand.</p> <p>Governors appreciated the opportunity to participate in this feedback survey and agreed that they felt able to provide honest feedback which was recognised as being positive.</p> <p>JS highlighted that comments indicated that most governors value informal meetings and feel able to challenge and ask questions in this forum. It was agreed that these should continue as well as social events which were recognised as important for getting to know one another.</p> <p>Council:</p> <ul style="list-style-type: none"> - Noted the contents of the report - Agreed the contents of the action plan as set out within the report
Representing the interests of the members and members of public	
10-24	<p>Update from Governor working group on public engagement</p> <p>LT provided a verbal update on the work of the governor working group for public engagement. She reported that the group had worked with AJ and LM to develop some slides which included an update on strategy and some promotion and information about public membership and governor roles which would be used to present to Parish Council meetings and other groups. She invited all governors to volunteer to attend events and share the presentation.</p> <p>LM agreed to share the presentation with all governors. ACTION LM</p> <p>JS expressed thanks to LT and other members of the group for their important work in this area.</p> <p>Council noted the update.</p>
11-24	<p>Update from Patient experience group</p> <p>CP provided a verbal update on the Trust's internal Patient experience group. He reported that the group's last meeting was held in January 2024 and that it had received an update on CQC preparation. The group had spent much of its time at this meeting discussing the PLACE inspection report and action plan.</p> <p>JH suggested that the work of the Governor working group for public engagement and the Trust's internal Patient experience group should be linked to ensure that there is no duplication. It was agreed that NR would look into this. ACTION NR LM</p> <p>Council noted the update.</p>

Holding the non-executive directors to account for the performance of the Board of Directors	
12-24	<p>Quality and safety committee assurance</p> <p>SOL presented the report, noting that the next meeting of the committee is being held tomorrow. He reported that at its last meeting, the committee was assured by the serious incident update and the response from the ICB commending the Trust's response to a serious incident. The committee was pleased that the Trust is participating in external peer review processes in order to benchmark.</p> <p>SOL reported that the committee has noted some progress in antimicrobial prescribing issues. An antimicrobial pharmacist is joining the Trust during April 2024 and it is expected that this will result in further improvement in engagement.</p> <p>Council noted the update.</p>
13-24	<p>Audit and risk committee</p> <p>PDR presented the report to Council and provided a verbal update from a committee meeting which was held during March 2024. He reported that at that meeting the committee had considered in detail some proposed changes to the Trust's Scheme of delegation and reservation of powers and also reviewed the NHS Sussex Committee in common terms of reference. The committee had completed its review of its own effectiveness and PDR acknowledged that there is further work to do to embed the committees' role in oversight of the effectiveness of the risk management framework, working with the other Board sub-committees.</p> <p>PDR confirmed that the committee continue to oversee the contract management improvement plan which he acknowledged as critical for improving the management of third party suppliers.</p> <p>JS confirmed that the NHS Sussex Committee in common terms of reference will be presented to the Board for approval at its meeting on 2 May 2024. She encouraged Council to read these.</p> <p>Council noted the update.</p>
14-24	<p>Finance and performance committee</p> <p>POD presented the report to Council highlighting the following:</p> <ul style="list-style-type: none"> - The committee was concerned that system pressures and industrial action is challenging January cancer performance and will continue to monitor this - The committee was pleased to receive reassurance that improvements are being made to how the Trust manages and validates waiting lists and notes that the Trust's ability to forecast is not currently as robust as it would like - The committee have raised concern about the use of bank and agency staff and have sought further assurance that these are being utilised appropriately - POD confirmed that the Trust broke even for the 2023/24 period and acknowledged challenges around the system's financial position - The committee continue to receive updates regarding the estate and have suggested a review is undertaken of all suppliers to ensure that any further issues are understood and mitigated - RH highlighted a need to focus on the Trust's ambition related to culture and issues highlighted by the gender pay gap and WRES and WDES annual reports <p>Council considered and discussed the updates as follows:</p> <ul style="list-style-type: none"> - In response to a question, MW confirmed that all capital resources had been spent at year end - A governor asked about how the committee can be assured that clinical leadership is in place to support the EPR programme, and how many clinicians have had training in informatics and safety for clinical systems. POD confirmed that the committee have received reports to confirm that there has been lots of clinical support around the EPR programme, but acknowledged the need for management to ensure that clinical staff have the time allocated to resource the implementation of this. He confirmed that NR and KT will provide an update at the next meeting and that the committee have requested further detail regarding the implementation plan <p>Council noted the updates.</p>
15-24	<p>Any other questions for non-executive directors</p> <p>There were none.</p>

	[JSe left the meeting]
Meeting closure	
16-24	Any other business There was no further business and the Chair closed the meeting.
Questions	
17-24	Questions or comments from members of the foundation trust or members of the public There were none.

Matters arising and actions pending from previous meetings of the Council of Governors - PUBLIC								
ITEM	MEETING Month	REF.	TOPIC	AGREED ACTION	OWNER	DUE	UPDATE	STATUS
1	October 2023	70-23	ICS update	Invite Kent and Surrey ICB representatives to provide a strategy update at future CoG meetings	LM	15 July 2024	January 2024: Kent ICB invited to April CoG meeting to provide Kent ICB update. Surrey ICB date to be confirmed April 2024: Surrey ICB date to be confirmed. Verbal update at meeting July 2024: Surrey ICB representatives not available on Monday's. Need to explore further potential dates/ additional meeting.	Pending
2	April 2024	10-24	Public engagement	Share governor working group for public engagement presentation with all governors	LM	15 July 2024	July 2024: Presentation circulated	Closed
3	April 2024	11-24	Patient experience group	Council suggested that the work of the Governor working group for public engagement and the Trust's internal Patient experience group should be linked to ensure that there is no duplication. It was agreed that NR would look into this	NR	15 July 2024	July 2024: Members of Governor working group for public engagement invited to attend the August Patient experience group meeting as observers on one off basis to gain understanding of the work of the group and how it differs	Closed

Report to: Council of governors
Agenda item: 21-24
Date of meeting: 15 July 2024
Report from: Jackie Smith, Trust Chair
Report author: Leonora May, Company secretary
Date of report: 8 July 2024
Appendices: None

Chair's report

Purpose and introduction

The purpose of this report is to update the Council of Governors on Chair activities since the last meeting.

Governors

I continue to meet regularly with our lead governor and deputy lead governor to discuss key issues and I am really pleased that Chris Barham has been appointed as the lead governor for a further year and that Janet Hall has been appointed as the deputy lead governor for a further year. I would like to express my thanks to them both and look forward to continuing to work with them in these roles.

During May, we held an all-day development and training for governors which was well received.

During June, governor working groups were held with the Finance and Performance and Quality and safety committee Chairs, executive leads and governors. An Informal Council of Governors meeting was held on 19 June 2024.

I am really pleased that we will welcome Antony, John, David and Richard to the Council of Governors as public governors from 5 August 2024.

Service visits

Since the last Board meeting the non-executive directors have visited the risk, Charity and human resources and organisational development teams as well as theatres and plastics. I have continued visiting services with the lead and deputy lead governor. I have visited the library, dieticians, radiology and critical care.

These visits have been completed as part of our ongoing work to connect Board members throughout the organisation, getting to know staff from across the Trust and collecting soft intelligence. Specific issues raised by staff are followed up with executives or escalated through other routes as appropriate. I am pleased to say that governors have been invited to join the Non-executive directors on service visits to get to know more about the Trust and its services and to help in their role of holding the Non-executive directors to account for the performance of the Board.

Other activities

At its extraordinary meeting on 18 June 2024, the Board reviewed and approved the Annual report and accounts 2023/24. These will be shared with our governors and members at our Annual general meeting/ Annual members meeting which is being held at 6pm on 16 September 2024.

During the period, the Board completed the final part of its self-assessment of its own effectiveness through a survey which included questions about Quality of papers, Chairing and Board support, the Board's approach to partnerships, Board development and the annual cycle of business.

The responses to the survey indicate that although there has been some improvement to the quality of reports, there is still work to do to ensure that they are consistently of good quality with less data and more insight. The general feeling is that Board papers are too long. The new format for the Non-executive director's committee assurance reports to Board (alert, assure, advise) has been welcomed by the Board. There is agreement amongst the Board that the Board seminars have been valuable and that there are opportunities for further development and mutual learning. An action plan is being developed to address any areas identified for improvement.

Strategic development committee

A meeting was held during May, the assurance for which will be included in my next report to Board following the end of the pre-election period.

Recommendation

Council is asked to **note** the contents of the report.

Report to: Council of Governors
Agenda item: 22-24
Date of meeting: 15 July 2024
Report from: James Lowell, Chief Executive Officer
Report author: Michelle Baillie, acting Associate Director of Communications and Engagement
Date of report: 4 July 2024

Chief Executive's report

Operational performance

QVH continues to excel in a number of our operational performance domains. For patients on a cancer pathway, we reported the highest performance on QVH record of 90.6% against the 75% Faster Diagnosis Standard in March 2024. We achieved 95% against the DM01 diagnostic waiting time target in May 2024 compared to a national average of 77%, and we continue to exceed the 95% 4 hour urgent care standard each month in our Minor Injuries Unit.

Our system focus remains on reducing long waiting patients to ensure that no patient waits in excess of 65 weeks by September 2024. It is important that patients have timely treatment and we are supporting other providers to enable equity of access where we can.

Financial performance

I am pleased to confirm that we broke even at the end of the last financial year which is thanks to the hard work of all of our colleagues. However we are aware of the economy in which we operate and the expectations of increasing efficiency savings next year to support the Sussex integrated care system and wider NHS. We will continue looking at making the best use of our resources and eliminating waste where we can whilst maintaining the delivery of high quality care to our patients.

Our Chief Nursing Officer

As Nicky Reeves, our Chief Nursing Officer, marks her 40 year anniversary of working in the NHS, she has announced that she will be retiring. Nicky joined QVH 18 years ago and during that time she has been Burns Centre manager, Deputy Director of Nursing, and since 2022 our Chief Nursing Officer. Throughout that time her passion for nursing and our patients has seen us receive some of the best patient feedback in the country, particularly in areas relating to nursing and care. She was also instrumental in QVH's COVID-19 response, ensuring our staff and patients were safe and we were able to support patients with Cancer from across Sussex, Surrey and Kent.

Jane Dickson has joined us as Interim Chief Nursing Officer and is busy meeting colleagues across the organisation and completing a comprehensive handover with Nicky. Jane brings a wealth of experience gained from holding a number of operational, strategic and transformational roles across a range of healthcare settings. She has been a Chief Nurse since 2018 and has worked across the NHS

including for East Kent Hospitals University NHS Foundation Trust, Surrey and Sussex Healthcare, and NHS Blood and Transplant.

On behalf of the Board I would like to thank Nicky for her service and commitment to QVH and for the support she is giving Jane to maintain strong leadership of our nursing teams.

NHS Providers come to QVH

We were delighted to welcome Sir Julian Harley, Chief Executive of NHS Providers in May to learn more about QVH. It was an opportunity for us to show how effective teamwork and collaboration are key to delivering high quality patient care, an approach we are particularly proud of. And it would not be a visit to QVH without showing how our heritage and passion to be at the forefront of innovation inspires us to continue delivering excellence.



Sir Julian has [written a blog about his visit](#) which was shared through the NHS Providers Start the Week email bulletin. He had the opportunity to visit a number of our specialist teams including maxillofacial prosthetics (pictured), our sleep disorder centre, theatres, speech and language therapy, and facial palsy therapy.

There was even some audience participation when Professor Jag Dhanda, Consultant Maxillofacial/Head and Neck Surgeon, showed Sir Julian the technology he has developed, which gives live streaming and restreaming of cadaveric and live surgical techniques using virtual reality for medical education. Brian Bisase, Consultant Maxillofacial Surgeon, explained how we are supporting an increasing number of head and neck Cancer patients with cutting-edge surgery.

Within the blog Sir Julian said how he "admired the collaborative approach to working that was embedded in every team" and how "above all, I was impressed with the scale of ambition present in every service across the trust."

Strategy update

In the lead-up to the General Election, we have been bound, like other trusts, by strict guidance on what can and cannot be done or said. During June and July we had a number of key meetings planned to progress the essential elements of our strategy development before the final strategy goes to Board for approval which unfortunately must now be postponed until after the General Election. This will lead to a short delay in the approval and launch of our new strategy.

A tremendous amount of work and effort has got us to this point and work is still very much taking place behind the scenes to develop our enabling strategies, clinical

strategy and overarching strategy. I would like to personally thank everyone who has been involved so far – whilst the delay in approving the strategy is out of our control we are in a good place to take this for approval to our November Public Board.



Celebrating our staff

Since my last report, we have been fortunate to have had a number of opportunities for our whole organisation to celebrate the work of our colleagues. In May we had Nurses' Day and Operating Department Practitioner (ODP) days and our teams held a celebration of the work of their teams in our Education Centre. It was wonderful to see and very informative.

QVH is known for its love of cakes so I was particularly impressed by this creation by Karen and Rosie, two of our Heads of Nursing, who immortalised Nicky and myself in fondant icing! Thanks to our QVH Charity we also had an ice cream van visit us to treat our staff.

This month we marked Estates and Facilities Day. Having started my NHS career as a porter this day is especially poignant for me and I was honoured to join in the celebrations with the team. Our estates and facilities colleagues play an integral role in helping us support our patients and staff and although you may not always see them, the impact they have made is clear.

Thank you to everyone involved in arranging these important events.



Junior doctor industrial action

This week we saw the end of the latest period of industrial action taken by junior doctors. While this is not the first round of industrial action we have managed, each one requires careful planning and additional work, particularly for our appointments and scheduling teams. On behalf of my executive colleagues I would like to thank everyone involved in ensuring we were able to continue safely treating our patients.

We value our people and understand the importance of good pay and conditions and support those who chose to take part in the industrial action. The kindness and respect with which people treated each other was also appreciated.

Recommendation

The Council of Governors is asked to **NOTE** the contents of the report.

Report to: Council of governors
Agenda item: 24-24
Date of meeting: 15 July 2024
Report from: Ken Sim, Appointments committee Chair
Report author: Leonora May, Company secretary
Date of report: 6 July 2024
Appendices: None

Trust Chair and non-executive director (NED) appraisal process 2023/24

Introduction

The appointments committee received assurance at its meeting on 24 June 2024 that the Trust Chair and NED appraisals for 2023/24 had been completed in accordance with the guidance set out by NHS England. The content of the appraisals remains private and the only third party that will see a summary is NHS England.

The Appointments committee has a duty to review annually the performance of the NEDs, including the Chair by agreeing a process for determining the performance evaluations in line with national guidance. As in previous years, governors were invited to provide feedback for the NED and Trust Chair appraisals. The Appointments committee has a duty to receive a report from the Trust Chair and SID regarding the appraisal process and provide assurance to Council that the appraisals have been completed in line with national guidance.

Trust Chair

The senior independent director (SID) confirmed that she had completed the Trust Chair's appraisal during June 2024 in accordance with the guidance set out by NHS England. She confirmed that she and the Trust Chair had reviewed progress towards key objectives, discussed feedback received and agreed a set of objectives for the year ahead.

She had sought feedback from a wide range of internal and external stakeholders including fellow Board members, governors and the Chair of NHS Sussex. She thanked governors for their input.

The Appointments committee noted that the SID will complete the Trust Chair appraisal form and return it to NHS England.

Non-executive directors (NEDs)

The Trust Chair confirmed that she had completed the NED appraisals during April and May 2024 in accordance with the guidance set out by NHS England.

She had sought feedback on each of the NEDs performance during the year from fellow Board members, the Company secretary and governors and then met with them each individually to review performance, set objectives and identify learning and development needs.

The Appointments committee noted that the Trust Chair will complete the NED team appraisal summary template and return it to NHS England.

The Appointments committee were assured that the appraisals had been completed in line with national guidance.

Remuneration

The Appointments committee should regularly review the remuneration of the NEDs and Trust Chair and make recommendations to the Council of Governors. The Appointments committee reviewed the remuneration for the NEDs and Trust Chair at its meeting on 24 June 2024, noting that the NEDs and Trust Chair are currently paid slightly above the recommended amount as agreed by the Council of Governors in recognition of the considerable time commitment and complexity of the roles. This is set out and justified within the Trust's Annual report and accounts for 2023/24.

The Appointments committee agreed to recommend to the Council of Governors that the remuneration of the NEDs remains at £15k per annum and that the remuneration of the Trust Chair remains at £52.5k per annum and this should be revisited once the updated NED and Trust Chair pay guidance is received from NHSE. This is expected to be published during 2024.

Recommendation

Council is asked to **note** the contents of the report and **agree** that the remuneration of the NEDs remains at £15k per annum and the remuneration of the Trust Chair remains at £52.5k per annum, and that this should be revisited once the expected updated pay guidance is received from NHSE

Report to: Council of governors
Agenda item: 25-24
Date of meeting: 15 July 2024
Report from: Leonora May, Company secretary
Report author: Leonora May, Company secretary
Date of report: 8 July 2024
Appendices: Appendix one: Council of Governors register 2024/25

Governor election process and timeline

Introduction

This report seeks approval for a governor election to fill seven public governor vacancies and sets out the process and timeline.

Background

At its meeting on 22 April 2024, the Council of Governors approved a governor election to fill its public governor vacancies. Nominations for this election opened on 10 May 2024 and closed on 10 June 2024. The Trust took the decision to pause the pre-election events due to the general election being called and the restrictions in place for foundations trusts which prevent announcements and activities which could influence or be seen to influence the general election. Four eligible candidates were elected uncontested as public governors and will take up the roles from 5 August 2024.

There are seven public governor vacancies remaining. It is proposed that elections are held to fill these remaining vacancies, with the public governors taking up post from Monday 9 December 2024 for a first term of three years. This will allow for some continuity within the Council of Governors when the current public governor terms end, increase capacity for taking part in working groups and help with CoG meeting quoracy which requires more than half of the total number of governors to be present, the majority of which must be public governors.

In order to stand for election for a public governor role, the person must be a member of the Trust's public Constituency, and in order to be a member of the Trust's public constituency, the person must reside in Kent, Surrey, East Sussex, West Sussex or South London. Public governors are elected by members of the public constituency.

The Trust's Constitution states that:

16.1 Where a vacancy arises on the Council of Governors for any reason other than expiry of a term of office, the provisions set out below will apply.

16.2 Where the vacancy arises amongst the Elected Governors, the Council of Governors shall be at liberty either:

16.2.1 to call an election to fill the remainder of the unexpired term of office where it is in excess of one year; or

16.2.2 to invite the next highest polling candidate for that seat at the most recent election or (where relevant) by-election, who is willing to take office, to fill the seat for the remainder of the unexpired term of office where it is in excess of one year. If that candidate does not accept to fill the vacancy, it may be offered to the next highest polling candidate until the vacancy is filled; or

16.2.3 where no reserve candidate is available or willing to fill the vacancy, to call an election; or

16.2.4 to leave the seat vacant until the next scheduled elections are to be held where the unexpired term of office is one year or less.

16.3 When deciding on a course of action, the Council of Governors must always ensure that the aggregate number of Governors who are Public Governors on the Council of Governors always remains in the majority.

The provision within 16.2.2 does not apply due to the last election for public governors being uncontested.

Process and timeline

The elections will be conducted using the first past the post method in accordance with the Model Election Rules and set out within the Trust's Constitution. The Model Election Rules for election to the Council of Governors are set out in full in Annex 4 of the Trust's Constitution. The model 55 day timeline will be used. The timeline and process is set out below:

ELECTION STAGE	55 days
Notice of Election / nomination open	Tuesday, 17 Sep 2024
Nominations deadline	Tuesday, 15 Oct 2024
Summary of valid nominated candidates published	Wednesday, 16 Oct 2024
Final date for candidate withdrawal	Friday, 18 Oct 2024
Notice of Poll published	Tuesday, 5 Nov 2024
Voting packs despatched	Wednesday, 6 Nov 2024
Close of election	Friday, 29 Nov 2024
Declaration of results	Monday, 2 Dec 2024
Candidates to take up roles	Monday 9 December 2024

Governor elections will be publicised through our social media channels, our members newsletter (which will be available ahead of the notice of election) and on our website which will feature an elections page during the period. The notice of the election will be on the Trust's website and all members will be written to with information about the governor role and an invitation to stand for election and attend the pre-election event. We will also send postcards to members which we hope will increase interest in the roles.

An outline of the role of the governor and some information regarding who to contact should members of the public like more information regarding how to become a governor is included within the presentation for the governor working group for public engagement.

The Trust will work with the Governor working group for public engagement to promote these roles and develop other promotional materials including banners and posters.

We will encourage people of all backgrounds and experiences to put themselves forward to ensure that the voice of our Council of Governors is representative of the diverse communities that we serve.

All prospective governors will be required to attend the pre-election event, as required by the Trust's Constitution. The pre-election event will be an opportunity for prospective governors to learn about the Trust, the role and ask any questions about the election process.

The feedback regarding the governor induction programme has indicated that it has not previously been as effective as it could be. The Trust will work with current governors to develop an effective and current induction programme to ensure that new governors are supported in the role.

Recommendation

Council is asked to **approve** a governor election to fill the seven vacant public governor posts from Monday 9 December 2024.

QVH Council of Governors register 2024/25						
Last name	First name	Constituency	Geographical area	Status of current term	Start term	End term
Barham	Chris	Public	East Sussex	Re-elected 2nd term	01/07/2023	30/06/2026
Davis	Jo	Staff	n/a	Elected 1st term	01/07/2023	30/06/2026
Gavin	Niamh	Staff	n/a	Elected 1st term	01/07/2023	30/06/2026
Hall	Janet	Public	Surrey	Elected 1st term	01/07/2023	30/06/2026
Holden	Julie	Stakeholder	n/a	Appointed 2nd term	06/01/2023	05/01/2026
Holland	Denise	Public	East Sussex	Elected 1st term	01/07/2023	30/06/2026
Lanzer	Bob	Stakeholder	n/a	Appointed 1st term	15/04/2022	30/04/2025
Parrish	Chris	Staff	n/a	Elected 1st term	01/07/2023	30/06/2026
Searle	Julia	Public	West Sussex	Elected 1st term	01/07/2023	30/06/2026
Sim	Ken	Public	East Sussex	Re-elected 2nd term	01/07/2023	30/06/2026
Skinner	Linda	Stakeholder	n/a	Appointed 1st term	01/04/2023	30/04/2026
Smith	Roger	Public	Kent	Re-elected 2nd term	01/07/2023	30/06/2026
Squire	Jonathan	Public	East Sussex	Elected 1st term	01/07/2023	30/06/2026
Taskiran	Margo	Public	Kent	Elected 1st term	01/07/2023	30/06/2026
Thompson	Louise	Public	West Sussex	Elected 1st term	01/07/2023	30/06/2026
Fulford-Smith	Antony	Public	East Sussex	Elected 1st term	05/08/2024	04/08/2027
Green	Richard	Public	West Sussex	Elected 1st term	05/08/2024	04/08/2027
Harold	John	Public	Surrey	Elected 1st term	05/08/2024	04/08/2027
Porter	David	Public	West Sussex	Elected 1st term	05/08/2024	04/08/2027

Report to: Council of governors
Agenda item: 26-24
Date of meeting: 15 July 2024
Report from: Leonora May, Company secretary
Report author: Leonora May, Company secretary
Date of report: 14 May 2024
Appendices: Appendix one: Code of conduct for governors 2024
Appendix two: Annex to the Code of conduct for governors
(management of breaches)

Code of conduct for governors 2024

Introduction and executive summary

The Code of conduct for governors and the annex to the Code of conduct for governors (management of breaches) are presented to the Council of Governors for approval. The Code of conduct for governors has been re drafted in line with best practice and addresses the recommendation from the independent review, setting out expectations regarding Trust values and the Nolan principles as well as key requirements from within the Trust's Constitution. Once approved, this Code of conduct for governors will replace the current version from 2016.

The purpose of the Code of conduct for governors is to provide clear guidance on the standards of conduct and behaviour expected of all governors. The Code is intended to operate in conjunction with the Trust's Constitution, Standing orders and the Code of governance for NHS provider trusts and shall apply at all times to governors when carrying out their duties as a governor for the Trust.

The Annex to the Code of conduct for governors sets out the process for management of breaches of the Code of conduct, from informal resolution to removal, in line with the recommendation from the independent review.

The Trust has sought and received legal advice which confirms that the process for the management of breaches of the Code of conduct set out within the Annex is in line with the Trust's Constitution and best practice.

The process for independent review of any decision to remove a governor set out within stage 2 of the process is in line with the process and requirements set out within the Code of governance for NHS provider trusts.

All future governors will be asked to agree to the Code of conduct as a condition of appointment.

Background

In December 2021, the Trust jointly commissioned with NHSE an independent review of QVH's handling of challenges encountered in progressing a merger, which resulted in a number of recommendations to the Board. One of these recommendations was that:

"The additional NHSEI licence conditions should be developed into a Trust policy reflecting the requirements for the governors of the Trust to adhere to the seven principles of public life. The policy needs to outline the approach taken where these

principles are breached, which must ultimately lead to dismissal if conduct is unacceptable...

The additional licence condition to which this recommendation refers is as below:

“The Licensee’s Council of Governors must ensure it implements arrangements to work effectively with the Licensee’s Board, in particular with a view to securing long term sustainability of the Licensee’s services and ensuring that they:

- a. At all times comply with applicable requirements of the Licensee’s Constitution;*
- b. Operate in accordance with their respective statutory roles and responsibilities; and*
- c. Have regard to the relevant guidance issued by NHS Improvement in relation to governance of NHS foundation trusts”*

This is the only remaining recommendation to be actioned from the independent review. This has been delayed due to a dispute between the Trust and a public governor regarding Requirements imposed on the public governor. This matter has now been concluded.

Following the independent review, in April 2022, a draft Code of conduct was presented to the Council of Governors for approval. The process for the removal of a governor was rejected by governors. Issues raised by governors included:

- Disagreement regarding a clause which allowed for a governor to be removed without consideration by full Council, and
- Governors requested inclusion of a statement regarding decisions about removal being assessed by an independent assessor, in line with the NHS Improvement guidance at the time

The above points have been addressed in the new version of the process for management of breaches within the Annex, which makes clear that the Trust’s default position is that decisions about removal will be made by governors. The new process also includes Independent assessment of decisions for removal in line with the new guidance in the Code of governance for NHS provider trusts.

Recommendation

Council is asked to:

- **Approve** the Code of conduct for governors, and
- **Approve** the process for the management of breaches of the Code of conduct as set out within the Annex

Next steps

Once approved, the Code of conduct for governors and the Annex will come into effect, replacing the 2016 version.

Code of Conduct for Governors

Queen Victoria Hospital NHS Foundation Trust

Document control sheet		
Document title		Code of Conduct for Governors
Version	1	Presented to the Council of Governors at its meeting on 15 July 2024
Version	2	
Version	3	

Code of Conduct for Governors

1. Introduction

1.1 Regulatory Framework

The Trust is governed by the NHS Act 2006, (as amended by the Health and Social Care Act 2012, the Health and Care Act 2022 and any other subsequent legislation) the NHS provider licence, NHSE policy including the Code of governance for NHS provider trusts and its Constitution (together the "Regulatory Framework"). The Regulatory Framework gives the Council of Governors various statutory roles and responsibilities which are mandatory for all governors. Members of the Council of Governors should therefore be familiar with the provisions of the Regulatory Framework to ensure they are aware of what it means to be a Governor of the Trust. Governors are required to act at all times in accordance with the Regulatory Framework and this Code of Conduct (the "Code").

1.2 Roles

Governors give their time and expertise, working in a voluntary capacity. They have a key role in the appointment, reappointment, appraisal and remuneration of the Chair and Non-Executive Directors, and also the appointment of the external auditors.

1.2.1 Governors engage with the membership of the Trust and the public (and in the case of appointed governors, with the bodies that appointed them), acting as a two-way channel of communication. Equipped with this knowledge, they offer feedback to the Board of Directors on the future strategic direction of the Foundation Trust.

1.2.2 Governors shall bring their own individual skills and knowledge to bear in the exercise of their role and shall, in their stewardship of the Trust's affairs, bring an appropriate perspective of the constituency or organisation by which they were elected or appointed, and act collectively and not in pursuit of sectional or personal interests.

1.2.3 Unlike Executive and Non-Executive Directors, including the Chair, governors are not individually or collectively liable for the performance of the Foundation Trust. Therefore, governors are not involved in operational decision-making or any executive or managerial functions. Governors are responsible for holding Non-Executive Directors to account for the performance of the Board of Directors and should seek assurance that key objectives are met.

1.3 Accountability

Governors are accountable to the membership, the Council of Governors and to the Chair of the Trust for their conduct.

1.4 Communication

Normally communication between Governors and the Trust will be through the Trust Chair and Company Secretary.

1.4.1 Public governors who receive comments, suggestions or complaints from individuals about Trust services, should advise the person concerned to contact the Patient Advice & Liaison Service (PALS). Governors may also submit comments and feedback related to their personal experience as patients or visitors through the Patient Advice & Liaison Service.

1.4.2 Governors should not communicate with or express opinions to the press or broadcast media in their capacity as a governor (representative of the Trust) without the approval of the Chair.

1.4.3 If Governors become aware of any significant issue that could bring the Trust into disrepute, they should inform the Company Secretary, Chair or Senior Independent Director immediately.

2. Values

2.1 Governors are expected to uphold the values of the NHS and the specific values and behaviours of Queen Victoria Hospital NHS Foundation Trust (QVH). Information about Trust values will be provided on induction but the following subset are particularly relevant for governors.

2.2 In particular, Governors should:

- Work together, respectfully and professionally, in the interest of the patient
- Be courteous and respectful to everyone
- Communicate openly and honestly with everyone
- Be fair and consistent in everything
- Support the Board to build the QVH of the future

2.3 It is the responsibility of **all Governors** to acknowledge and appropriately challenge each other when values are not being adhered to. This may be demonstrated by poor behaviour both verbally and non-verbally at any meeting involving governors. It is emphasised that this challenge should be conducted appropriately and at the earliest opportunity.

3. Responsibilities, Personal Conduct and Meetings Behaviour

Governors are expected to adhere to the Standing Orders relating to Council of Governor meetings and:

- to act in the best interests of the Trust
- to act in a manner which reflects positively on the Trust and do nothing that might bring it into disrepute
- to exercise discretion and care in respect of contentious or confidential matters. The Trust will advise governors if a matter is to be kept confidential and not shared with a wider audience
- to abide by and uphold the policies of the Trust
- to uphold the seven principles for standards in public life enumerated by the Nolan Committee (see 4 below) recognising that the Council of Governors and Board of Directors share a common purpose and adopt a team approach in ensuring the success of the Trust

- to keep themselves informed and come to meetings prepared by reading information provided
- to seek clarification, if required, on any information given in a timely way
- to attend meetings and actively contribute to the working of the Council of Governors to enable them to fulfil their functions
- as per sections 18.12 and 18.13 of the Foundation Trust's Constitution to demonstrate an overall annual attendance commitment of key meetings and training and development, unless other Governors are satisfied that the absences were due to reasonable cause and they will be able to start attending meetings again within such a period as the other Governors consider reasonable
- to support the work of any governor subgroups
- to send their apologies in advance if they are unable to attend a meeting
- to maintain good practice with regard to the conduct of meetings, behaving with courtesy and respect, and acting in a manner to ensure business is concluded on time. This includes ensuring discussion is relevant and personal agendas are left outside of the meeting
- to appropriately challenge individuals who start discussions which are not relevant to the agenda of meetings or in the best interests of the Trust
- to accept decisions that were reasonably made by a majority of the Council, even if they do not agree with them or were not present when they were made
- to provide feedback to the membership or the bodies which appointed them. QVH will support this process through a regular Membership Newsletter and other ad hoc communication as required
- to undertake appropriate training and development
- to declare any possible conflict of interest (see 7 below)
- to notify the Company Secretary of any criminal law conviction arising during their term of office
- to notify the Company Secretary of any circumstance arising during the term of their office which brings their eligibility to continue as a Governor into doubt (see 8 below).

4. The Nolan Principles

- **Selflessness:** holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends
- **Integrity:** holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties

- **Objectivity:** in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit
- **Accountability:** holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office
- **Openness:** holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands
- **Honesty:** holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest
- **Leadership:** holders of public office should promote and support these principles by leadership and example

5. Representation

5.1 Governors are representatives of the members who elected them or the bodies which appointed them. They should contribute to collective decision making after hearing the views of other Governors or Directors.

5.2 Governors should not seek to speak on behalf of bodies they may happen to belong to but which are not their appointing body.

5.3 Governors should represent the interest of the foundation trust members, the public at large and staff.

6. Visits to Trust Premises

6.1 Governors are welcome to visit any location across the Trust in their capacity as a governor. If a governor intends to visit any location across the Trust in their capacity as a governor (rather than as a patient or visitor), other than for meetings, workshops and training and development events, the Company Secretary should support with making the necessary arrangements.

7. Conflicts of Interest

7.1 All governors are required to list all relevant or material interests which may reasonably be thought to influence their actions in the performance of their duties. It is the responsibility of the governor to inform the Company Secretary immediately in writing of any changes to their interests.

7.2 Governors should ensure that:

- any actual or potential conflicts of interest are made known to the Company Secretary and/or the Chair as soon as they arise
- if a matter in which they have a relevant or material interest is discussed, they take no part in the discussion
- if a matter in which they have a relevant or material interest is put to the vote, they take no part in the voting

8. Eligibility to be a Governor

8.1 Fit and proper person

Governors must be a 'fit and proper person.'

An unfit person is an individual who:

- has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged; or
- has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it; or
- within the preceding five years has been convicted in the British Islands of any offence and a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) was imposed on him; or
- who is subject to an unexpired disqualification order made under the Company Directors' Disqualification Act 1986;

Governors must certify on appointment, and each year that they are/remain a fit and proper person.

8.2 Eligibility Criteria

8.2.1 The eligibility criteria for governors is set out within the Foundation Trust's Constitution section 18.1 and 18.2 and Annex 5. A person may not become a governor, and if already holding such office will immediately cease to do so, if any of the criteria listed apply.

8.2.2 Governors must notify the Chair and Company Secretary, as per paragraph 18.3 of the Foundation Trust's Constitution, at the earliest opportunity if they become aware of any circumstance which means they no longer comply with the eligibility criteria. A Governor's tenure of office shall be terminated upon receipt of a notification from the Company Secretary that they are disqualified and from that point, the individual shall immediately cease to be or act as a Governor.

9. Breaches of the Code of Conduct

The process that the Trust will adopt for managing any suspected or actual breach of this Code of Conduct are set out in the Annex to this document.

Annex – Management of breaches of the Code of Conduct

1 Introduction

If any governor, non-executive director or member of staff believes another governor has not upheld the Code of Conduct and/or is made aware of any circumstance that may breach the Code of Conduct they should, at the earliest possible opportunity, notify the Chair and/or the Company Secretary. Similarly, if the Chair or the Company Secretary believes a breach of the code may have occurred they shall apply the process set out in paragraphs 2 to 4 of this Annex.

2 Informal resolution

2.1 Subject to paragraph 2.3, in the first instance, the Chair/Company Secretary will seek to resolve the matter on an informal basis in consultation with the Lead Governor (or if the Lead Governor is the person under investigation, the Deputy Lead Governor or another governor selected by the Chair / Company Secretary).

2.2 If an informal resolution is not possible or ineffective the process set out in paragraphs 3 and 4 will then be followed, seeking to resolve any concerns, difficulties or disputes in a constructive way.

2.3 If a complaint is considered by the Chair to be of a potentially very serious nature, and so not suitable for informal resolution, the process set out in paragraphs 3 and 4 will be followed without an initial informal resolution stage. It will be for the Chair to determine what constitutes a complaint of very serious nature on a case by case basis.

3 Stage 1: Chair's Investigation and removal:

3.1 The Chair, supported by the Company Secretary and the Lead Governor (or if the Lead Governor is the person under investigation, the Deputy Lead Governor or another governor selected by the Chair / Company Secretary), will investigate the matter raised. This will include discussion with other governors and/or directors and/or members of staff, as appropriate.

3.2 The Chair will notify the Governor concerned in writing of the details of the alleged breach of the Code of Conduct. The communication will set out a timeframe in which the matter is to be addressed as decided by the Chair. This will depend on the nature of the breach and, where possible, should not exceed 28 days. There may be circumstances in which the person who raised the concern reasonably asks for their identity to be withheld from the subject of the complaint, in which case their identity will not be disclosed.

3.3 Depending on the nature of the breach, the Chair may decide that the governor under investigation should be suspended from fulfilling their role as a governor pending the outcome of the investigation.

3.4 During the investigation, the Chair will invite the Governor concerned to meet with him/her to discuss the matter. The Lead Governor (or if the Lead Governor is the person under investigation, the Deputy Lead Governor or another governor selected by the Chair / Company Secretary) may participate in this meeting, if agreed by all parties. The Company Secretary will be present at any such meeting and will record minutes of the meeting which will be shared with the Governor.

3.5 If the Governor concerned does not accept an invitation from the Chair to meet and discuss the matter, the Chair will consider whether this, in itself, is a breach of this Code

of Conduct. In these circumstances, the Chair will complete his/her investigation taking into account all available information.

3.6 The outcome of the Chair's investigation will conclude, either:

- no further action necessary, or
- a letter of censure (explaining the breach and the required behaviour expected from the Governor going forwards) is to be issued, or
- the Governor concerned has acted in a manner inconsistent with the values of the Trust or detrimental to or contrary to the interests of the Trust, the Code of Conduct, or the Licence; and the Chair considers it is not in the best interest of the Trust for them to continue as a Governor in which case the Chair will make a recommendation to the Council of Governors that the Governor be removed under Section 18 of the Foundation Trust's Constitution

3.7 The Chair will write to the Governor concerned confirming the outcome of his/her investigation and the outcome of any decision of the Council of Governors to remove the Governor within the previously stated timeframe

3.8 If a recommendation for removal from office is made to the Council of Governors the following process will be followed;

3.8.1 The Chair or Company Secretary will convene an extra-ordinary meeting of the Council of Governors to be held in private

3.8.2 The outcome of the Chair's investigation will be shared with the Council of Governors.

3.8.3 The Council of Governors will be asked to vote on the recommendation and must take account of NHSE guidance in its decision making, in particular the Council's decision making must be reasoned and reasonable. If the Council of Governors disagrees with the recommendations, then there must be clear reasons given and any non-acceptance must be based on relevant matters and demonstrate reasonable discretion and due process.

4 Stage 2: Independent Review

4.1 In line with the Code of governance for NHS provider trusts, where there is any disagreement as to whether the proposal for removal is justified, an independent assessor agreeable to both parties should be asked to consider the evidence and determine whether or not the proposed removal is reasonable.

4.2 The governor concerned should confirm within 10 working days from receipt of the Chair's letter whether they would like an independent assessor to be appointed to review the decision.

4.3 The Trust may reasonably stipulate that the assessor must have appropriate corporate governance experience as the Chair or Senior Independent Director of an NHS Foundation Trust and will provide a shortlist of two potential independent assessors.

4.4 If the governor is deemed by the Chair to unreasonably refuse to cooperate in agreeing an assessor, then the Trust may notify the governor that it will give effect to the Council of Governors removal decision.

4.5 The Trust will prepare instructions to the assessor which will be provided to the governor for comment.

4.6 Once the independent assessor has been agreed, the Chair will agree with the independent assessor the timeframe in which the matter is to be addressed. This will depend on the nature of the review and, where possible, should not exceed 28 days.

4.7 During the period available for appeal the Governor will not be removed, but will be, or continue to be, suspended.

4.8 The decision of the independent assessor will be final and the outcome will be based upon the following options:

- to rescind the recommendation that the governor is removed from office, or
- to agree with the outcome of the initial investigation that the governor is removed from office immediately

Report to: Council of governors
Agenda item: 27-24
Date of meeting: 15 July 2024
Report from: Leonora May, Company Secretary
Report author: Leonora May, Company Secretary
Date of report: 21 May 2024
Appendices: Appendix one: V11 draft Trust Constitution

Trust Constitution

Introduction and executive summary

This report seeks approval from the Council of Governors to make changes to the Trust's Constitution. Changes to the Trust's Constitution require approval from the Council of Governors and the Board of Directors.

During a dispute between the Trust and a public governor regarding Requirements imposed on the public governor, it became apparent that there were some discrepancies within the Trust's Constitution and areas where the Constitution differed from the NHS foundation trust model Constitution. These changes seek to rectify that in line with legal advice sought and received by the Trust.

Summary of changes

- S18.1.7 has been updated to make clear that a person may not become or continue to become a member of the Council of Governors if they have previously been removed as a QVH governor
- S18.17 has been added to include an express provision for the Chair to suspend a governor if they consider there to be a reason why the person may not continue to be a governor as set out within the Constitution. It should be noted that notwithstanding a lack of express provision, the Chair has the ability to suspend a governor in their capacity as Chair
- S18.18 has been added to include a provision which states that a governor may not stand for re-election or be reappointed while they are suspended
- S21.6 has been updated to make clear that the Chair may, in exceptional circumstances, call a meeting of the Council of Governors in line with the model Constitution
- S25 has been updated to correct the name of the Governor steering committee as set out within its updated terms of reference

Recommendation

Council is asked to **approve** the changes to the Trust's Constitution.

Next steps

The Board will be asked to approve the changes to the Trust's Constitution at its meeting on 12 September 2024.

Queen Victoria Hospital NHS Foundation Trust

(A Public Benefit Corporation)

Constitution

(updated as per the Health and Social Care Act 2012)

Document control sheet		
Document title		Queen Victoria Hospital NHS Foundation Trust Constitution
Version	1	Agreed by the Council of Governors at a meeting held in public on 16 April 2013
Version	2	Amended by the Council of Governors at a meeting held in public on 19 June 2014
Version	3	Amended to incorporate the 2014 Model Election Rules, as notified to the Council of Governors at a meeting held in public on 11 December 2014
Version	4	Amended by the Council of Governors at a meeting held in public on 8 October 2015 <ul style="list-style-type: none"> Provisions 18.1.5 and 18.1.7 Council of Governors – disqualification and removal Provision 38.1 Board of Directors – disqualification
Version	5	Amended by the Council of Governors at a meeting held in public on 21 April 2016 <ul style="list-style-type: none"> Annex 1 – The public Constituency
Version	6	Approved by the Board of Directors at its meeting on 6 July 2017 and by the Council of Governors at the Trust's AGM on 31 July 2017 <ul style="list-style-type: none"> References to Chairman are now shown as Chair Reference to both male and female gender shown throughout the documentation. Following agreement by the Council of Governors at its meeting on 20 October 2016, the title Governor Representative to the Board has been changed to Lead Governor. At the same meeting, Council agreed that the roles of Lead governor and Vice-Chair should be amalgamated; the Constitution has been revised to reflect this change.
Version	7	Approved by the Board of Directors at its meeting on 07 November 2019 and by the Council of Governors at its meeting on 13 January 2020. <ul style="list-style-type: none"> Wording of S18.1 amended to reflect wording of S.11, making it clear that an individual who satisfies criteria for membership of one constituency shall not become or continue as a member of any other constituency
Version	8	Approved by the Board of Directors at its meeting on 07 January 2021 and by the Council of Governors at its meeting on 11 January 2021. <ul style="list-style-type: none"> Amendment to S16.6 and Annex 3 (CoG vacancies) Amendments to 17.1 and 17/2 to ensure consistency Amendment concerning processing of membership applications Amendment to GSG Terms of Reference (S.25) Amendment to wording of paragraph 4.2 'exercisable' from 'exercised' Updating of pronouns.

Version	9	Approved by the Board of Directors at its meeting on 05 August 2021 and by the Council of Governors at its meeting on 19 July 2021. <ul style="list-style-type: none"> Rescinding amendments to GSG Terms of Reference (S.25) agreed in January 2021.
Version	10	Approved by the Council of Governors at its meeting on 21 February 2022 and by the Board of Directors at its meeting on 3 March 2022. <ul style="list-style-type: none"> Lead governor: amendment to interpretation and definitions. Lead governor: amendment to section 26.1 Lead governor: amendment to sections 26.2 and 26.3 Lead governor attendance at Board of Directors meetings: Amendment to section 39.6 Chairing of Council of governor meetings: Amendment to section 21.14
Version	10a	Correction of administrative error, numbering of section 18
Version	10b	Correction of administrative error to remove the text in section 21.15 and correct numbering of section 21.15 to section 22
<u>Version</u>	<u>11</u>	<u>Approved by the Council of Governors at its meeting on 15 July 2024 and by the Board of Directors at its meeting on 12 September 2024.</u> <ul style="list-style-type: none"> <u>Amendments to S18.1.7 amendment to make clear that a person may not become or continue to be a governor if they have previously been removed as a QVH governor</u> <u>Amendments S18.17 to include express provision for Chair to suspend a governor</u> <u>Addition S18.18 to include a provision which states a governor may not stand for re-election or be reappointed whilst they are suspended</u> <u>Amendments S21.6 to make clear that the Chair may call a meeting of the Council of Governors</u> <u>Amendments S25 to update the name of the Governor steering committee</u>

Preamble

This document is the Constitution for the Queen Victoria Hospital NHS Foundation Trust.

An NHS Foundation Trust is a Public Benefit Corporation authorised under the National Health Service Act 2006 (the 2006 Act) to provide goods and services for the purposes of the health service in England. A Public Benefit Corporation is a body corporate which is constituted in accordance with Schedule 7 of the 2006 Act. The Constitution provides, inter alia, for the Trust to have Members, Governors and Directors, and determines who may be eligible for Membership and how Governors and Directors are appointed and defines their respective roles and powers. Further, Members of the Trust may attend and participate at public meetings of the Trust, vote in elections of, and stand for election for, the Council of Governors, as provided in this Constitution.

The NHS Constitution is a Department of Health publication and establishes the principles and values for staff and patients. It sets out the rights to which patients, public and staff are entitled, and pledges which the NHS is committed to achieve. It also sets out responsibilities which the public, patients and staff owe to one another to ensure that the NHS operates fairly and effectively.

----- TABLE OF CONTENTS -----

1	Interpretation and definitions	8
2	Name	13
3	Principal Purpose	13
4	Powers	13
5	Other purposes.....	13
6	Membership and constituencies.....	14
7	Application for Membership.....	14
8	Public Constituency.....	14
9	Staff Constituency	15
10	Membership	15
11	Restriction on Membership	15
12	Expulsion from Membership	16
13	Termination of Membership	16
14	Council of Governors – composition.....	16
15	Council of Governors – election of Governors.....	17
16	Council of Governors – vacancies	17
17	Council of Governors – tenure.....	18
18	Council of Governors – disqualification and removal.....	18
19	Council of Governors – duties of Governors.....	22
20	Council of Governors – skills and knowledge	22
21	Council of Governors – meetings of Governors.....	22
22	Council of Governors – Conflicts of interest of Governors.....	26
23	Council of Governors – remuneration, travel and other expenses	27
24	Referral to Monitor’s panel for advising Governors	27
25	Governors’ Steering Committee <u>Group</u> (GS <u>CG</u>)	27
26	Lead Governor.....	28
27	Meeting of the Council of Governors to consider the Annual Accounts and Reports	28
28	Annual Members’ Meeting	28
29	Combined Meetings of Members and Governors	28
30	Special Members’ Meetings.....	29
31	Board of Directors – composition.....	29

32	Board of Directors – general duty	30
33	Board of Directors – qualification for appointment as a Non-Executive Director	30
34	Board of Directors – appointment of the Chair and other Non-Executive Directors	30
35	Board Directors – suspension and removal of the Chair and other Non-Executive Directors ..	31
36	Board of Directors – appointment of the Senior Independent Director and Deputy Chair	32
37	Board of Directors – appointment and removal of the Chief Executive and other Executive Directors	32
38	Board of Directors - disqualification	33
39	Board of Directors – meetings	33
40	Board of Directors – Conflicts of interests of Directors	34
41	Board of Directors – remuneration and terms of office	37
42	Registers.....	37
43	Admission to and removal from the registers	37
44	Registers – inspection and copies	39
45	Documents available for public inspection.....	39
46	Auditor	40
47	Audit Committee	40
48	Accounts	41
49	Annual Report, Forward Plans and other non-NHS work	41
50	Instruments	42
51	Indemnity	42
52	Disputes between the Council of Governors and the Board of Directors	42
53	Amendment of the Constitution	43
54	Mergers etc.. and Significant Transactions.....	43
	ANNEX 1 – THE PUBLIC CONSTITUENCY.....	45
	ANNEX 2 – THE STAFF CONSTITUENCY	46
	ANNEX 3 – COMPOSITION OF COUNCIL OF GOVERNORS.....	47
	ANNEX 4 – THE MODEL ELECTION RULES	48
	ANNEX 5 – ELIGIBILITY AND DISQUALIFICATION CRITERIA FOR GOVERNORS AND DIRECTORS	103
	ANNEX 6 – CONDUCT OF MEETINGS OF THE COUNCIL OF GOVERNORS AND THE BOARD OF DIRECTORS	104
	ANNEX 7 – MEETINGS OF THE COUNCIL OF GOVERNORS AND THE BOARD OF DIRECTORS ANNEX 7 – ELECTRONIC COMMUNICATION	106
	ANNEX 8 – CONFLICTS OF INTEREST OF GOVERNORS AND DIRECTORS	107

1 Interpretation and definitions

Unless a contrary intention is evident or the context requires otherwise, words or expressions contained in this Constitution shall bear the same meaning as in the 2006 Act or as amended by the Health and Social Care Act 2012.

References in this Constitution to legislation include all amendments, replacements or re-enactments made and include all subordinate legislation made thereunder.

Headings are for ease of reference only and are not to affect interpretation.

Words importing the singular shall import the plural and vice-versa.

All annexes referred to in this Constitution form part of it.

In this Constitution:

the 2006 Act is the National Health Service Act 2006 (as amended);

the 2012 Act is the Health and Social Care Act 2012;

Accounting Officer means the person who, from time to time, discharges the functions specified in paragraph 25(5) of Schedule 7 to the 2006 Act;

Affiliate Member means anyone under the age of 18 or who lives outside the areas specified in Annex 1 as the area for the Public Constituency who shall receive information about the Foundation Trust but who shall not be entitled to vote in Governor elections;

Annual Accounts means those accounts prepared by the Foundation Trust in accordance with paragraph 25 of Schedule 7 to the 2006 Act;

Annual Governors' Meeting is defined in paragraphs 21.3 and 27.1 of this Constitution;

Annual Members' Meeting is defined in paragraph 28 of this Constitution;

Annual Report means a report prepared by the Foundation Trust in accordance with paragraph 26 of Schedule 7 to the 2006 Act;

Appointed Governors means a Local Authority Governor or Partnership Governor;

Appointments Committee means a committee comprised of Governors for the purpose of carrying out activities and functions in accordance with its terms of reference;

Area of the Foundation Trust means an area specified in Annex 1 as an area for a Public constituency;

Audit Committee means a committee of the Board of Directors established in accordance with paragraph 47 of this Constitution;

Auditor means the Auditor of the Foundation Trust appointed by the Council of Governors in accordance with paragraph 46 of this Constitution;

Board of Directors means the Board of Directors of the Foundation Trust, constituted in

accordance with this Constitution;

Chair means the person appointed in accordance with this Constitution to ensure that the Board of Directors and Council of Governors successfully discharge their overall responsibilities for the Foundation Trust as a whole. The expression “the Chair” shall include the Deputy Chair or any other Non-Executive Director appointed if the Chair or Deputy Chair is absent or is otherwise unavailable;

Chief Executive means the Chief Executive of the Foundation Trust;

Clear Day means a day of the week not including a Saturday, Sunday or public holiday;

Close Family Member means either a:

- a) Spouse;
- b) Person whose status is that of “Civil Partner” as defined in the Civil Partnerships Act 2004 or a co-habitee;
- c) Child, step child or adopted child;
- d) Sibling;
- e) Parent; or
- f) Nephew, niece or cousin;

Conflict shall have the meaning ascribed to “Conflict” in paragraph 40.11.1 of this Constitution;

Constitution means this Constitution and all annexes to it;

Council of Governors means the Council of Governors as constituted in accordance with this Constitution and which has the same meaning as the Council of Governors in paragraph 7 of Schedule 7 to the 2006 Act;

Deputy Chair means the Deputy Chair of the Foundation Trust appointed in accordance with paragraph 36 of this Constitution;

Director means a member of the Board of Directors;

Directors’ Code of Conduct means the Code of Conduct for Directors of the Foundation Trust, as adopted by the Foundation Trust and as amended from time to time by the Board of Directors, to which all Directors must subscribe;

Disclosure and Barring Service means the Executive Agency of the Home Office to which the Secretary of State has delegated his/her functions under Part V of the Police Act 1977 in relation to applications for criminal records certificates and enhanced criminal record certificates as established by section 87(1) of the Protection of Freedoms Act 2012;

Elected Governor means a Public Governor or a Staff Governor;

Executive Director means an executive member of the Board of Directors of the Foundation Trust;

Financial Year means each successive period of 12 months beginning with 1 April and ending with 31 March;

Forward Plan means the document prepared by the Foundation Trust in accordance with paragraph 27 of Schedule 7 to the 2006 Act;

Foundation Trust means the Queen Victoria Hospital NHS Foundation Trust;

Governor means a member of the Council of Governors;

Governors' Code of Conduct means the Code of Conduct for Governors of the Foundation Trust, as adopted by the Foundation Trust and as amended from time to time by the Council of Governors, to which all Governors must subscribe;

Lead Governor means the governor nominated by the Trust 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 and as set out in the role description and personal specification.

Governors Steering Group means a group of Governors chosen by the Council of Governors and chaired by the Vice-Chair of the Council of Governors that supports the work of the Council of Governors and the phrase "GSG" shall be construed accordingly;

Health Service Body shall have the meaning ascribed to "NHS Body" in Section 275 of the 2012 Act;

Interested Director shall have the meaning ascribed to "Interested Director" in paragraph 40.11.1 of this Constitution;

Licence means the licence granted to the Foundation Trust under Section 88 of the 2012 Act;

Local Authority Governor means a member of the Council of Governors appointed by one or more Local Authorities whose area includes the whole or part of the area of the Foundation Trust;

Meeting Chair means the person presiding over a meeting, committee or event;

Member means a Member of the Foundation Trust and the term "Membership" shall be construed accordingly;

Membership Strategy means the document of that name which describes the Foundation Trust's strategy to set up systems and processes to establish, maintain and develop its Membership;

Model Election Rules means the rules set out in Annex 4 of this Constitution;

Monitor is the body corporate known as Monitor, as provided by Section 61 of the 2012 Act;

Nomination and Remuneration Committee means a committee constituted in accordance with paragraph 37;

Non-Executive Director means a Non-Executive Director of the Foundation Trust;

Officer means an employee of the Foundation Trust or any other person holding a paid appointment or office with the Foundation Trust;

Partnership Governor means a member of the Council of Governors other than a Public Governor, a Staff Governor or a Local Authority Governor;

Partnership Organisation means an organisation that may appoint a Partnership Governor and which is listed in Annex 3 of this Constitution;

Principal Purpose means the purpose set out in Section 43(1) of the 2006 Act;

Public Constituency is defined in paragraph 8 of this Constitution;

Public Governor means a member of the Council of Governors elected by Members of the Public Constituency;

Registered Dentist means a fully registered person within the meaning of the Dentists Act 1984 who holds a licence to practise under that Act;

Registered Medical Practitioner means a fully registered person within the meaning of the Medicines Act 1983 who holds a licence to practise under that Act;

Registered Midwife means a fully registered person within the meaning of the Nurse and Midwifery Order 2001 (SI 2001/253);

Registered Nurse means a fully registered person within the meaning of the Nurse and Midwifery Order 2001 (SI 2001/253);

Regulatory Framework means the 2006 Act, the Constitution and the Licence;

Replacement Governor is defined in paragraph 16.4 of this Constitution;

Secretary means a person whose function shall be to provide advice on corporate governance issues to the Board of Directors, Council of Governors and the Chair and monitor the Foundation Trust's compliance with the Regulatory Framework. The Secretary shall be appointed and removed by the Chief Executive and Chair of the Foundation Trust acting jointly;

Senior Independent Director means a Non-Executive Director appointed in accordance with paragraph 36 of this Constitution;

Sex Offenders' Order means either:

- a) a Sexual Offences Prevention Order made under Section 104 or Section 105 of the Sexual Offences Act 2003; or
- b) an Interim Sexual Offences Prevention Order made under Section 109 of the Sexual Offences Act 2003; or
- c) a Foreign Travel Order made under Section 114 of the Sexual Offenders Act; or
- d) a Risk of Harm Order made under Section 123 of the Sexual Offences Act 2003; or
- e) an Interim Risk of Sexual Harm made under Section 126 of the Sexual Offences Act 2003;

Sex Offenders' Register means the notification requirements set out in Part 2 of the Sexual Offences Act 2003, commonly known as the Sex Offenders' Register;

Staff Constituency is defined in paragraph 9 of this Constitution;

Staff Governor means a member of the Council of Governors elected by the Members of the Staff Constituency; and

2 Name

- 2.1** The name of the Foundation Trust is the Queen Victoria Hospital NHS Foundation Trust (the “Foundation Trust”).

3 Principal Purpose

- 3.1** The Principal Purpose of the Foundation Trust is the provision of goods and services for the purposes of the health service in England.
- 3.2** The Foundation Trust does not fulfil its Principal Purpose unless, in each Financial Year, its total income from the provision of goods and services for the purposes of the health service in England is greater than its total income from the provision of goods and services for any other purposes.
- 3.3** The Foundation Trust may provide goods and services for any purposes related to:
- 3.3.1** the provision of services provided to individuals for or in connection with the prevention, diagnosis or treatment of illness, and
- 3.3.2** the promotion and protection of public health.
- 3.4** The Foundation Trust may also carry on activities other than those mentioned in the above paragraph for the purpose of making additional income available in order to better carry on its Principal Purpose.

4 Powers

- 4.1** The powers of the Foundation Trust are set out in the 2006 Act.
- 4.2** All the powers of the Foundation Trust shall be exercisable by the Board of Directors on behalf of the Foundation Trust.
- 4.3** Any of these powers may be delegated to a committee of Directors or to an Executive Director.
- 4.4** In performing its NHS functions, the Foundation Trust shall have regard to the NHS Constitution. For the purpose of this paragraph, “NHS functions” means functions under an enactment which is a function concerned with, or connected to, the provision, commissioning or regulation of NHS services and “NHS services” means health services provided in England for the purposes of the health service under Section 1(1) of the 2006 Act.

5 Other purposes

- 5.1** The Foundation Trust shall operate for the public benefit and aspire to the highest standards of public service, including respect for the rights of individuals and the environment. The Foundation Trust will operate effectively, efficiently and economically and invest any surpluses in its future.
- 5.2** The Foundation Trust shall, as appropriate, involve itself in education, training and research activities, in furtherance of its Principal Purpose.

6 Membership and constituencies

6.1 The Foundation Trust shall have Members, each of whom shall be a Member of one of the following constituencies:

6.1.1 the Public Constituency; or

6.1.2 the Staff Constituency.

7 Application for Membership

7.1 An individual who is eligible to become a Member of the Foundation Trust may do so on application to the Foundation Trust.

7.2 Subject to paragraph 9.5 below, applicants for Membership of the Foundation Trust must complete a form prescribed by the Chief Executive or the Secretary.

7.3 All Members of the Foundation Trust shall be under a duty to notify the Secretary of any change in their particulars which may affect their entitlement as a Member.

7.4 It shall be the responsibility of Members to ensure their eligibility and not that of the Foundation Trust.

7.5 Anyone under the age of 18 or who lives outside the area specified in Annex 1 as the area for the Public Constituency and who wishes to become a Member of the Foundation Trust shall become an Affiliate Member of the Foundation Trust. An Affiliate Member shall receive information sent to all Members about the Foundation Trust but shall not be entitled to vote in Governor elections.

8 Public Constituency

8.1 An individual who lives in the area specified in Annex 1 as the area for the Public Constituency may become or continue as a Member of the Foundation Trust.

8.2 Those individuals who live in the area specified for the public constituency are referred to collectively as the Public Constituency.

8.3 The minimum number of Members in the Public Constituency is specified in Annex 1.

8.4 The Secretary shall, on receipt of an application and subject to being satisfied that the applicant is eligible, ensure the applicant's name is entered into the Foundation Trust's register of Members at which point they shall become a Member of the Foundation Trust.

8.5 The Secretary may require any individual to supply supporting evidence to confirm eligibility.

8.6 The Secretary will endeavour to complete the membership application process within 20 working days; when a governor election has been announced membership applications will be processed within 5 working days of all supporting evidence being made available by the applicant.

9 Staff Constituency

- 9.1** An individual who is employed by the Foundation Trust under a contract of employment with the Foundation Trust may become or continue as a Member of the Foundation Trust provided:
- 9.1.1** he/she is employed by the Foundation Trust under a contract of employment which has no fixed term or has a fixed term of at least 12 months;
 - 9.1.2** he/she has been continuously employed by the Foundation Trust under a contract of employment for at least 12 months; and
- 9.2** Those individuals who are eligible for Membership of the Foundation Trust by reason of the previous provisions are referred to collectively as the Staff Constituency.
- 9.3** The minimum number of Members in the Staff Constituency is specified in Annex 2.
- 9.4** For the purposes of paragraph 9.1 above, Chapter 1 of Part 14 of the Employment Rights Act 1996 shall apply for the purposes of determining whether an individual has been continuously employed by the Foundation Trust.
- 9.5** An individual who is eligible to become a Member of the Staff Constituency under paragraph 9.1 above, and who is invited by the Foundation Trust to become a Member of the Staff Constituency, shall become a Member of the Staff Constituency without an application being made, unless he/she informs the Foundation Trust that he/she does not wish to do so.

10 Membership

- 10.1** The Foundation Trust shall at all times strive to ensure that, taken as a whole, its actual Membership of the Public Constituency is representative of those eligible for Membership of the Foundation Trust.
- 10.2** The area set out for the Public Constituency shall have regard to the need for those eligible for such Membership to be representative of those to whom the Foundation Trust provides services.

11 Restriction on Membership

- 11.1** An individual who is a Member of a constituency shall not, while Membership of that constituency continues, be a Member of any other constituency.
- 11.2** An individual who satisfies the criteria for Membership of the Staff Constituency shall not become or continue as a Member of any constituency other than the Staff Constituency.
- 11.3** An individual must be at least 18 years old to become a Member of the Foundation Trust.
- 11.4** An individual shall not become or continue as a Member of the Foundation Trust if:
- 11.4.1** he/she has been confirmed as an habitual and/or vexatious complainant in accordance with the Foundation Trust's policy for handling complaints; or
 - 11.4.2** he/she has been deemed to have acted in a manner detrimental to and

contrary to the interests and values of the Foundation Trust or has failed to agree to and abide by the values of the Foundation Trust.

12 Expulsion from Membership

- 12.1** If a Member is found to be in contravention of paragraph 11 above, a resolution to expel them shall be considered by a committee comprising the Chair, the Lead Governor and the Secretary.
- 12.2** The committee (as set out above) shall consider the complaint, taking such steps as it considers appropriate to ensure that the Member's point of view is heard.
- 12.3** Where a Member is deemed by the committee to be in contravention of paragraph 11, the Member shall be suspended immediately and the committee's recommendation shall be taken to the next general meeting of the Council of Governors for approval. The Member shall be duly informed.
- 12.4** At the general meeting of the Council of Governors at which the committee's recommendation to expel a Member is considered, the Council of Governors shall be at liberty to either:
 - 12.4.1** agree with the committee's recommendation, by a three quarters majority vote of those Governors present, and expel the Member immediately; or
 - 12.4.2** remove the Member's suspension with immediate effect should the Council of Governors not agree with the committee's recommendation.
- 12.5** In either case, the Member shall be duly informed of the decision of the Council of Governors.
- 12.6** No person who has been expelled from Membership in accordance with these provisions shall be re-admitted as a Member except by a resolution carried by the votes of three quarters of the members of the Council of Governors present and voting at a general meeting in favour of the individual concerned being re-admitted.

13 Termination of Membership

- 13.1** A Member shall cease to be a Member on:
 - 13.1.1** death; or
 - 13.1.2** resignation by notice in writing to the Secretary;
 - 13.1.3** ceasing to fulfil the requirements of paragraphs 8, 9 or 11 of this Constitution or being expelled in accordance with in paragraph 12 above.

14 Council of Governors – composition

- 14.1** The Foundation Trust is to have a Council of Governors, which shall comprise both Elected Governors and Appointed Governors.
- 14.2** The composition of the Council of Governors is specified in Annex 3.
- 14.3** The members of the Council of Governors, other than the Appointed Governors, shall

be chosen by election by their constituency.

- 14.4** The number of Governors to be elected by each constituency is specified in Annexes 1 and 2.
- 14.5** More than half of the members of the Council of Governors shall be Governors from the Public Constituency.

15 Council of Governors – election of Governors

- 15.1** Elections for elected members of the Council of Governors shall be conducted using the first past the post method in accordance with the Model Election Rules.
- 15.2** The Model Election Rules, as published from time to time by the Department of Health and which may be varied from time to time, form part of the Constitution. The current Model Election Rules are attached at Annex 4.
- 15.3** A subsequent variation of the Model Election Rules by the Department of Health shall not constitute a variation of the terms of the Constitution for the purposes of paragraph 53 of this Constitution (Amendment of the Constitution).
- 15.4** An election, if contested, shall be by secret ballot.
- 15.5** A person may not vote at an election or stand for election as an Elected Governor unless, within the specified period in the Model Election Rules, he/she has made a declaration in the form specified in paragraph 15.6. It is an offence to knowingly or recklessly make a declaration which is false in a material particular.
- 15.6** The specified form of declaration referred to in paragraph 15.5 above regarding the declaration to stand for election as an Elected Governor shall be as set out on the nomination paper referred to in rule 12 of the Model Election Rules and shall also state as follows:
- 15.7** *“I declare that, to the best of my knowledge, I am eligible to stand for election to the Council of Governors for the seat named in Section 2 of this form. I declare that, to the best of my knowledge, I am not de-barred from standing for election by any of the provisions detailed at Section 3 of this form. I declare that I have stated details of any political membership and financial interests I have in the Foundation Trust at Section 4 of this form. I declare that I am a member of the Foundation Trust and that I have attended a pre-election Governor awareness training session or equivalent, as agreed by the Company Secretary. I understand that if any of these declarations are later found to be false, I will, if elected, lose my seat on the Council of Governors and may also have my Membership withdrawn.”*

16 Council of Governors – vacancies

- 16.1** Where a vacancy arises on the Council of Governors for any reason other than expiry of a term of office, the provisions set out below will apply.
- 16.2** Where the vacancy arises amongst the Elected Governors, the Council of Governors shall be at liberty either:
 - 16.2.1** to call an election to fill the remainder of the unexpired term of office where it is in excess of one year; or

- 16.2.2** to invite the next highest polling candidate for that seat at the most recent election or (where relevant) by-election, who is willing to take office, to fill the seat for the remainder of the unexpired term of office where it is in excess of one year. If that candidate does not accept to fill the vacancy, it may be offered to the next highest polling candidate until the vacancy is filled; or
- 16.2.3** where no reserve candidate is available or willing to fill the vacancy, to call an election; or
- 16.2.4** to leave the seat vacant until the next scheduled elections are to be held where the unexpired term of office is one year or less.
- 16.3** When deciding on a course of action, the Council of Governors must always ensure that the aggregate number of Governors who are Public Governors on the Council of Governors always remains in the majority.
- 16.4** Where the vacancy arises amongst the Appointed Governors, the Secretary will request the relevant Partnership Organisation to appoint a Replacement Governor, in line with the eligibility criteria set out for Governors at paragraph 18 and Annex 5, to hold office for the remainder of the unexpired term of office. The Partnership Organisation shall agree the appointment of a Replacement Governor with the Secretary within three months of being notified.
- 16.5** The validity of any act of the Council of Governors is not affected by any vacancy among the Governors or by any defect in the appointment of any Governor.
- 16.6** Where a vacancy arises on the Council of Governors amongst the Public Governors for reason of the expiry of a term of office, the provisions relating to such a vacancy set out in Annex 3 will apply.

17 Council of Governors – tenure

- 17.1** All governors may hold office for a term of up to three years
- 17.2** All governors may hold office for a maximum of two terms
- 17.3** A governor shall be eligible for re-election or re-appointment at the end of his/her term subject to 17.2 (above)
- 17.4** An Elected Governor shall cease to hold office if he/she ceases to be a member of the constituency by which he/she was elected.
- 17.5** An Appointed Governor shall cease to hold office if the appointing organisation withdraws its sponsorship of him/her.
- 17.6** Any Governor shall cease to hold office if he/she is disqualified for any of the reasons set out in the constitution.

18 Council of Governors – disqualification and removal

- 18.1** In line with section 11.1, an individual who is a member of a constituency shall not, while membership of that constituency continues, be a member of any other constituency. In addition, the following may not become or continue as a member of the Council of Governors:

- 18.1.1** He/she is a person in relation to whom a moratorium period under a debt relief order applies (under Part 7A of the Insolvency Act 1986);
- 18.1.2** in the case of an Elected Governor, he/she ceases to be a Member of the relevant constituency by which he/she was elected;
- 18.1.3** in the case of an Appointed Governor, the appointing organisation withdraws their sponsorship of him/her;
- 18.1.4** he/she is under 18 years of age at the date at which he/she is nominated for election or appointment;
- 18.1.5** he/she is a Director of the Foundation Trust, or an executive director, non-executive director or Chair of another NHS foundation trust, or other Health Service Body (unless they are appointed by an appointing organisation which is an NHS body);
- 18.1.6** he/she is a governor of another NHS foundation trust and there presents a conflict of interest with the affairs of the Foundation Trust which cannot be resolved;
- 18.1.7** he/she has been a Director of the Foundation Trust in the preceding five years prior to the date of his/her nomination to stand as an Elected Governor, or in the case of an Appointed Governor, the date of his/her appointment;
- 18.1.8** subject to paragraphs 18.7 and 18.8 below, he/she is incapable by reason of his/her mental disorder, illness or injury of managing and/or administering his/her property and/or affairs;
- 18.1.9** prior to putting himself/herself forward for consideration as an Elected Governor or Appointed Governor, he/she has
 - failed to register as a member of the Foundation Trust
 - has registered but failed to allow sufficient time for his/her application to be processed (ie. five working days) prior to the date of a governor awareness training session (pre-election event);
 - failed to attend a pre-election or pre-appointment governor awareness training event, the purpose of which is to ensure that prospective Governors are made fully aware of the responsibilities and duties of a Governor and the commitments that the role entails, prior to the individual standing for office as a Governor;
- 18.1.10** he/she has refused, without reasonable cause, to undertake any training which the Foundation Trust and/or Council of Governors requires all Governors to undertake;
- 18.1.11** he/she is a person who, by reference to information revealed by a Disclosure and Barring Service check, is considered by a committee comprising the Chair, Lead Governor and Secretary to be inappropriate on the grounds that his/her appointment might adversely affect public confidence in the Foundation Trust or otherwise might bring the Foundation Trust into disrepute;

- 18.1.12** he/she has failed any other relevant identity or other check carried out by the Foundation Trust;
 - 18.1.13** he/she has failed to sign and deliver to the Secretary a statement in the form required by the Foundation Trust confirming acceptance of the Governors' Code of Conduct;
 - 18.1.14** he/she has failed to make, or falsely makes, any declaration required by paragraph 15.6 of this Constitution;
 - 18.1.15** he/she has been declared by the Council of Governors to be an habitual and/or vexatious complainant;
 - 18.1.16** the relevant Partnership Organisation which he/she represents ceases to exist;
 - 18.1.17** he/she has been expelled or removed from the post of governor from the fFoundation tTrust or another NHS foundation trust; or
 - 18.1.18** he/she is an active member of a body or organisation with policies or objectives such that his/her membership thereof would likely cause the Foundation Trust to be in breach of its statutory obligations or to bring the Foundation Trust into disrepute.
- 18.2** Further circumstances in which an individual may not become or continue as a member of the Council of Governors are set out in Annex 5.
 - 18.3** Where a person has been elected or appointed to be a Governor and he/she becomes disqualified under provisions set out paragraph 18 or Annex 5, he/she shall notify the Secretary in writing of such disqualification as soon as is practicable and, in any event, within ten Clear Days of first becoming aware of those matters which rendered him/her disqualified.
 - 18.4** If it comes to the notice of the Secretary at the time of his/her taking office or later that the Governor is so disqualified, the Secretary shall immediately declare that the Governor in question is disqualified and notify him/her in writing to that effect as soon as is practicable.
 - 18.5** Upon dispatch of any such notification, a Governor's tenure of office, if any, shall be terminated immediately and the Secretary shall cause his/her name to be removed from the register of members of the Council of Governors. From that point, the individual shall immediately cease to be or act as a Governor.
 - 18.6** If a Governor is found to be incapable, by reason of mental disorder, illness or injury, of managing and/or administering his/her property and/or affairs for the purposes of paragraphs 18.1.8 above, a committee comprising the Chair, Secretary, and Lead Governor shall be convened.
 - 18.7** The committee (as set out above) shall consider the Governor's circumstances, taking such steps as it considers appropriate to ensure that the Governor's views are understood.
 - 18.8** Where the committee deems that the Governor is incapable, by reason of mental disorder, illness or injury, of managing and/or administering his/her property and/or affairs, he/she shall be immediately suspended from office. The Governor shall be duly

20 of 102

informed.

- 18.9** The committee shall make a recommendation to the next general meeting of the Council of Governors that the Council of Governors should either:
- 18.9.1** temporarily suspend the Governor from office until such time the Council of Governors, in its absolute discretion, considers the Governor to be capable of managing and/or administering his/her property and/or affairs; or
 - 18.9.2** disqualify the Governor from office where the Council of Governors in its absolute discretion, considers him/her to be incapable of managing and/or administering his/her property and affairs.
- 18.10** At the general meeting of the Council of Governors at which the committee's recommendations are considered, a resolution shall be approved by not less than three quarters of the members of the Council of Governors present and voting, to either:
- 18.10.1** temporarily suspend the Governor from office for an agreed, specified period; or
 - 18.10.2** disqualify the Governor from office; or
 - 18.10.3** remove the suspension of the Governor, should the Council of Governors not agree with the committee's recommendation.
- 18.11** In considering whether an individual is incapable by reason of mental disorder, illness or injury of managing and/or administering his/her property and/or affairs, the committee (described above) shall take into account the provisions of the Mental Capacity Act 2005, or any statutory modification thereof, and shall be entitled to take appropriate professional advice from internal Foundation Trust advisors and/or external advisors as necessary.
- 18.12** If a Governor fails to attend three consecutive meetings of the Council of Governors in any Financial Year, his/her tenure of office is to be terminated immediately unless the Council of Governors is satisfied by a three quarters majority of those members of the Council of Governors present and voting at a meeting of the Council of Governors that:
- 18.12.1** the absence was due to a reasonable cause; and
 - 18.12.2** the Governor will be able to start attending meetings of the Council of Governors again within such a period as the other Governors consider reasonable.
- 18.13** Notwithstanding the provisions of paragraph 18.12 above, if a Governor fails to attend three out of four consecutive meetings of the Council of Governors and he/she has previously been the subject of a decision in his/her favour under paragraph 18.10 above, the Governor's tenure of office is to be terminated immediately.
- 18.14** A Governor shall vacate his/her office immediately if:
- 18.14.1** he/she is considered to have acted in a manner inconsistent with the values of the Foundation Trust or in a manner detrimental to or contrary to:

18.14.1.1 the interests of the Foundation Trust; or

18.14.1.2 the Licence; or

18.14.1.3 the Governors' Code of Conduct; or

18.14.2 he/she has failed to declare an interest as required by the Constitution or he/she has spoken or voted at a meeting on a matter in which he/she has an interest contrary to the Constitution. For the purpose of this paragraph, "interest" includes a relevant and material interest, or a pecuniary, personal or family interest, whether that interest is actual or potential and whether that interest is direct or indirect; or

18.14.3 he/she is adjudged to have acted in a manner inconsistent with the values of the Foundation Trust or in a manner detrimental to it by a majority of not less than three quarters of the members of the Council of Governors present and voting at a meeting of the Council of Governors.

18.15 A Governor whose office is terminated subject to ~~the~~ paragraphs 18.14 above shall not be eligible to stand for re-election or re-appointment to the Council of Governors for a period of three years from the date of his/her removal from office or the date on which any appeal against his/her removal from office is disposed of, whichever is the later.

18.16 A Governor may resign from office at any time during the term of that office by giving notice in writing to the Secretary. Where possible and appropriate, a resigning Governor should agree a notice period with the Secretary prior to resigning from office.

18.17 If the Chair considers that the grounds for removal set out in paragraphs 18.1, 18.2 or 18.14 may apply to a Governor, the Chair may immediately suspend the Governor for a period to be determined by the Chair,

~~18.16~~**18.18** A Governor may not stand for re-election or be reappointed while they are suspended in accordance with this paragraph 18.

19 Council of Governors – duties of Governors

19.1 The general duties of the Council of Governors are:

19.1.1 to hold the Non-Executive Directors individually and collectively to account for the performance of the Board of Directors, and

19.1.2 to represent the interests of the Members of the Foundation Trust as a whole and the interests of the public.

20 Council of Governors – skills and knowledge

20.1 The Foundation Trust must take steps to secure that the Governors are equipped with the skills and knowledge they require in their capacity as Governors.

21 Council of Governors – meetings of Governors

Admission of the Public

21.1 Meetings of the Council of Governors shall be open to members of the public. Members

22 of 102

of the public and representatives of the press may be excluded from a meeting for special reasons as set out in Annex 6.

Calling Meetings

- 21.2** Subject to paragraph 29 below, the Council of Governors is to meet at least four times per year. Meetings are to be held at such times and places as the Council of Governors may determine.
- 21.3** One of the Council of Governors' meetings shall be an annual meeting held no later than 30 September in each year when the Council of Governors is to receive and consider the Annual Accounts and any report of the Auditor on them and the Board of Directors is to present to the Council of Governors the Annual Report (the "Annual Governors' Meeting").
- 21.4** For the purposes of obtaining information about the Foundation Trust's performance of its functions or the Directors' performance of their duties (and deciding whether to propose a vote on the Foundation Trust's or Directors' performance), the Council of Governors may require one or more of the Directors to attend a meeting of the Council of Governors.
- 21.5** The Council of Governors may invite the Chief Executive, members of the Board of Directors or a representative of the Auditor or other advisors to attend and speak at a meeting of the Council of Governors.
- 21.6** The Chair of the Foundation Trust may, in exceptional circumstances, call a meeting of the Council of Governors at any time ~~after a requisition for that purpose, signed by at least half of the whole number of Governors, has been presented to him/her at the Foundation Trust headquarters. If the Chair does not call a meeting within ten Clear Days after such a requisition has been presented to him/her, half the Governors or more may call a meeting. If the Chair refuses to call a meeting after a requisition for that purpose, signed by at least one third of the whole number of members of the Council of Governors, or if without so refusing the Chair does not call a meeting within fourteen days after a requisition to do so, then the members of the Council of Governors may forthwith call a meeting provided they have been requisitioned to do so by more than 50% of the members of the Council of Governors.~~

Notice of meetings and agenda

- 21.7** Meetings of the Council of Governors shall be held at such times and places as the Council of Governors may determine.
- 21.8** Before each meeting of the Council of Governors, a notice of the meeting, specifying the business proposed to be transacted at it shall be delivered to every Governor, by post or electronically.
- 21.9** Agendas shall be sent to Governors five Clear Days before the meeting and supporting papers, whenever possible, shall be despatched no later than three Clear Days before the meeting, save in an emergency and with the agreement of the Chair.
- 21.10** In the case of a meeting called by Governors in default of the Chair, the notice shall be signed by those Governors and no such business shall be transacted at the meeting other than that specified in the notice.

- 21.11** Want of service of the notice on any Governor shall not affect the validity of the meeting. A notice of the meeting shall be presumed to have been served one day after posting or, in the case of a notice being sent electronically, on the date of transmission.
- 21.12** The Council of Governors shall agree the dates of general meetings of the Council of Governors in advance which shall be publicised through reasonable and appropriate means.

Conduct of meetings

- 21.13** The Chair of the Foundation Trust (i.e. the Chair of the Board of Directors, appointed in accordance with the provisions of paragraph 34 below) or, in his/her absence the Deputy Chair (appointed in accordance with the provisions of paragraph 36 below), or in his/her absence one of the Non-Executive Directors shall preside at meetings of the Council of Governors and be the Meeting Chair.
- 21.14** If the Meeting Chair has a conflict of interest in relation to the business being discussed, then the Deputy Chair shall chair that part of the meeting. Should the Deputy Chair not be present then one of the other non-executive directors shall chair that part of the meeting.
- 21.15** Governors' behaviour at meetings (and generally as a representative of the Foundation Trust) is expected to be exemplary. Statements of Governors made at meetings of the Council of Governors shall be relevant to the matter under discussion and the decision of the Meeting Chair on questions of order, relevancy, regularity and any other matters shall be final.
- 21.16** The names of the Meeting Chair and Governors present at the meeting shall be recorded in the minutes.

Voting

- 21.17** Every question at a meeting of the Council of Governors shall be determined by a majority of votes of the Governors present and qualified to vote. In the case of the number of votes for and against a motion being equal, the Meeting Chair shall have a casting vote.
- 21.18** Every Governor must make an annual declaration that he is qualified to vote at meetings of the Council of Governors. He/she will do so in the form specified below:

Declaration to the Secretary of the Queen Victoria Hospital NHS Foundation Trust

Elected Governors

"I hereby declare that I am, at the date of this declaration, a member of the [Public / Staff] Constituency, and I am not prevented from being a member of the Council of Governors by reason of any provision of paragraph 8 of Schedule 7 to the 2006 Act or the Constitution."

Appointed Governors

"I hereby declare that I am at the date of this declaration a properly Appointed Governor and I am not prevented from being a member of the Council of Governors by reason of

any provision of paragraph 8 of Schedule 7 to the 2006 Act or the Constitution.”

- 21.19** A Governor may not vote at a meeting of the Council of Governors unless, prior to the meeting, he/she has made the declaration referred to in paragraph 21.19 above.
- 21.20** Each Governor must also notify the Secretary as soon as possible and provide a further declaration at any subsequent meeting if his/her circumstances have changed.
- 21.21** All Governors shall be deemed to have confirmed the declaration upon attending any subsequent meeting of the Council of Governors, and every agenda for meetings of the Council of Governors will draw this to the attention of Governors.
- 21.22** All questions put to the vote shall, at the discretion of the Meeting Chair, be determined by oral expression or by a show of hands. A paper ballot may be used if the majority of Governors present so request.
- 21.23** If half of the Governors present so request, the voting (other than by paper ballot) on any question may be recorded to show how each Governor present voted or abstained.
- 21.24** If a Governor so requests, his/her vote shall be recorded by name upon any vote (other than by paper ballot).
- 21.25** In no circumstances may an absent Governor vote by proxy. Absence is defined as being absent at the time of the vote.

Electronic Communication

- 21.26** The Council of Governors may agree that Governors can participate in its meetings by telephone, video or computer link or other such agreed means. Participation in a meeting in this manner shall be deemed exceptional but shall constitute presence in person at the meeting. Express approval from the Meeting Chair must be sought in advance.
- 21.27** Further provisions which apply in these circumstances are set out in Annex 7.

Content and length of speeches

- 21.28** Approval to speak at meetings shall be given by the Meeting Chair. This includes Governors, Members, members of the public or press, Officers or any other person in attendance at a meeting.
- 21.29** Speeches must be directed to the matter, motion or question under discussion or to a point of order.
- 21.30** Unless, in the opinion of the Meeting Chair, it would not be desirable or appropriate to limit speeches on any topic to be discussed, having regard to its nature complexity or importance, no proposal, speech nor any reply, may exceed three minutes.
- 21.31** In the interests of time, the Meeting Chair may, in his/her absolute discretion, limit the number of replies, questions or speeches which are heard at any one meeting.

Quorum

25 of 102

- 21.32** Any meeting of the Council of Governors requires a quorum of at least half of the total number of Governors to be present, with a majority of those present being Public Governors.
- 21.33** No business shall be carried out at a meeting which is not quorate.
- 21.34** If the Meeting Chair or a Governor has been disqualified from participating in the discussion on any matter and/or from voting on any resolution by reason of the declaration of a conflict of interest (paragraphs 22, 40 and Annex 8), he/she shall no longer count towards the quorum. If a quorum is then not available for the discussion and/or the passing of a resolution on any matter, that matter may not be discussed further or voted upon at that meeting. Such a position shall be recorded in the minutes of the meeting. The meeting must then proceed to the next agenda item.
- 21.35** If at any meeting of the Council of Governors, there is no quorum present within 30 minutes of the time fixed for the start of the meeting, the meeting shall stand adjourned for a period of at least five Clear Days. The Secretary shall give notice of the date, time and place of the adjourned meeting and, notwithstanding paragraph 21.34 above, upon re-convening, those present shall constitute a quorum.

Committees and groups

- 21.36** The Council of Governors may appoint committees or groups consisting of its members to assist it in carrying out its functions but may not delegate any of its powers or functions to them. A committee or group so appointed may appoint its own working groups.
- 21.37** These committees or groups may include Directors or Officers of the Foundation Trust and/or outside advisors to help them in their tasks.

22 Council of Governors – Conflicts of interest of Governors

- 22.1** If a Governor has a relevant and material interest, or a pecuniary, personal or family interest, whether that interest is actual or potential and whether that interest is direct or indirect, in any proposed contract or other matter which is under consideration or is to be considered by the Council of Governors, the Governor shall disclose the nature and extent of that interest to the members of the Council of Governors as soon as he/she becomes aware of it.
- 22.2** If a declaration under this paragraph proves to be, or becomes, inaccurate or incomplete, the Governor must make a further declaration before the Foundation Trust enters into the transaction or arrangement.
- 22.3** This paragraph does not require a declaration of an interest of which the Governor is not aware or where the Governor is not aware of the transaction or arrangement in question.
- 22.4** A Governor need not declare an interest if:
- 22.5** it cannot reasonably be regarded as likely to give rise to a conflict of interest; or
- 22.6** to the extent that the Governors are already aware of it.
- 22.7** Any interests raised by the Governors in this way shall be recorded in the register of

26 of 102

interests of the Governors.

- 22.8** Further provisions as to the circumstances in which a Governor must declare a conflict of interest are set out in Annex 8.

23 Council of Governors – remuneration, travel and other expenses

- 23.1** Governors are not to receive remuneration from the Foundation Trust provided that this shall not prevent remuneration of Governors by their employer.
- 23.2** Subject to any Foundation Trust policy on the payment of expenses, the Foundation Trust may pay travelling and other expenses to members of the Council of Governors at rates determined by the Foundation Trust. These shall be published in the Annual Report.

24 Referral to Monitor's panel for advising Governors

- 24.1** In this paragraph, the "Panel" means a panel of persons appointed by Monitor to which a Governor of the Foundation Trust may refer a question as to whether the Foundation Trust has failed or is failing:
- 24.1.1** to act in accordance with the Constitution; or
 - 24.1.2** to act in accordance with provision made by or under Chapter 5 of the 2006 Act.
- 24.2** A Governor may refer a question to the panel only if more than half of the members of the Council of Governors present and voting approve the referral at a general meeting of the Council of Governors.

25 Governors' Steering Group Committee (GSCG)

- 25.1** The purpose of the Governors' Steering CommitteeGroup is to:
- 25.1.1** support and facilitate the work of the Council of Governors and make recommendations to it on any aspects of its work;
 - 25.1.2** facilitate communication between the Council of Governors and the Board of Directors;
 - 25.1.3** provide advice and support to the Chair, Chief Executive and the Secretary;
 - 25.1.4** initiate appropriate reviews and reports on matters within the remit of the Council of Governors; and
 - 25.1.5** actively engage the Governors in adding value to the Foundation Trust.
- 25.2** The GSCG shall have authority to form working groups to facilitate the work of the GSCG and to support any recommendations it may make to the Council of Governors.
- 25.3** The GSCG shall meet as regularly as it considers necessary to fulfil its obligations. It shall report to the Council of Governors as required.
- 25.4** Members of the GSCG shall be chosen by the Council of Governors and the GSCG

shall be chaired by the ~~Vice-Chair of the Council of Governors~~Lead Governor.

- 25.5** The GScG shall invite others to attend its meetings as it considers appropriate and as the need arises.

26 Lead Governor

- 26.1** In accordance with a process approved by the Chair after consulting the Council of Governors, the Secretary will administer the nomination procedure for a Lead Governor.
- 26.2** (not used)
- 26.3** (not used)

27 Meeting of the Council of Governors to consider the Annual Accounts and Reports

- 27.1** The following documents are to be presented to the Council of Governors at a general meeting of the Council of Governors (the “Annual Governors’ Meeting”):
- 27.1.1** the Annual Accounts;
- 27.1.2** any report of the Auditor on them; and
- 27.1.3** the Annual Report.

28 Annual Members’ Meeting

- 28.1** The Foundation Trust shall hold an annual meeting of its Members (the “Annual Members’ Meeting”). The Annual Members’ Meeting shall be open to all members of the public.
- 28.2** In addition to the obligations set out in paragraph 28.3 below, the Council of Governors shall present to each Annual Members’ Meeting:
- 28.2.1** a report on steps taken to secure that, taken as a whole, the actual Membership of the Public Constituency is representative of those eligible for such Membership;
- 28.2.2** the progress of the Membership Strategy; and
- 28.2.3** any changes to the Membership Strategy.
- 28.3** At least one member of the Board of Directors must attend each Annual Members’ Meeting and present the following documents:
- 28.3.1** the Annual Accounts;
- 28.3.2** any report of the Auditor on them;
- 28.3.3** the Annual Report.

29 Combined Meetings of Members and Governors

- 29.1** The Foundation Trust may combine a meeting of the Council of Governors convened for

the purposes of paragraph 27.1 above with the Annual Members' Meeting (paragraph 28).

30 Special Members' Meetings

- 30.1** Notwithstanding any provisions contained in this Constitution regarding meetings of the Council of Governors, the Annual Members' Meetings or meetings of the Board of Directors, the Board of Directors or the Council of Governors may resolve to call special meetings of the Foundation Trust for the benefit of its Members (a "Special Members' Meeting") for the purpose of providing Members with information and to offer Members an opportunity to provide feedback to the Foundation Trust.
- 30.2** Special Members' Meetings are open to all Members of the Foundation Trust, Governors, Directors and representatives of the Auditor and any external consultant as well as members of the general public and representatives of the press unless determined otherwise.
- 30.3** Notwithstanding the provisions of paragraph 30.2 above, the Board of Directors or Council of Governors may invite to attend a Special Members' Meeting any experts or advisors whose attendance they consider to be in the best interests of the Foundation Trust.
- 30.4** Arrangements for the Special Members' Meeting shall be carried out in accordance with arrangements for meetings of the Council of Governors except that the quoracy shall be as follows:
 - 30.4.1** Chair (or Deputy Chair);
 - 30.4.2** at least one Member from the Staff Constituency; and
 - 30.4.3** at least one Member from the Public Constituency.

31 Board of Directors – composition

- 31.1** The Trust is to have a Board of Directors. It shall comprise both Executive Directors and Non-Executive Directors, at least half of which, excluding the Chair, should comprise Non-Executive Directors determined by the Board to be independent.
- 31.2** The Board of Directors is to comprise:
 - 31.2.1** the following Non-Executive Directors:
 - 31.2.1.1** a Chair; and
 - 31.2.1.2** at least four other Non-Executive Directors.
 - 31.2.2** the following Executive Directors:

31.2.2.1 a Chief Executive (who shall be the Accounting Officer);

31.2.2.2 a Finance Director; and

31.2.2.3 at least two other Executive Directors.

31.3 One of the Executive Directors is to be a Registered Medical Practitioner or a Registered Dentist.

31.4 One of the Executive Directors is to be a Registered Nurse or a Registered Midwife.

31.5 Subject to the provisions of paragraphs 31.3 and 31.4 above, the Board of Directors shall determine any change in the number of Directors, provided that any change in the number shall be in the range set out at paragraph 31.2 above, and that the number of Non-Executive Directors (including the Chair) shall always be greater than the number of Executive Directors. The Council of Governors shall be consulted if the changes relate to the Non-Executive Directors.

31.6 The validity of any act of the Foundation Trust is not affected by any vacancy among the Directors or by any defect in the appointment of any Directors.

32 Board of Directors – general duty

32.1 The general duty of the Board of Directors and of each Director individually, is to act with a view to promoting the success of the Foundation Trust so as to maximise the benefits for the Members of the Foundation Trust as a whole and for the public.

33 Board of Directors – qualification for appointment as a Non-Executive Director

33.1 A person may be appointed as a Non-Executive Director only if he/she:

33.1.1 is a Member of the Public Constituency, and

33.1.2 he/she is not disqualified by virtue of paragraph 38 or Annex 5 below.

34 Board of Directors – appointment of the Chair and other Non-Executive Directors

34.1 The Council of Governors at a general meeting of the Council of Governors shall appoint the Chair of the Foundation Trust and the other Non-Executive Directors, taking into account the views of the Board of Directors on the qualities, skills and experience required for each position.

34.2 The Chair and the Non-Executive Directors shall be appointed for a period of office of up to three years. Any term beyond six years will be subject to annual re-appointment.

34.3 Non-Executive Directors shall be appointed in accordance with a process agreed by the Appointments Committee on behalf of the Council of Governors.

34.4 An existing Non-Executive Director, nearing the end of his/her term, shall be considered for a further term of office, subject to the following:

34.4.1 a satisfactory appraisal that he/she continues to be effective;

34.4.2 he/she continues to demonstrate commitment to the role;

- 34.4.3** he/she is willing to complete a further term of office;
- 34.4.4** he/she is not precluded by paragraph 34.2 by virtue of time already served as a Non-Executive Director.
- 34.5** Should the Appointments Committee decide to advertise externally for a Non-Executive Director, a specification shall be drawn up and approved by the Appointments Committee that shall set out the personal and professional qualities needed.
- 34.6** Where paragraph 34.5 applies, the Appointments Committee shall follow a process which involves advertising for the vacancy, shortlisting against the specification and interviewing candidates. In the case of appointing a Non-Executive Director, the interview panel will include at least one Public Governor and the Chair. In the case of appointing the Chair, the interview panel will include at least one Public Governor and the Senior Independent Director.
- 34.7** Recommendations for appointment shall be taken to the next general meeting of the Council of Governors for formal appointment.

35 Board Directors – suspension and removal of the Chair and other Non-Executive Directors

- 35.1** Removal of the Chair or another Non-Executive Director shall require the approval of three quarters of the members of the Council of Governors.
- 35.2** During any meeting of the Council of Governors at which the Chair may be suspended or removed, the Senior Independent Director shall preside, or if the Senior Independent Director is absent from the meeting or is absent temporarily on the grounds of a conflict of interest, another Non-Executive Director shall preside.
- 35.3** Suspension or removal of the Chair or another Non-Executive Director shall require a resolution to be submitted by three quarters of the members of the Council of Governors and sponsored by at least one Governor.
- 35.4** The Governor sponsoring the resolution shall set out in writing the reasons in support of the resolution. At the meeting of the Council of Governors where the resolution is to be considered and voted upon, the Chair or other Non-Executive Director, who is the subject of the resolution, shall be given the opportunity to respond to the reasons given. If the individual fails to attend the meeting without due cause, the meeting may proceed in their absence. The decision to proceed in these circumstances shall be at the sole discretion of the Meeting Chair.
- 35.5** In making the decision to remove the Chair or another Non-Executive Director, the Council of Governors shall take into account the results of the annual appraisal concerning the individual in question. The Council of Governors shall also remove or suspend a Non-Executive Director in consultation with the Chair (if the matter concerns another Non-Executive Director) or the Senior Independent Director (if the matter concerns the Chair).
- 35.6** If any resolution to suspend or remove either the Chair or another Non-Executive Director is not approved at the meeting of the Council of Governors where the matter was considered, no further resolution can be put forward to suspend or remove such Non-Executive Director, or the Chair, which is based on the same reasons, within twelve calendar months of the date of the meeting at which the resolution was considered.

- 35.7** Suspension is a temporary measure which shall be used to prevent the Chair or a Non-Executive Director from exercising his or her functions pending the completion of an investigation or removal from office.
- 35.8** The Council of Governors may use the power of suspension in the following circumstances:
- 35.8.1** where the Foundation Trust is in receipt of information which gives cause for concern about the Chair or a Non-Executive Director continuing to hold office because of its effect on the reputation of the Trust or on the integrity of the individual in question;
 - 35.8.2** where there is sufficient evidence to warrant removal from office but before removal takes effect; or
 - 35.8.3** where there is an allegation of fraud or other impropriety or other alleged misconduct that would require the Chair or a Non-Executive Director to be suspended to protect patients, staff or public funds.

36 Board of Directors – appointment of the Senior Independent Director and Deputy Chair

- 36.1** A Senior Independent Director shall be appointed by the Board of Directors in consultation with the Council of Governors.
- 36.2** A Non-Executive Director appointed as the Senior Independent Director shall be the Senior Independent Director for a period consistent with his/her existing term of office as a Non-Executive Director.
- 36.3** Any Non-Executive Director so appointed may at any time resign from the office of Senior Independent Director by giving notice in writing to the Secretary.
- 36.4** The Senior Independent Director may also fulfil the role of the Deputy Chair.
- 36.5** The Council of Governors at a general meeting of the Council of Governors shall appoint one of the non-executive Directors as Deputy Chair, who may be the Senior Independent Director.
- 36.6** If the Chair is unable to discharge his/her functions as a Chair of the Foundation Trust, the Deputy Chair will be the “acting Chair” until such time as the Chair is able to discharge his/her functions as Chair or a new Chair is appointed by the Council of Governors in accordance with paragraph 34 above.

37 Board of Directors – appointment and removal of the Chief Executive and other Executive Directors

- 37.1** The Non-Executive Directors shall appoint or remove the Chief Executive.
- 37.2** The appointment of the Chief Executive shall require the approval of the Council of Governors.
- 37.3** A committee consisting of the Chair, the Chief Executive and the other Non-Executive Directors shall appoint or remove the other Executive Directors.
- 37.4** The Foundation Trust shall establish a committee of Non-Executive Directors and the

Chief Executive to decide the remuneration and allowances, and the other terms and conditions of office, of the Executive Directors (the “Nomination and Remuneration Committee”). When deciding the remuneration and allowances, and the other terms and conditions of office of the Chief Executive, the membership of the Nomination and Remuneration Committee shall not include the Chief Executive.

38 Board of Directors - disqualification

38.1 The following may not become or continue as a member of the Board of Directors:

38.1.1 either:

- a.** an executive or non-executive director or governor of another NHS foundation trust, or
- b.** an executive or non-executive director of another Health Service Body, or
- c.** an executive or non-executive director of a body corporate

which presents a conflict of interest with the affairs of the Foundation Trust which cannot be resolved;

38.1.2 someone who is incapable by reason of his/her mental disorder, illness or injury of managing and/or administering his/her property and/or affairs. In considering whether an individual is incapable by reason of mental disorder, illness or injury of managing and/or administering his/her property and/or affairs, the provisions of the Mental Capacity Act 2005, or any statutory modification thereof, shall be taken into account. Further internal or external advice shall be sought where necessary;

38.1.3 an individual who has refused, without reasonable cause, to fulfil any training requirement established by the Board of Directors;

38.1.4 a person who is the subject of a disqualification order made under the Company Directors' Disqualification Act 1986;

38.1.5 on the basis of disclosures obtained through an application to the Disclosure and Barring Service, he/she is not considered suitable by the Chair; or

38.1.6 someone who has failed to sign and deliver to the Secretary a statement in the form required by the Foundation Trust confirming acceptance of the Directors' Code of Conduct.

38.2 Further circumstances in which an individual may not become or continue as a member of the Board of Directors are set out in Annex 5.

39 Board of Directors – meetings

39.1 Meetings of the Board of Directors shall be open to members of the public. Members of the public and representatives of the press may be excluded from a meeting for special reasons as set out in Annex 6.

39.2 The Board of Directors may agree that Directors can participate in its meetings by

telephone, video or computer link or other such agreed means. Participation in a meeting in this manner shall be deemed exceptional but shall constitute presence in person at the meeting.

- 39.3** Further provisions which apply in these circumstances are set out in Annex 7.
- 39.4** Before holding a meeting, the Board of Directors must send a copy of the agenda of the meeting to the Council of Governors. As soon as practicable after holding a meeting, the Board of Directors must send a copy of the minutes of the meeting to the Council of Governors.
- 39.5** In the case of an equality of votes at a meeting of the Board of Directors, the Chair (or Meeting Chair as may be) shall have a casting vote.
- 39.6** (not used)

40 Board of Directors – Conflicts of interests of Directors

- 40.1** The duties that a Director of the Foundation Trust has by virtue of being a Director include in particular:
 - 40.1.1** a duty to avoid a situation in which the Director has (or can have) a direct or indirect interest that conflicts (or possibly may conflict) with the interests of the Foundation Trust;
 - 40.1.2** a duty not to accept a benefit from a third party by reason of being a Director or doing (or not doing) anything in that capacity.
- 40.2** The duty referred to in sub-paragraph 40.1.1 is not infringed if:
 - 40.2.1** the situation cannot reasonably be regarded as likely to give rise to a conflict of interest; or
 - 40.2.2** the matter has been authorised in accordance with the Constitution.
- 40.3** The duty referred to in sub-paragraph 40.1.2 is not infringed if acceptance of the benefit cannot reasonably be regarded as likely to give rise to a conflict of interest.
- 40.4** In sub-paragraph 40.1.2, “third party” means a person other than:
 - 40.4.1** the Foundation Trust; or
 - 40.4.2** a person acting on its behalf.
- 40.5** If a Director of the Foundation Trust has in any way a relevant and material interest or a direct or indirect interest in a proposed transaction or arrangement with the Foundation Trust, the Director must declare the nature and extent of that interest to the other Directors. This shall be recorded in the register of interests of the Directors.
- 40.6** If a declaration under this paragraph proves to be, or becomes, inaccurate or incomplete, a further declaration must be made.
- 40.7** Any declaration required by this paragraph must be made before the Foundation Trust enters into the transaction or arrangement.

- 40.8** This paragraph does not require a declaration of an interest of which the Director is not aware or where the Director is not aware of the transaction or arrangement in question.
- 40.9** A Director need not declare an interest:
- 40.9.1** if it cannot reasonably be regarded as likely to give rise to a conflict of interest;
 - 40.9.2** if, or to the extent that, the Directors are already aware of it;
 - 40.9.3** if, or to the extent that, it concerns terms of the Director's appointment that have been or are to be considered by:
 - 40.9.3.1** a meeting of the Board of Directors; or
 - 40.9.3.2** a committee of the Directors appointed for the purpose under the Constitution.
- 40.10** Any interests raised by the Directors in this way shall be recorded in the register of interests of the Directors.
- 40.11** A matter shall have been authorised for the purposes of paragraph 40.2.2 if:
- 40.11.1** The Directors, in accordance with the requirements set out in this paragraph [40.11], authorise any matter or situation proposed to them by any Director which would, if not authorised, involve a Director (an "Interested Director") breaching his/her duty under paragraph 40.1.1 above to avoid conflicts of interest (a "Conflict").
 - 40.11.2** Any authorisation under this paragraph will be effective only if:
 - 40.11.2.1** the matter in question shall have been proposed by any Director for consideration in the same way that any other matter may be proposed to the Directors under the provisions of this Constitution or in such other manner as the Directors may determine;
 - 40.11.2.2** any requirement as to the quorum for consideration of the relevant matter is met without counting the Interested Director or any other Interested Director; and
 - 40.11.2.3** the matter was agreed to without the Interested Director voting or would have been agreed to if the Interested Director's and any other Interested Director's vote had not been counted.
 - 40.11.3** Any authorisation of a Conflict under this paragraph may (whether at the time of giving the authorisation or subsequently):

- 40.11.3.1** extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the Conflict so authorised;
 - 40.11.3.2** provide that the Interested Director be excluded from the receipt of documents and information and the participation in discussions (whether at meetings of the Directors or otherwise) related to the Conflict;
 - 40.11.3.3** provide that the Interested Director shall or shall not be an eligible Director in respect of any future decision of the Directors in relation to any resolution related to the Conflict;
 - 40.11.3.4** impose upon the Interested Director such other terms for the purposes of dealing with the Conflict as the Directors think fit
 - 40.11.3.5** provide that, where the Interested Director obtains, or has obtained (through his/her involvement in the Conflict and otherwise than through his/her position as a Director of the Foundation Trust) information that is confidential to a third party, he/she will not be obliged to disclose that information to the Board of Directors, or to use it in relation to the Foundation Trust's affairs where to do so would amount to a breach of that confidence; and
 - 40.11.3.6** permit the Interested Director to absent himself/herself from the discussion of matters relating to the Conflict at any meeting of the Directors and be excused from reviewing papers prepared by, or for, the Directors to the extent they relate to such matters. Where the Directors authorise a Conflict, the Interested Director will be obliged to conduct himself/herself in accordance with any terms imposed by the Directors in relation to the Conflict.
- 40.11.4** Where the Directors authorise a Conflict, the Interested Director shall be obliged to conduct himself/herself in accordance with any terms imposed by the Directors in relation to the Conflict.
- 40.11.5** The Directors may revoke or vary such authorisation at any time, but this will not affect anything done by the Interested Director, prior to such revocation or variation in accordance with the terms of such authorisation.
- 40.11.6** A Director is not required, by reason of being a Director to account to the Foundation Trust for any remuneration, profit or other benefit which he/she derives from or in connection with a relationship involving a Conflict which has been authorised by the Directors (subject in each case to any terms, limits or conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds.
- 40.12** Subject to paragraph 40.13 below if a question arises at a meeting of Directors or of a committee of Directors as to the right of a Director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the Chair whose ruling in relation to any Director other than the Chair is to be final and conclusive.
- 40.13** If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the Chair, the question is to be decided by a decision of the

Directors (other than the Chair) at that meeting, for which purpose the Chair is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

- 40.14** Further provisions as to the circumstances in which a Director must declare a conflict of interest are set out in Annex 8.

41 Board of Directors – remuneration and terms of office

- 41.1** The Council of Governors at a general meeting of the Council of Governors shall decide the remuneration and allowances, and the other terms and conditions of office, of the Chair and the other Non-Executive Directors. These shall be published in the Annual Report.
- 41.2** Subject to any Foundation Trust policy on the payment of expenses, the Foundation Trust may pay travelling and other expenses to members of the Board of Directors at rates determined by the Foundation Trust.

42 Registers

- 42.1** The Foundation Trust shall have:
- 42.1.1** a register of Members showing, in respect of each Member, the constituency to which he/she belongs;
 - 42.1.2** a register of members of the Council of Governors;
 - 42.1.3** a register of interests of the Governors;
 - 42.1.4** a register of Directors; and
 - 42.1.5** a register of interests of the Directors.
- 42.2** The Secretary shall be responsible for compiling and maintaining the registers which may be kept in either paper or electronic form. Admission to or removal from any register shall be in accordance with the provisions of this Constitution. The Secretary shall update registers with new or amended information as soon as is practical.

43 Admission to and removal from the registers

Register of Members

- 43.1** The Secretary shall maintain a register of Members in two parts.
- 43.2** Part one, which shall be the register referred to in the 2006 Act, shall include the name of each Member and the Constituency to which they belong and this shall be open to inspection by the public in accordance with paragraph 45 below.
- 43.3** Part two shall contain all the information from the application referred to in paragraph 7 and shall not be open to inspection by the public nor may copies or extracts from it be available to any third party (save to the extent that copies or extracts from it be made available to any third party appointed to the Foundation Trust to maintain the register of the Members and to conduct elections in accordance with the provisions of paragraph 15).

- 43.4** Notwithstanding the provisions of paragraphs 44.1 to 44.3 (inclusive), the Foundation Trust shall extract such information as it needs in aggregate to satisfy itself that the actual Membership of the Foundation Trust's Public Constituency is representative of those eligible for Membership and for the administration of the provisions of this Constitution.

Register of members of the Council of Governors

- 43.5** The register of members of the Council of Governors shall list:
- 43.5.1** the name of each Governor;
 - 43.5.2** their category of membership of the Council of Governors (Public, Staff, Local Authority or Partnership Governor);
 - 43.5.3** an address through which they can be contacted, which may be the Secretary;
 - 43.5.4** the dates of his/her terms of office including start and end date, or date of his/her resignation/removal.

Register of interests of the Governors

- 43.6** The register of interests of the Governors shall contain:
- 43.6.1** the names of each Governor;
 - 43.6.2** whether he/she has declared any interests and, if so, the interests declared in accordance with this Constitution;
 - 43.6.3** the dates of his/her terms of office including start and end date, or date of his/her resignation/removal.

Register of Directors

- 43.7** The register of Directors shall list:
- 43.7.1** the name of each Director;
 - 43.7.2** their capacity on the Board of Directors;
 - 43.7.3** address through which they can be contacted, which may be the Secretary;
 - 43.7.4** the dates of his/her terms of office including start and end date, or date of his/her resignation/removal.

Register of interests of the Directors

- 43.8** The register of interest of the Directors shall contain:
- 43.8.1** the name of each Director;
 - 43.8.2** whether he/she has any declared any interests and, if so, if the interests declared in accordance with this Constitution;

- 43.8.3** the dates of his/her terms of office including start and end date, or date of his/her resignation/removal.

44 Registers – inspection and copies

- 44.1** The Foundation Trust shall make the registers specified in paragraph 43 above available for inspection by members of the public, except in the circumstances set out below or as otherwise prescribed by regulations, including, for the avoidance of doubt, the Public Benefit Corporation (Register of Members) Regulations 2004 (SI2004/539).
- 44.2** The Foundation Trust shall not make any part of its registers available for inspection by members of the public which shows details of any Member of the Foundation Trust, if the Member so requests.
- 44.3** So far as the registers are required to be made available:
- 44.3.1** they are to be available for inspection free of charge at all reasonable times; and
- 44.3.2** a person who requests a copy of or extract from the registers is to be provided with a copy or extract.
- 44.4** If the person requesting a copy or extract is not a Member of the Foundation Trust, the Foundation Trust may impose a reasonable charge for doing so.

45 Documents available for public inspection

- 45.1** The Foundation Trust shall make the following documents available for inspection by members of the public free of charge at all reasonable times and on its website:
- 45.1.1** a copy of the current Constitution;
- 45.1.2** a copy of the latest Annual Accounts and of any report of the Auditor on them; and
- 45.1.3** a copy of the latest Annual Report.
- 45.2** The Foundation Trust shall also make the following documents relating to a special administration of the Foundation Trust available for inspection by members of the public free of charge at all reasonable times and on its website:
- 45.2.1** a copy of any order made under section 65D (appointment of trust special administrator), 65J (power to extend time), 65KC (action following Secretary of State's rejection of final report), 65L (trusts coming out of administration) or 65LA (trusts to be dissolved) of the 2006 Act;
- 45.2.2** a copy of any report laid under section 65D (appointment of trust special administrator) of the 2006 Act;
- 45.2.3** a copy of any information published under section 65D (appointment of trust special administrator) of the 2006 Act;
- 45.2.4** a copy of any draft report published under section 65F (administrator's draft report) of the 2006 Act;

- 45.2.5** a copy of any statement provided under section 65F (administrator's draft report) of the 2006 Act;
- 45.2.6** a copy of any notice published under section 65F (administrator's draft report), 65G (consultation plan), 65H (consultation requirements), 65J (power to extend time), 65KA (Monitor's decision), 65KB (Secretary of State's response to Monitor's decision), 65KC (action following Secretary of State's rejection of final report) or 65KD (Secretary of State's response to re-submitted final report) of the 2006 Act;
- 45.2.7** a copy of any statement published or provided under section 65G (consultation plan) of the 2006 Act;
- 45.2.8** a copy of any final report published under section 65I (administrator's final report);
- 45.2.9** a copy of any statement published under section 65J (power to extend time) or 65KC (action following Secretary of State's rejection of final report) of the 2006 Act;
- 45.2.10** a copy of any information published under section 65M (replacement of trust special administrator) of the 2006 Act.
- 45.3** Any person who requests a copy of or extract from any of the above documents is to be provided with a copy or extract.
- 45.4** If the person requesting a copy or extract is not a Member of the Foundation Trust, the Foundation Trust may impose a reasonable charge for doing so.

46 Auditor

- 46.1** The Foundation Trust shall have an Auditor.
- 46.2** The Audit Committee shall make recommendations to the Council of Governors on the appointment of the Auditor.
- 46.3** In appointing the Auditor, the Council of Governors shall have regard to the recommendations of the Audit Committee.
- 46.4** The Council of Governors shall appoint or remove the Auditor at a general meeting of the Council of Governors.
- 46.5** The Accounting Officer shall ensure that the Auditor carries out his/her duties in accordance with Schedule 10 to the 2006 Act.

47 Audit Committee

- 47.1** The Foundation Trust shall establish a committee of Non-Executive Directors as an Audit Committee to review the establishment of an effective system of internal control and risk management, and to perform such monitoring and reviewing and to carry out other such functions as are appropriate.

48 Accounts

- 48.1** The Foundation Trust must keep proper accounts and proper records in relation to the accounts.
- 48.2** Monitor may with the approval of the Secretary of State give directions to the Foundation Trust as to the content and form of its accounts.
- 48.3** The accounts are to be audited by the Foundation Trust's Auditor.
- 48.4** The Foundation Trust shall prepare in respect of each Financial Year Annual Accounts in such form as Monitor may with the approval of the Secretary of State direct.
- 48.5** The functions of the Foundation Trust with respect to the preparation of the Annual Accounts shall be delegated to the Accounting Officer.

49 Annual Report, Forward Plans and other non-NHS work

- 49.1** The Foundation Trust shall prepare an Annual Report and send it to Monitor.
- 49.2** Each Annual Report shall give:
 - 49.2.1** information on any steps taken by the Foundation Trust to ensure that (taken as a whole) the actual Membership of the Public Constituency is representative of those eligible for such Membership;
 - 49.2.2** information on the remuneration of the Directors and on the expenses of the Governors and the Directors;
 - 49.2.3** the information on the impact that income received by the Trust, otherwise than from the fulfilment of the Principal Purpose, has had on the provision of goods and services for those purposes; and
 - 49.2.4** such other information as may be prescribed by Monitor.
- 49.3** The Foundation Trust shall give information as to its forward planning in respect of each Financial Year to Monitor.
- 49.4** The Forward Plan shall be prepared by the Board of Directors.
- 49.5** In preparing the Forward Plan, the Directors shall have regard to the views of the Council of Governors.
- 49.6** Each Forward Plan shall include information about:
 - 49.6.1** the activities other than the provision of goods and services for the purposes of the health service in England that the Foundation Trust proposes to carry on, and
 - 49.6.2** the income it expects to receive from doing so.
- 49.7** Where a Forward Plan contains a proposal that the Foundation Trust carry on an activity of a kind mentioned in sub-paragraph 49.6.1, the Council of Governors must:

49.7.1 determine whether it is satisfied that the carrying on of the activity will not to any significant extent interfere with the fulfilment by the Foundation Trust of its Principal Purpose or the performance of its other functions; and

49.7.2 notify the Directors of the Foundation Trust of its determination.

49.8 The Trust's total income in any financial year is made up of: (a) income attributable to its principal purpose as provided in paragraph 3.1 above; plus (b) income attributable to the provision of goods and services for any other purposes ("non NHS income"). If the Trust in any Financial Year proposes to increase its non NHS income and this would result in the non NHS income as a proportion of its total income increasing by 5% or more, then the Trust may implement the proposal only if more than half of the members of the Council of Governors present and voting at a meeting of the Council of Governors approve its implementation.

50 Instruments

50.1 The Foundation Trust shall have a seal.

50.2 The seal shall not be affixed except under the authority of the Board of Directors.

51 Indemnity

51.1 Members of the Council of Governors, the Board of Directors, the Secretary and other Officers of the Foundation Trust who act honestly and in good faith shall not have to meet out of their own personal resources any personal civil liability which is incurred in the execution or purported execution of their functions save where they have acted recklessly. Any costs arising in this way shall be met by the Foundation Trust.

51.2 The Foundation Trust may purchase and maintain insurance against this liability for its own benefit and for the benefit of members of the Council of Governors, Board of Directors, Secretary and other Officers.

51.3 The Foundation Trust may take out insurance either through the NHS Litigation Authority or otherwise in respect of Directors' and Officers' liability, including liability arising by reason of the Foundation Trust acting as a corporate trustee of an NHS charity.

52 Disputes between the Council of Governors and the Board of Directors

52.1 Subject to paragraph 24 above, in the event of a dispute between the Council of Governors and the Board of Directors:

52.1.1 in the first instance, the Chair, on the advice of the Secretary and other such advice as the Chair may see fit to obtain, shall seek to resolve the dispute;

52.1.2 if the Chair is unable to resolve the dispute, he/she shall appoint and chair a special committee comprising equal numbers of Directors and Governors to consider the circumstances and to make recommendations to the Council of Governors and the Board of Directors with a view to resolving the dispute;

52.1.3 if the recommendations (if any) of the special committee are unsuccessful in resolving the dispute, the Chair may refer the dispute back to the Board of Directors who shall make the final decision.

- 52.2** The dispute resolution procedures set out in this paragraph do not preclude the Governors from referring the matter to a panel of persons appointed by Monitor as set out in paragraph 24 (above). In these circumstances, the dispute must relate to a question about the Trust failing or failure to act in accordance with the Constitution or in accordance with provision made by or under Chapter 5 of the 2006 Act and must otherwise satisfy the conditions set out in paragraph 24.

53 Amendment of the Constitution

- 53.1** The Trust may make amendments of its Constitution only if:
- 53.1.1** more than half of the members of the Council of Governors present and voting at a meeting of the Council of Governors approve the amendments;
 - 53.1.2** more than half of the members of the Board of Directors present and voting at a meeting of the Board of Directors approve the amendments.
- 53.2** Amendments made under paragraph 53.1 take effect as soon as the conditions in that paragraph are satisfied, but the amendment has no effect in so far as the Constitution would, as a result of the amendment, not accord with Schedule 7 of the 2006 Act.
- 53.3** Where an amendment is made to the Constitution in relation to the powers or duties of the Council of Governors (or otherwise with respect to the role that the Council of Governors has as part of the Foundation Trust):
- 53.3.1** at least one member of the Council of Governors must attend the next Annual Members' Meeting and present the amendment to the Members; and
 - 53.3.2** the Foundation Trust must give the Members an opportunity to vote on whether they approve the amendment.
- 53.4** If more than half of the Members present and voting approve the amendment, the amendment continues to have effect; otherwise, it ceases to have effect and the Foundation Trust must take such steps as are necessary as a result.
- 53.5** Amendments by the Foundation Trust of its Constitution are to be notified to Monitor. For the avoidance of doubt, Monitor's functions do not include a power or duty to determine whether or not the Constitution, as a result of the amendments, accords with Schedule 7 of the 2006 Act.

54 Mergers etc. and Significant Transactions

- 54.1** The Foundation Trust may only apply for a merger, acquisition, separation or dissolution with the approval of more than half of the members of the Council of Governors.
- 54.2** The Foundation Trust may enter into a Significant Transaction only if more than half of the members of the Council of Governors of the Foundation Trust present and voting approve entering into the transaction.
- 54.3** A "Significant Transaction" is a transaction which meets any of the following criteria:

43 of 102

Ratio	Description	Percentage
Assets	The Gross Assets subject to the transaction divided by the gross assets of the Trust.	>25
Income	The income attributable to: <ul style="list-style-type: none"> the assets; or the contract associated with the transaction divided by the income of the Trust. 	>25
Consideration to total Trust Capital	The Gross Capital of the company or business being acquired/divested divided by the Total Capital of the Trust following completion, or the effects on the Total Capital of the Trust resulting from a transaction.	>25

For the purposes of this paragraph:

“Gross Assets” is the total of fixed assets and current assets;

“Gross Capital” equals the market value of the target’s shares and debt securities, plus the excess of current liabilities over current assets; and

“Total Capital” of the Trust equals taxpayers’ equity.

54.4 Notwithstanding the above provisions and for the avoidance of doubt, a Significant Transaction does not include:

54.4.1 a transaction pursuant to: Sections 56, 56A 56B and 57A of the 2006 Act; or

54.4.2 any contracts in place from time to time with Horsham and Mid Sussex Clinical Commissioning Group (or its successor organisation) on behalf of Kent Surrey and Sussex Clinical Commissioning Groups (or their successor organisations), any other Clinical Commissioning Groups and/or the NHS Commissioning Board.

54.5 Any transaction which meets any of the criteria set out in paragraph 54.3 shall be notified to the Council of Governors if the percentage is in excess of 10% but less than 25%.

ANNEX 1 – THE PUBLIC CONSTITUENCY

(Paragraph 8)

PUBLIC CONSTITUENCY OF THE FOUNDATION TRUST

NAME OF CONSTITUENCY	AREA	MINIMUM NO. OF MEMBERS	NO. OF GOVERNORS
Kent, Surrey, East and West Sussex and South London	The electoral wards of: Kent County Council West Sussex County Council East Sussex County Council Surrey County Council Medway Unitary Authority Brighton and Hove City Council London Borough of Croydon London Borough of Kingston London Borough of Merton London Borough of Richmond London Borough of Sutton London Borough of Bexley London Borough of Bromley London Borough of Greenwich London Borough of Lambeth London Borough of Lewisham London Borough of Southwark London Borough of Wandsworth	200	20

ANNEX 2 – THE STAFF CONSTITUENCY

(Paragraph 9)

STAFF CONSTITUENCY OF THE FOUNDATION TRUST

DESCRIPTION OF MEMBERS	MINIMUM NO. OF MEMBERS	NO. OF GOVERNORS
Staff employed by Queen Victoria Hospital NHS Foundation Trust as set out in paragraph 9.1 of the Constitution	50	3

ANNEX 3 – COMPOSITION OF COUNCIL OF GOVERNORS

(Paragraph 14)

COMPOSITION OF THE COUNCIL OF GOVERNORS OF THE FOUNDATION TRUST

Governor Type	Governor Description	No. of Governors
Elected	Public	20
Elected	Staff	3
Total of Elected Governors		23
Appointed (Local Authority)	Local Authority – West Sussex County Council	1
Appointed (Partnership Organisation)	East Grinstead Town Council	1
Appointed (Partnership Organisation)	The League of Friends	1
Total of Appointed Governors		3
Total Number of Governors		26

VACANCIES ARISING ON THE EXPIRY OF A GOVERNOR TERM OF OFFICE

Where a term of office for a Public Governor expires, the Trust will ordinarily hold an election for the relevant public constituency with the duly elected Public Governor for that constituency taking office on the expiry of the existing Public Governor's term of office.

Where requested by the Board for good reason, the Council of Governors shall consider a request to delay such an election for a period of 12 months. Any further period of delay shall only be with the further approval of the Council of Governors and for such period as they may determine. Any votes on such proposals to be by a majority of the Council of Governors voting. Good reasons for a delay include, but are not limited to, the following:

- The effects of a pandemic or other health or civil emergency (or government guidance on the holding of elections for foundation trusts); or
 - Anticipated transactions involving the Trust under any of sections 56 (mergers), 56A (Acquisitions) or 57A (dissolution) of the 2006 Act within the forthcoming 12 months.
- The request for a delay by the Board and the approval by the Council of Governors may occur at any time prior to the expiry of any relevant existing Public Governor's term of office.

When considering such a request, the Council of Governors must take into account that the Trust must always ensure that the aggregate number of Governors who are Public Governors on the Council of Governors always remains the majority of Governors on the Council of Governors. The request shall be granted where a majority of the Council of Governors voting approve.

Where an election for a Public Governor constituency occurs following any period of delay approved by the Council of Governors, the election thereafter will be for a term ending on the date that the term would have ended but for the delay to the election.

In the case of elections delayed in 2020 by virtue of the pandemic (and prior to these provisions appearing in the Constitution), the election for each Public Governor constituency will be for a term ending on the date that the term would have ended but for the delay to the election.

The validity of any act of the Council of Governors is not affected by any vacancy among the Governors or by any defect in the appointment of any Governor.

ANNEX 4 – THE MODEL ELECTION RULES

(Paragraph 15)

MODEL ELECTION RULES FOR ELECTIONS TO THE COUNCIL OF GOVERNORS

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
- 57. Retention and public inspection of documents
- 58. Application for inspection of certain documents relating to election

PART 9 DEATH OF A CANDIDATE DURING A CONTESTED ELECTION

FPP59. Countermand or abandonment of poll on death of candidate

STV59. Countermand or abandonment of poll on death of candidate

PART 10 ELECTION EXPENSES AND PUBLICITY

Expenses

60. Election expenses

61. Expenses and payments by candidates

62. Expenses incurred by other persons

Publicity

63. Publicity about election by the corporation

64. Information about candidates for inclusion with voting information

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

PART 11 QUESTIONING ELECTIONS AND IRREGULARITIES

66. Application to question an election

PART 12 MISCELLANEOUS

67. Secrecy

68. Prohibition of disclosure of vote

69. Disqualification

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

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:

Proceeding	Time
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

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 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.

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) 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, the
- (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;
 - (c) 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;
- (viii)
- (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

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;
- (c) 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);
 - (iii) the candidate or candidates for whom the voter has voted; and
 - (iv) the date and time of the voter's vote
- (d) if the voter's vote has been duly cast and recorded, provide the voter with confirmation of this;
- (e) 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:

73 of 102

- (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)¹
- 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

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 spoilt ballot papers and the list of spoilt 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:
 - (i) ballot papers that have been returned; and
 - (ii) 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

79 of 102

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”).
- 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 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,
(c) 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 when 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/she 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

- (b) lowest number of votes at that stage shall be excluded, and 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/she 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 Chair of the NHS Trust, or
 - (ii) in any other case, to the Chair 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

90 of 102

- Trust by section 33(4) of the 2006 Act, to the Chair of the NHS Trust, or
- (ii) in any other case, to the Chair of the corporation, and 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 Chair 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 spoilt ballot papers and the list of spoilt 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 Chair 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:

95 of 102

- (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 Chair 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

97 of 102

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

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,
- (iii) 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
- (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.

ANNEX 5 – ELIGIBILITY AND DISQUALIFICATION CRITERIA FOR GOVERNORS AND DIRECTORS

(Paragraphs 18 and 38)

- 1.1 A person may not become or continue as a member of the Council of Governors or the Board of Directors if:
- a) he/she has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged;
 - b) he/she has made a composition or arrangement with, or granted a trust deed for, his/her creditors and has not been discharged in respect of it;
 - c) he/she has within the preceding five years has been convicted anywhere in the world of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) was imposed on him/her;
 - d) he/she has, within the preceding two years, been dismissed (otherwise than by reason of redundancy or ill health) from any paid employment within a Health Service Body;
 - e) his/her tenure of office as the Chair or director of a Health Service Body has been terminated on grounds that his/her appointment is not in the interest of the health service, for non-attendance at meetings or for non-disclosure of a material interest;
 - f) he/she is a member of a Local Authority Health Overview and Scrutiny Committee;
 - g) he/she is a member of a Health and Wellbeing Board;
 - h) he/she is a member of Health Watch (nationally or locally);
 - i) he/she is the subject of a Sex Offenders' Order and/or his/her name is included in the Sex Offenders' Register;
 - j) he/she is a person who is included in any barred list established under the Safeguarding Vulnerable Groups Act 2006;
 - k) he/she is a Close Family Member of a Governor or Director of the Foundation Trust;
 - l) he/she has failed to repay (without good cause) monies properly owed to the Foundation Trust;
 - m) he/she has demonstrated aggressive or violent behaviour (such as verbal assault, physical assault, violence or harassment) at any NHS hospital, NHS premises or NHS establishment, or against the Foundation Trust's employees or other persons who exercise functions for purposes of the Foundation Trust whether or not in circumstances leading to his/her removal or exclusion from any NHS hospital, premises or establishment.

**ANNEX 6 – CONDUCT OF MEETINGS OF THE COUNCIL OF GOVERNORS AND THE
BOARD OF DIRECTORS**

(Paragraphs 21 and 39)

- 1.1 Members of the public and representatives of the press shall be afforded facilities to attend all formal meetings of the Council of Governors and the Board of Directors except in circumstances where a special resolution is passed that members of the public and representatives of the press shall be excluded from a meeting.
- 1.2 The reasons for passing such a resolution shall be due to the sensitive or confidential nature of the discussion which might include information relating to:
 - a) employees, former employees or applicants;
 - b) occupiers or former occupiers of accommodation provided by or at the expense of the Foundation Trust;
 - c) patients or service users;
 - d) information relating to the financial or business affairs of a particular person.
- 1.3 Further, the Council of Governors or the Board of Directors, as the case may be, may resolve that:
 - a) in the interests of public order, the meeting should be adjourned, for a reasonable, specified period, to enable the meeting to complete business without the presence of the public or the press; or
 - b) publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted; or
 - c) there is another special reason, which shall be stated in the resolution, which requires that members of the public and representatives of the press be excluded.
- 1.4 Matters to be dealt with, following the exclusion of the public and representatives of the press, shall be confidential to the Governors or the Directors as the case may be. Members of the Council of Governors, Board of Directors, Officers and/or others in attendance at the request of the Chair shall not reveal or disclose the content of papers or reports presented, or any discussion on these generally, which take place while the public and press are excluded, without the express permission of the Chair.
- 1.5 The Chair may exclude any member of the public or representative of the press from a meeting of the Council of Governors or the Board of Directors, as the case may be, if he/she considers that they are interfering with or preventing the proper conduct of the meeting.
- 1.6 Nothing in this Constitution requires the Council of Governors or the Board of Directors, as the case may be, to allow members of the public and representatives of the press to record proceedings in any manner whatsoever other than in writing, or to make any oral report of proceedings as they take place, without the prior agreement of the Chair or the Meeting

[Type here]

Chair.

**ANNEX 7 – MEETINGS OF THE COUNCIL OF GOVERNORS AND THE BOARD OF
DIRECTORS ANNEX 7 – ELECTRONIC COMMUNICATION**

(Paragraphs 21 and 39)

- 1.1 In exceptional cases, arrangements can be made for Governors or Directors to participate in meetings of the Council of Governors or the Board of Directors, as the case may be, by telephone, video or computer link or other such agreed means.
- 1.2 In these circumstances the following provisions apply:
- a) “Communication” and “electronic communication” shall have the meanings set out in the Electronic Communications Act 2000 or any statutory modification or re-enactment thereof.
 - b) A Governor or Director, as the case may be, in electronic communication with the Chair and all other parties to a meeting of the Council of Governors or the Board of Directors or of a committee thereof shall be regarded for all purposes as personally attending such a meeting provided that, but only for so long as, at such a meeting he/she has the ability to communicate interactively and simultaneously with all other parties attending the meeting including all persons attending by way of electronic communication.
 - c) A meeting at which one or more of the Governors or Directors, as the case may be, attends by way of electronic communication is deemed to be held at such a place as the Governors or Directors, as the case may be, shall at the said meeting resolve. In the absence of such a resolution, the meeting shall be deemed to be held at the place (if any) where a majority of the Governors or Directors, as the case may be, attending the meeting are physically present, or in default of such a majority, the place at which the Chair of the meeting is physically present.
 - d) Meetings held in accordance with this paragraph are subject to paragraph 21.32. For such a meeting to be valid, a quorum must be present and maintained throughout the meeting.
 - e) The minutes of a meeting held in this way must state that it was held by electronic communication and that the Governors or Directors, as the case may be, were all able to hear each other and were present throughout the meeting.

ANNEX 8 – CONFLICTS OF INTEREST OF GOVERNORS AND DIRECTORS

(Paragraphs 22 and 40)

- 1.1 Interests which should be regarded as “relevant and material” for Governors and Directors are set out below:
- a) directorships, including non-executive directorships, held in private companies or public limited companies (with the exception of dormant companies); or
 - b) ownership, part ownership or directorship of private companies, businesses or consultancies likely or possibly seeking to do business with the NHS or the Foundation Trust; or
 - c) significant or controlling share in organisations likely or possibly seeking to do business with the NHS or the Foundation Trust; or
 - d) a position of authority in a charity or voluntary organisation in the field of health or social care; or
 - e) any connection with a voluntary or other organisation contracting for NHS or Foundation Trust services or commissioning NHS or Foundation Trust services; or
 - f) any connection with an organisation, entity or company considering entering into or having entered into a financial arrangement with the Foundation Trust, including but not limited to lenders of banks.
- 1.2 For the avoidance of doubt, they shall be included in the relevant register of interests of the Governors or the Directors, as the case may be.
- 1.3 A "family interest" is an interest of a Close Family Member of a Governor or Director which, if it were the interest of that Governor or Director, would be a personal or pecuniary interest of his/hers.
- 1.4 If Governors or Directors have any doubt about the relevance or materiality of an interest, this should be discussed with the Secretary. Influence rather than immediacy of the relationship is more important in assessing the relevance of an interest.
- 1.5 There shall be arrangements for excluding Governors and Directors from discussion or consideration of matters in which they have a “relevant or material” interest.

Report to: Council of governors
Agenda item: 29-24
Date of meeting: 15 July 2024
Report from: All Non-executive directors
Report author: Leonora May, Company secretary
Date of report: 8 July 2024
Appendices: None

Non-executive director assurance

Purpose and introduction

The purpose of this report is to assist the Council of Governors in seeking assurance and holding the Non-executive directors to account for the performance of the Board. This paper contains high level updates from Board sub-committee meetings held during June 2024. The Non-executive directors will each provide a verbal update regarding other activities at the meeting, especially where their particular focus is.

There was no Strategic development committee meeting during June due to the pre-election period and restrictions in place regarding strategy discussions.

Key highlights during the period

At its meeting on 4 July 2024, the Board:

- Received the first iteration of the integrated quality and performance report which it recognised as a good step in bringing performance information across the Trust together in one place. There is however further work to do to on effective analysis of this data, so that it is clear where the hot-spots are.
- Received its first update from the newly appointed external Freedom to speak up guardian who reported four speak ups during June. The Board asked for themes and some benchmark data in the next report. The Board also stressed the importance of this work. There is an increased level of confidence in the effectiveness of the service due to the guardian being external and independent

Audit and risk committee assurance

Date of meeting: 4 and 18 June 2024

Chair: Paul Dillon-Robinson

Members: Russell Hobby, Peter O'Donnell

ALERT (matters that the committee brought to the Board's attention)

- Clinical audit- there are a small number of audits where there are gaps in assurance
- The Trust's internal auditors, reported on two internal audit reviews which received a 'reasonable' level of assurance. The committee have challenged the time being taken to implement some management actions. This will be an area of focus for the Committee.

ASSURE (matters that the committee brought to the Board's attention)

- The Head of Internal Audit Opinion 2023/24 has confirmed that *'The organisation has an adequate and effective framework for risk management, governance and internal control. However, our work has identified further enhancements to the framework of risk management, governance and internal control to ensure that it remains adequate and effective.'* The committee concurs with this assessment. The area of most concern was with contract management
- The external auditors presented their annual audit findings for year ending 31 March 2024. The committee was pleased to note that the audit process has been positive for both the Trust and Azets. The draft Value for Money assessment has not identified any significant weaknesses in the Trust's arrangements for 2023/24, whilst recognising the significant progress made in addressing previous issues.
- The committee reviewed and recommended the Annual report and accounts 2023/24 to the Board for approval

ADVISE (matters that the committee presented to the Board for information)

- A recommendation was made to the Board on the award of the internal audit and local counter fraud service contract

RISKS DISCUSSED AND NEW RISKS IDENTIFIED

- At its meeting on 4 June 2024 the committee supported the revised risk management framework and implementation plan which the Board will be asked to consider in the autumn

Quality and safety committee assurance

Date of meeting: 25 June 2024

Chair: Shaun O'Leary

Members: Karen Norman, Paul Dillon-Robinson

ALERT (matters that the committee brought to the Board's attention)

- During the period of April 2024 and May 2024 the Trust received 18 formal complaints. Trends (which include an alleged lack of/poor communication and treatment delay) are being monitored
- Progress is being made on improving antimicrobial stewardship, however, further work is due to be undertaken in 2024/25 on the auditing and monitoring of compliance with guidelines

ASSURE (matters that the committee brought to the Board's attention)

- There have been no new patient safety investigations since the committee's last meeting
- The Trust maintains an overall inpatient Friends & Family test recommendation rate of 96% against a target of 90%
- The committee received assurance from the following annual reports:

Patient safety annual report 2023/24: The patient safety agenda was maintained throughout the year and the Trust has successfully implemented the new Patient Safety Investigation Response Framework. The review of Clinical Harm Review process and policy will be an area of focus for QVH in 2024/25.

Clinical audit annual report 2023/24: There were a number of positive project outcomes in 2023/24. The team will be working with directorate triumvirates on developing the clinical audit programme for the 2024/25. The committee commented on the importance of ensuring that the programme provides the required assurance, linking to those areas identified in the Board Assurance Framework.

Guardian of safe working annual report 2023/24: The Guardian of Safe Working has provided assurance that rotas are safe and being monitored. There have been no immediate recent rota safety concerns. Consultant level supervision for plastic surgery junior doctors on theatre lists and in clinics is improving and is being monitored by the Surgical Tutor and at Deanery level.

Safeguarding annual report 2023/24: The committee was pleased to note that additional staff have joined the safeguarding team. A named doctor for safeguarding children is now in post via a Service Level Agreement with University Hospitals Sussex NHS Foundation Trust and is having a positive impact on training delivery. Compliance with the Mental Capacity Act remains a challenge; rota planning is important to allow staff to attend training.

Infection, prevention and control annual report 2023/24: Assurance is received from the audits undertaken, training compliance and low infection rates. The Trust is benchmarking well against national standards. Ventilation continues to be an area of concern, however, the Lead infection control Nurse has informed the committee that there is now support from the Estates team to implement the improvements needed.

<p>Emergency preparedness, resilience and response (EPRR) annual report 2023/24: QVH achieved substantial compliance against the NHS England EPRR Core Standards. Business continuity plans are in place. Periods of industrial action have been successfully managed. A training needs analysis is being undertaken to inform the work plan for 2024/25.</p> <p>Research and innovation annual report 2023/24: it was a successful year for the research team with recruitment to portfolio studies resulting in an increase in activity of 126% since 2020. It was noted that development of the Trust's non-portfolio studies will be part of the research strategy which is currently being developed.</p>
ADVISE (matters that the committee presented to the Board for information)
<ul style="list-style-type: none"> The committee reviewed and agreed the Quality Account for 2023/24
RISKS DISCUSSED AND NEW RISKS IDENTIFIED
<ul style="list-style-type: none"> The committee reviewed the Board Assurance Framework risk 01 patient services. There is a medium level of confidence that the actions being taken to manage the risk are effective

Finance and performance committee assurance

Date of meeting: 24 June 2024

Chair: Peter O'Donnell

Members: Russell Hobby, Jackie Smith

ALERT (matters that the committee brought to the Board's attention)
<ul style="list-style-type: none"> Addressing the requirements from the Fire Safety Enforcement Notice is proving more challenging than initially anticipated. Issues with past contractors and procurement practices have been identified There is concern regarding the continued growth in waiting lists. The committee is seeking more assurance on key drivers and that clinical oversight and prioritisation is robust Key strategic projects have been slow starting Some progress has been made in increasing the representation of BAME staff and reducing incidents of bullying and harassment although the levels reported remain elevated
ASSURE (matters that the committee brought to the Board's attention)
<ul style="list-style-type: none"> The organisation has not been affected by any recent cyber-attacks, and tests revealed no high-risk vulnerabilities. This assures that current cybersecurity measures are effective and that the organisation is well-protected against potential threats The organisation is compliant with legal guidelines for Freedom of Information (FOI) requests The technical aspects of the Electronic Patient Record (EPR) programme are satisfactory, with ongoing improvements. This indicates a solid foundation for the programme, providing confidence in its current trajectory. The programme is technically sound, although operational enhancements are ongoing
ADVISE (matters that the committee presented to the Board for information)

- Focus should be placed on making recruitment processes more inclusive and specific actions should be targeted towards understanding and mitigating barriers to fair recruitment
- Setting realistic targets for physical infrastructure improvements is essential. The committee should ensure timely progress and manage expectations effectively to avoid long-term delays

RISKS DISCUSSED AND NEW RISKS IDENTIFIED

- There is a potential risk of delays in achieving satisfactory physical infrastructure improvements. This requires management attention and realistic target setting to ensure timely progress and resource allocation
- The EPR and CDC programmes are currently rated Amber due to the need for further team alignment, detailed plans and operational improvements. This highlights the importance of focused effort and adequate resource allocation to address these areas
- Disparities in the appointment of BAME staff and levels of bullying and harassment present significant risks. These issues require targeted actions

Recommendation

Council is asked to **note** the contents of the report and is invited to ask questions to the Non-executive directors regarding Non-executive director activities since the last meeting.