

Election special

Summer 2019

On 7 May 2019 we will be starting our elections for seats available on our Council of Governors. This 'election special' tells you everything you need to know about the elections, what governors do and how to put yourself forward as a candidate or vote for another member.



About Us

Leeds and York Partnership is a foundation trust.

Foundation trusts are part of the NHS but they are governed locally instead of centrally. They are based on membership with local people having a say through representation on a **Council of Governors**. This gives local people a bigger say in:

- How health services in their area are run
- how money is spent on health services
- who is on the Board of Directors.

Leeds and York Partnership provides specialist mental health and learning disability services to the people of Leeds and across the Yorkshire and Humber region. Service users are at the heart of our organisation. We constantly strive to provide the best possible care and to provide effective, accessible and modern mental health and learning disability services.

Our purpose	Our vision	Our ambition
Improving health, improving lives.	To provide outstanding mental health and learning disability services as an employer of choice.	We support our service users and carers, our staff and the communities we serve to live healthy and fulfilling lives. We want to achieve our personal and professional goals; to live our lives free from stigma and discrimination; and to improve the lives of people with a learning disability and mental ill health.

Council of Governors

The Council of Governors, collectively, is the body that binds a trust to its service users, staff, stakeholders and the wider public. The Council consists of 30 seats, made up of six appointed governors and 24 governors elected from the members of the Trust.

Governors represent the interests of members of the Trust as a whole and the interests of the public, contributing to the future direction of our Trust; holding the non-executive directors (collectively and individually) to account for the way our Board of Directors performs.



- ✓ A foundation trust has members including local people, service users, carers and staff
- ✓ Members choose governors to represent them on the Council of Governors
- ✓ When governor seats become vacant or governors are coming to the end of their term of office we will look at holding an election, and any member in a constituency where we are holding an election can put themselves forward as a candidate
- ✓ Members in that constituency can then vote for a candidate to represent them on the Council of Governors.

Passionate about the work of the Trust?

Become a governor and have your say

By becoming a governor you will

- Hold the non-executive directors to account for the performance of the Board of Directors and the operational performance of the Trust
- represent the interests of members and the public in the communities that the Trust serves
- work with the Board of Directors to help shape the Trust's plans for the future
- be involved in achieving the vision of providing outstanding mental health and learning disability services
- appoint the external auditors
- appoint and agree the remuneration for the chair and non-executive directors
- approve the appointment of the chief executive.

In this round of elections we are looking to fill a number of vacant seats that have either become vacant because governors decided to step down early or because the governor currently in that seat will soon come to end of their term of office.

The following constituencies will be having elections in summer 2019

Name of the Constituency	Number of seats available in the summer 2019 election
Public: Leeds	4
Public: York and North Yorkshire	1
Public: Rest of England and Wales	1
Carer: Leeds	3
Carer: York and North Yorkshire	1
Service user: Leeds	2
Service user: York and North Yorkshire	1
Service user and Carer: Rest of UK	1
Staff non-clinical: Leeds and York & North Yorkshire	1
Staff Clinical: Leeds and York & North Yorkshire	1

If you are eligible to stand for election or to vote in the elections we will be contacting you shortly as part of the election process. If you want to talk to someone about being a governor please contact Cath Hill on 0113 8555930 or email at chill29@nhs.net

Want to put yourself forward for election?

Here's how:

Public, service user and carer members will receive a Notice of the Election in the post around 7 May 2019, inviting them to request and complete a nomination form if they want to stand for election.

Staff will be advised of the election electronically.

The elections will be run on our behalf by an election company, the Electoral Reform Services.

- ✓ If you want to put yourself forward for election you will need to request a nomination form from the election company, fill it in and then return it to them by 5 June 2019.
- ✓ You will need to provide a 250 word statement on your background and why you want to become a governor, including a recent photograph. This is all explained on the form.
- ✓ If there are fewer candidates than vacant seats in a constituency they will automatically become a governor and so there will be no need for a vote in that constituency.
- ✓ If there are more candidates than seats in a constituency, every member of that constituency will be sent a voting form so they can vote for which candidate they want to represent them on the Council of Governors.
- ✓ Even if you don't stand for election yourself, you can still have your say and vote for a candidate. Voting forms will be sent to members on 27 June 2019 and members have until 22 July 2019 to return their vote.
- ✓ Once voting has ended we will contact all the successful and unsuccessful candidates on 23 July 2019. The successful candidates will then be invited to an induction event to help prepare for the role. [The induction event will be on the 6 August 2019.](#)

Meet the Chair of the Trust



Professor Sue Proctor,
Chair of the Council of Governors
Chair of the Trust

"The role of a governor is an important one, providing a direct link between the Trust and local communities, staff and key partner organisations. As a governor you will represent the interests of your constituency, staff group or partner organisation.

In addition, as part of the Council of Governors, you will receive information from the Trust to enable you to seek assurance from the non-executive directors to account for the performance of the Board. You will have the opportunity to work with the Board of Directors to help shape the Trust's plans for the future and therefore be directly involved in achieving the vision of providing outstanding mental health and learning disability services as an employer of choice."

Steps towards becoming a governor

Step 1

Members in constituencies with seats up for election will receive a Notice of Election by post around the 7 May 2019 and will then need to request a nomination form from the election company if they want to stand for election (staff members will be notified through internal communications)

Step 2

Completed nominations forms need to be received by the election company no later than 5 June 2019

Step 3

A list of candidates who are standing for election will be published on the Trust's website on 6 June 2019

Step 4

If there are fewer candidates than vacant seats in a constituency they will automatically become the governor in that seat. This is called being elected unopposed

Step 5

For constituencies where there are more candidates than vacant seats a ballot will be held and voting packs will be sent by post on 27 June 2019 to all members in that constituency

Step 6

Members will have until the 22 July 2019 to return their postal votes

Step 7

The election result will be provided to the Trust by the election company on the 23 July 2019

Step 8

Both successful and unsuccessful candidates will be notified on 24 July 2019. Following this we will publish details of successful candidates on our website

Role as governor begins

Here are some of the things our Council of Governors and individual governors have done recently

- Successfully recruited new non-executive directors to the Board of Directors
- Provided views and contributions to priorities
- Played a part in developing our Quality Report
- Been involved with a governor development programme, in partnership with other foundation trusts in the region
- Engaged with members at our Annual Members' Day and fed back the work that has been undertaken throughout the year
- Attended service visits with our Non-executive Directors
- Attended PLACE (Patient-led Assessment of the Care Environment) Visits which focus entirely on the care environment.



Am I eligible to become a governor?

To become a governor you must:

- Be over the age of 16
- Live in a designated constituency area
- Have an interest in mental health or learning disability issues
- Have good interpersonal skills
- Enthusiasm, commitment and team work

You do not need to have any formal qualifications or previous experience to be governor, all you need is to have a passion for improving mental health and learning disability services within the NHS. We will provide all the help, training and support that you need to carry out the role of a governor.

To be a service user or carer governor you must have used our services in the last 10 years or have cared for someone who has used our services in the last 10 years.

How much time is required?

Governors are required to:

- Make themselves available to undertake any training that the Trust decides necessary
- Be available to attend all four of our formal Council of Governors meetings (half a day each)
- Be available to attend our Annual Members Day in July (half day)
- Attend our full day Board to Board workshop in September with the Board of Directors
- Spend time preparing for any meetings that they attend
- Be available to observe our Board sub-committee meetings to observe the work of the committee
- Spend time communicating and engaging with members to ensure their views are fed back to the Board of Directors

How to vote

All members in a constituency where we are holding a ballot will automatically receive a voting pack in the post. Just follow the instructions in the pack and send it back by the date shown to make sure your vote counts.

The results will be published on our website and there will be more information in Imagine, our membership magazine, later in the year.

For more information on becoming a governor

1. If you want to find out more you can visit our website or NHS Improvement's website

- Our Become a Governor page has lots of information about being a governor and the election process:
<https://www.leedsandyorkpft.nhs.uk/get-involved/governors/become-a-governor/>
- NHSI's website also has information for governors such as 'Your Duties: A Brief Guide for NHS Foundation Trust Governors'
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301286/BriefGuideForGovernors.pdf

If you need help getting copies of any of these documents please let us know and we will send them to you.

2. Contact our Membership Team

You can contact the Membership Office on 0113 85 55900 or email ftmembership.lypft@nhs.net or you can write to us at:

Membership Office
Leeds and York Partnership
NHS FT
2150 Century Way
Thorpe Park
Leeds, LS15 8ZB

3. Other contact

You can also contact Cath Hill (Associate Director for Corporate Governance) on 0113 85 55930 or email chill29@nhs.net or you can write to her at:

Leeds and York Partnership
NHS FT
2150 Century Way
Thorpe Park
Leeds, LS15 8ZB