



Together we are better



Contents

| | |
|---|---|
| Introduction..... | 3 |
| Our Trust..... | 3 |
| What is a Foundation Trust? | 4 |
| Running of the Foundation Trust | 4 |
| Governor Statutory Duties | 5 |
| What we need our Governors to do..... | 5 |
| What a Foundation Trust Governor does not do | 5 |
| Help and support for Governors | 6 |
| Why we want you..... | 6 |
| What's in it for me?..... | 6 |
| What do I have to do if i want to be a Governor?..... | 7 |
| Want to know more?..... | 7 |
| Frequently asked questions..... | 7 |
| Glossary | 9 |

Introduction

Over the next few months, we will be starting the process for nominating and appointing Governors to our Council of Governors. This leaflet introduces you to the role of Governor and we hope it will help you to decide if standing for election is something you would like to do. A glossary is included at the end of the leaflet for any terms you are unfamiliar with.

Our aim is to have Governors from all walks of life. This includes people who use our services and their families, and friends who act as carers and also anyone who has an interest in improving the quality and provision of mental health services.

Thank you for your support for our Foundation Trust application.

Our Trust

Manchester Mental Health and Social Care Trust was originally established in 2002 and now provides a comprehensive range of mental health, social care and well being services to adults living within the city of Manchester, serving a resident population of approximately 484,900. We also provide specialist services to people who live in other areas within the North West.

We believe partnerships are vital to providing high quality, accessible and seamless services and only through the development of excellent and stable links with our membership, the voluntary sector, other statutory organisations and our commissioners' can we collectively deliver health and wellbeing, mental health, and social care services effectively and efficiently across our community.

Our ethos is underpinned by our Trust values which are:

- Respect and Dignity
- Commitment to quality of care
- Compassion
- Improving lives
- Working together for patients
- Everyone counts

We believe becoming a Foundation Trust will benefit our service users, our staff and the communities we serve. An important aspect of becoming a Foundation Trust is that we will have a Council of Governors. Public Governors are elected by the public members of the Trust which includes services users and carers. As well as public Governors, our staff also elect Governors to represent their views. The final group of Governors are appointed by other organisations who are associated with us.

Governors will be vital to the success of our Foundation Trust and the role will be interesting and rewarding but it will take both time and commitment. This booklet aims to introduce you to the role of the Governor as well as provide information relating to the work of the Council of Governors. We hope it will help you to decide if you want to stand for election as a Governor.

Foundation Trusts are a new kind of NHS organisation that give local people a bigger say in: health services in their area - how money is spent on healthcare - A Foundation Trust is made up of members including patients, local people and staff.

What is a Foundation Trust?

NHS Foundation Trusts were introduced in 2004 as a way of giving local people more of a say in the way health services are run in their area and how money is spent on healthcare. They also give Trust's greater financial flexibility, and increase local accountability. NHS Foundation Trust status is available to all successful NHS Trusts, following a rigorous assessment process, and we aim to become an NHS Foundation Trust in 2011.

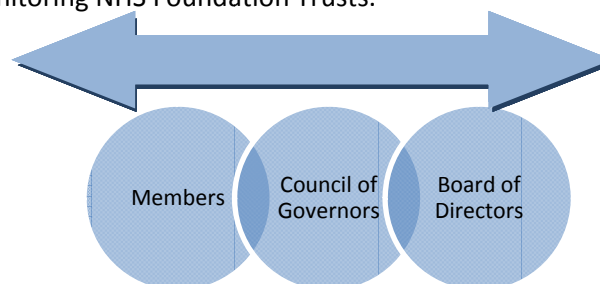
NHS Foundation Trusts are public benefit corporations, modelled on co-operative and mutual traditions. They:

- Actively involve service users, carers, staff and the public through a membership which is then represented by a Council of Governors;
- Have a constitution which explains how the Trust will be governed;
- Are able to retain year end surpluses and/or borrow money to improve local services and buildings;
- Are able to invest in local services and buildings according to local priorities;
- Are accountable to local people;

NHS Foundation Trusts remain providers of healthcare according to the NHS principles of free care, based on need, not ability to pay. Foundation Trusts are regulated by Monitor, an independent organisation, who check that Foundation Trusts are working properly.

Running of the Foundation Trust

The Foundation Trust will be run by the Board of Directors, this is made up of Executive Directors who are responsible for the organisation's day-to-day running, and Non-Executive Directors, whose individual skills and experience provide guidance and accountability. The Board of Directors reports to Monitor, the organisation responsible on behalf of the Government for monitoring NHS Foundation Trusts.



Governors play an important role in shaping local needs and are collectively known as the Council of Governors. They update the Board of Directors on priorities as seen by the wider community and act as a communication channel reflecting the views of their constituency members.

Both the Board of Directors and Council of Governors are chaired by the Chair of the Foundation Trust.

The Council of Governors is made up of the following elected Governors:

- 5 Governors from the North Manchester Public Constituency
- 5 Governors from the South Manchester Public Constituency
- 3 Governors from the Greater Manchester Public Constituency
- 1 Governor from the Out of Area Public Constituency
- 4 Staff Governors

In addition to these elected Governors we have appointed Governors representing:

- 1 from our lead commissioner; either the Primary Care Trust or GP Consortia
- 2 from Manchester City Council
- 1 from the University of Manchester
- 1 from a Recognised Staff Organisation
- 1 from the Emergency Services (Police)
- 1 from the Voluntary Sector

Governor Statutory Duties

The Council of Governors have a number of statutory duties which are to:

- Appoint and, if appropriate, remove the chair;
- Appoint and, if appropriate, remove the other non-executive directors;
- Decide the remuneration and allowances, and the other terms and conditions of office, of the chair and the other non-executive directors;
- Approve the appointment of the chief executive;
- Appoint and, if appropriate, remove a lead governor
- Appoint and, if appropriate, remove the NHS foundation trust's auditor; and
- Receive the NHS foundation trust's annual accounts, any report of the auditor on them and the annual report.

What we need our Governors to do

We believe the role of Governor will be interesting and rewarding. Public Governors will fulfil a vital role as they will represent the views of the membership and help the Trust to respond to the needs of service users, carers and the wider community.

What each Governor wants to do will depend on each individual Governor and the differing amounts of time or commitment they are able to give to the Trust. Attendance at the Council of Governor meetings, induction sessions and training are mandatory; however, there will be opportunities for those who wish to contribute more to be involved in Council of Governor sub-groups.

We want to make being a Governor work flexibly around individuals so that no-one is put off from applying. We also want to ensure that each Governor finds the experience rewarding and enjoyable.

What a Foundation Trust Governor does not do

A Foundation Trust Governor doesn't get involved in the day-to-day running of the Trust's services:

- They don't get involved with detail of how services are run. This is the role of the Board of Directors;
- They don't deal with patients' complaints – although they can tell people about the Trust's complaint system;
- They don't act as advocates for individual patients – although they can point people in the direction of advocacy organisations.
- They don't seek to become elected in order to represent their own personal interests but must seek to represent the views of the members they represent. Bringing an objective point of view and approach is crucial.

Help and support for Governors

We want Governors to come from diverse backgrounds reflecting our local communities around Manchester. We will therefore be offering support, advice and help to anyone who wishes to stand for election and subsequently when successful.

You don't need any special skills or qualifications to be a Governor. The most important thing you need is enthusiasm, and the willingness to represent the views of the people in your community, or staff group. Nor do you need to have any previous knowledge of the NHS as training will be given where necessary and there will always be people available to give you advice and support.

Elected Governors will be provided with full induction programme, as well as training and mentoring arrangements as needed so that they are able to fulfil their roles effectively.

Why we want you

One of the main reasons for the introduction of NHS Foundation Trusts was to actively involve the public, service users, carers and staff in the direction of their local health services through a membership representative of the people it serves. This membership is then represented by individuals elected to a Council of Governors.

By becoming a Governor you will help us:

- Better understand and respond to the views of our service users, carers, staff, partners and members of the public;
- Shape how the Trust develops to meet future local need;
- Tackle the stigma associated with mental ill health and disabilities by sharing information;
- Promote health and wellbeing information to members.
- Engage with our membership to ensure their views are represented;
- Recruit more members, thus ensuring our membership is representative of the people we serve.

What's in it for me?

By becoming a Governor of our NHS Foundation Trust you will have the opportunity to:

- Represent the views of your community to the Board of for the strategy and quality improvement of mental health services in Manchester;
- Be an active part of a successful and innovative mental health, social care and wellbeing Foundation Trust;
- Help reduce stigma against people with mental health problems or disabilities;
- Increase knowledge around health and wellbeing for you and your members;
- Build new social networks;
- Learn new, transferable skills and potentially move on to be a Lead Governor or apply for a Non Executive Director position;
- Enhance your CV.

What do I have to do if i want to be a Governor?

First, you have to be a member!

Secondly, when we know the date of our elections you will be able to complete a nomination form. This will ask you for a brief description of why you want to be a Governor and what you could offer. This will be used at the election time so that members know a little bit about the people they are voting for.

Want to know more?

If you have any queries or would like to let us know you are interested in standing as a governor please contact the FT office on 0161 2771222 or on ftmembership@mhsc.nhs.uk or visit our website at www.mhsc.nhs.uk/ft

For more information about NHS Foundation Trusts in general log on to the Department of Health Foundation Trust Network site www.foundationtrustnetwork.org.

Frequently asked questions

How do I become a Governor?

To stand as a Governor, you must be a member of Manchester Mental Health and Social Care Trust. All members will be advised of the timetable for elections and where, when and how to apply.

Am I eligible to become a Governor?

Any public member aged 16 years or above is eligible to stand for election as Governor. There are some exclusions, which are shown in Annex 6 of the Trust's Constitution (available on the website <http://ft.mhsc.nhs.uk/constitution.aspx> or from the Trust).

How will the elections work?

Our elections will be run and monitored by an independent external election provider. Our election provider is Electoral Reform Services (ERS) to ensure that it is fair and independent.

What happens if only one person stands for election?

If only one person stands for election in a particular constituency, they will automatically become a Governor.

How often will the Council of Governors meet?

We propose to hold a minimum of three Council of Governor meetings a year plus the Annual General Meeting (AGM), although it is unlikely that there will be more than four meetings in a year. In addition to the full Council meetings there will also be some Governor sub-groups you may wish to be involved in.

How long are the terms of office?

Governors will be elected or appointed for a period of either three years or two years.

Will I be paid?

As a Governor is a voluntary position, no payment will be made. However, expenses may be available and subject to the Trust's policies in this area.

What will I do as a Governor apart from attending the Council meetings?

This is up to you. We have a number of Council of Governor Sub-Groups that will allow those Governors who want to contribute more to have this opportunity.

What if I am a member of another Trust as well?

People can be members of as many Foundation Trusts as they like and can also therefore stand for Governor positions at any Trust, however, you cannot be a Governor at more than one Trust at any given time.

What happens if I discover being a Governor is not for me?

Naturally, we hope this will not be the case and will try to support you to ensure we do not get to this position. However, if you do decide you want to step down, you just need to inform the Chair. Elections will then be held to ensure we always have appropriate representation.

Who do I contact for more information?

Please contact the FT office on 0161 277 1222 or on ftmembership@mhsc.nhs.uk. Alternatively visit our website at www.mhsc.nhs.uk/ft

Glossary

Auditor – Someone who is not a member of the Foundation Trust who checks the information about its money.

Board of Directors – The Directors and Independent Directors who make sure the Foundation Trust is run well.

Chair or chairperson – The person in charge of a group or a meeting. Every Foundation Trust must have a Chair. The chair of the board of directors is also the chair of the board of governors. This is a legal requirement.

Chief Executive – The Chief Executive is the person in charge of an NHS Foundation Trust.

Commissioners – Commissioners are the organisations who receive money from the NHS to buy services from NHS Trusts and Foundation Trusts to meet local needs.

Constituency – The area or group to which members belong. This might be a staff group or area of Manchester.

Directors – Senior managers who work for the NHS Foundation Trust.

Ethos – Is the set of ideas and attitudes that are associated with a particular group or organisation.

Governance – describes the mechanisms an organisation uses to ensure that its constituents follow its established processes and policies.

Governors – People who are chosen to speak up for different groups of members of the Trust.

Lead Governor – The Lead Governor is chosen by the Council of Governors and when necessary (although rarely) is the point of contact between the Council of Governors and Monitor.

Member – a member of the public, including service users and carers or member of staff who has applied to become a member of the Trust.

Monitor – The organisation that checks Foundation Trusts are working properly.

NHS Trusts – NHS organisations that provide health and social care services in a local area.

Non-Executive Director – An independent Director who does not work for the NHS Foundation Trust.

Senior Independent Director – Is one of the Non-Executive Directors appointed by the Board of Directors, with the agreement of the Council of Governors, who leads the Council of Governors when the Chair of the Trust cannot.

Statutory Duties – These are the tasks that the Council of Governors have to carry out by law.

Strategy/ Strategic Direction – These are ideas the Trust has for the future and the plans for how they will achieve the ideas.

Year End Surplus – This is the amount of money the Trust has left over at the end of the year after having paid all of its bills and wages.