

Manchester Mental Health

matters

Governors are go! – Election launches on 6 February!



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What is the
Council of
Governors?

Page 2

Eight steps
to becoming
a Governor

Page 3

Frequently
asked
questions

Page 3

Come to one
of our Governor
events

Page 4

[www.mhsc.nhs.uk/
foundation-trust](http://www.mhsc.nhs.uk/foundation-trust)



Jessica Williams Foundation Trust Project Director

Welcome from Jessica Williams

In our previous newsletter we were delighted to announce our move into the final phase of our FT application with the independent regulator, Monitor. This means that we can now hold our first ever elections to the Council of Governors, and we need your help to make them a success!

The role of Governor is a really vital one. The Council of Governors will help guide the Trust towards becoming one of the best providers of health and wellbeing services in the country and it will ensure local people a say in local services. The Council of Governors will be the voice of our membership and we really want you to get involved and make your views heard.

We have a series of meetings set up where you can find out more, there are specific leaflets available on our web site or from our Foundation Trust office with more information and my team and I are also happy to discuss the role at any time. Should you decide that standing for Governor is not for you at this time, please remember to vote for your chosen candidates when you receive your voting pack (likely to be mid-March) and ensure your voice and views are represented.

This stage is so exciting - the Council of Governors will be so important to our future that it all is starting to feel very real! On behalf of the Trust, I would like to thank you for all your support so far and hope we can continue to count on it. I also hope you will consider standing for a Governor position – we look forward to working with you!

Jessica Williams, Foundation Trust Project Director

The Council of Governors

Every Foundation Trust has a public membership drawn from the local population. For us, our public membership is made up of people, like you, from across the city of Manchester and beyond. In common, there is a keen interest in mental health and a desire to improve services, and Members may also be involved in local community groups, use our services or care for someone who does. These Members elect representatives to sit on the Council of Governors alongside Appointed Governors from key stakeholders and elected Staff Governors. To stand for the role, you must be 16 years old or over and a member of our Trust.

Our Council of Governors will be made up of 25 people who will make sure that the views of our local communities are taken into account when decisions are made about how we spend our money and develop our services. The Council will also play a vital role in

feeding back information to the membership and act as the key link between our Members and the Board of Directors.

The Council of Governors will be made up of:

Fourteen Public Governors, elected by other public Members – five in North Manchester, five in South Manchester, three in Greater Manchester and one from the Out of Area constituency.

Four Staff Governors, elected by staff of the Trust

Seven Appointed Governors from partner/stakeholder organisations. In our case, these will come from Manchester City Council, the voluntary sector, the University of Manchester, Greater Manchester Police (representing all the emergency services) and the recognised staff unions.

Council of Governor duties

While one of the key roles of the Council of Governors is to represent the views of our

Members and keep Members of the Trust informed about what is going on, Governors also have a number of specific statutory duties they must carry out. These include:

- Appointing and, if appropriate, removing the Chair and Non-Executive Directors
- Deciding the remuneration and allowances, and other terms and conditions of office, of the Chair and Non-Executive Directors
- Approving the appointment of the Chief Executive
- Appointing and, if appropriate, removing the NHS Foundation Trust's auditor
- Receiving the NHS Foundation Trust's annual accounts and the annual report

The Council of Governors will also decide which areas they wish to get involved in which could range from developing the strategy to Member and volunteer recruitment to developing new methods for communication. Individual Members of the Council can decide how much they wish to be involved and in what areas.

Frequently Asked Questions (FAQS)

Why should I stand for Governor?

Different people will stand as a Governor for different reasons. You might want to stand for the opportunity to represent the views of your community and help to improve mental health, social care and wellbeing services in Manchester. Perhaps you want to give something back to your local NHS and help to reduce stigma against people with mental illness. Maybe you want the opportunity to meet new people and learn new skills so that you can enhance your CV. Becoming a Governor gives you the chance to do all these things.

What to do if I want to put myself forward?

All public Members will shortly receive a letter from Electoral Reform Services (ERS), who are our independent election providers. This will inform you of the election process and dates for information sessions as well as explaining how to go about getting a nomination form.

You will need to contact either ERS or the Trust for a nomination form which you will need to complete and return along with a photograph. This will include the opportunity to write a short statement about you, your experiences and why you would like to be a Governor. Support to fill in this form will be available from the Trust or ERS if required.

Where there are a number of nominations for a Governor position, a list of candidates will be published and every member of that constituency will be sent a voting form. For example, in our North Manchester constituency, there will be five Governor positions. If there are more than five nominations, then all public Members in North Manchester will be asked to vote in the election.

What should I include in my statement?

Your election statement is your chance to explain why you think you should be elected. It will be reproduced and circulated to voters along with your chosen photograph and the ballot paper. It is the way you introduce yourself to Members and encourage them to vote for you.



You may wish to consider writing about your skills, experience and why you want to become a Governor and benefit other Members.

It is also a good idea to ask someone you know to read over the statement to check for any spelling mistakes or errors as the statement will be printed exactly as it is submitted.

Do Governors need special skills or qualities?

No - anyone who is a member of the Trust and over the age of 16 can stand for election as a Governor. The most important thing you need is enthusiasm and the willingness to represent the views of the people in your community. Previous knowledge of the NHS is not necessary as training will be provided and there will always be people available to offer you advice and support.

What support will Governors receive?

Governors will receive an induction programme as well as the training and mentoring they need to enable them to fulfil their roles effectively. We are planning an informal induction day to give us the chance to welcome Governors to the Trust and also give you an opportunity to get to know other Governors and meet Members of the Board.

While you don't need any specific skills or qualifications, there are some exclusions for people standing as Governor, 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).

What if I have a disability?

We will ensure that all necessary support is provided to anyone who needs it whether that's by providing information in different formats or helping people to get to meetings.

What if I just want to vote for someone rather than standing for election myself?

We need as many Members as possible to vote and have their say in the elections. Where there is more than one candidate, Members will receive a voting pack in the post to choose their candidate. Just follow the simple instructions in the pack and send it back by the date shown to make sure your vote counts. We have tried to make the process simple and quick to encourage as many people to vote as possible.

The results of the elections will be published on our website and more information on the new Governors will be provided in our next newsletter in April 2012.

Eight steps to becoming a Governor

All Members will shortly receive a letter explaining how the election process will work and what to do about getting a nomination form.

Step 1

The start of the election will be announced on the Trust website on Monday 6 February. Members can request a nomination pack from either the election company or directly from the Trust.

Step 2

Completed nomination forms will need to have been received back by ERS by 21 February.

Step 3

A list of the nominated candidates will be published by the ERS and the Trust on 22 February.

Step 4

Nominated candidates have up until 24 February to withdraw from the election if they change their mind about standing for Governor.

Step 5

Voting packs will then be sent by post to all Members where there is more than one candidate per Governor position. This will happen on or around 9 March.

Step 6

Members need to return their vote by 30 March.

Step 7

ERS will confirm the successful candidates to the Trust within one working day.

Step 8

Successful candidates will be notified and the results published on the Foundation Trust website. Their role of Governor will then begin!

Help us to give this newsletter a new name!

On 1 April, many new services were transferred into the Trust as part of a national reorganisation of community services. These included the Public Health Development Service and Oral Health service amongst others. The transfer has enabled us to join up services for the benefit of our community but it also means that we are no longer purely a mental health trust. With this in mind, we want to change the name of this newsletter and need your help. We need you to suggest a new name which reflects the fact that we provide a range of health and wellbeing services as well as continuing to care for people with mental health issues. You can make your suggestion by phone, e-mail or post:

Phone: 0161 882 1124. E-mail: joanne.gorton@mhsc.nhs.uk
Post: Communications, Chorlton House, Chorlton-Cum-Hardy, 70 Manchester Road, M21 9UN.

Don't forget to give us your e-mail address or phone number so that we can get in touch if you have won! The closing date for the competition is 31 March 2012 and the winner will be announced in the next edition of the newsletter in April. The winner will also receive a special prize!

Thinking of standing as a Governor? Come and meet the team

We have arranged a number of meetings across Manchester to give all of our potential Governors the chance to meet the Chair of the Trust, Wyn Dignan and Foundation Trust Project Director, Jessica Williams. At these events you will be able to hear more details of what the role of Governor involves, learn more about the election process and how to fill in your nomination form.

Date: Tuesday 31 January 2012, 2pm to 3pm

Place: Friends Meeting House, 6 Mount Street, M2 5WS

Date: Thursday 2 February 2012, 6pm to 7pm

Place: Wythenshawe Forum, Forum Square, Wythenshawe, M22 5RX

Date: Monday 6 February 2012, 6pm to 7pm

Place: Wood Room, Mechanics Institute, 103 Princess Street, M1 6DD

Date: Friday 10 February 2012, 11am to 12pm

Place: GMCVO, St Thomas Centre, Ardwick Green North, Manchester, M12 6FZ

Date: Tuesday 14 February, 6pm to 7pm

Place: Irish Heritage Centre, 10 Queens Road, Cheetham Hill, M8 8UF

Date: Friday 17 February 2012, 3pm to 4pm

Place: Wythenshawe Forum, Forum Square, Wythenshawe, M22 5RX

Information packs

A number of really useful information packs are available to download from the Internet:

- Information for people interested in becoming a Foundation Trust Governor:
<http://ft.mhsc.nhs.uk/media/4006/11-05-20%20guide%20to%20becoming%20an%20ft%20public%20governor.pdf>
- Monitor - Your Statutory Duties 'A Reference Guide for NHS Foundation Trust Governors'
<http://www.monitor-nhsft.gov.uk/home/our-publications/browse-category/guidance-foundation-trusts/reports/guidance-governors/your-sta>
- or you can download the easyread version at
<http://www.monitor-nhsft.gov.uk/home/our-publications/browse-category/guidance-foundation-trusts/reports/guidance-governors/governor>

If you need a hard copy of any of these packs please contact us on the details below.

Contact us

The Foundation Trust Membership Office will be happy to help with any questions you have.

Post: Manchester Mental Health and Social Care Trust Foundation Trust Membership Office, Chorlton House, 70 Manchester Road, Chorlton Cum Hardy, Manchester M21 9UN.

Telephone: 0161 277 1222 **E-mail:** ftmembership@mhsc.nhs.uk **Website:** www.mhsc.nhs.uk/ft