

## **Our Values as an NHS Foundation Trust**

Our values underpin everything we do and describe the way we expect our staff to behave towards our patients, families and carers and each other. We have the following Four values:

### **Person Centred & Safe**

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement.

### **Professional**

We will be open and honest, efficient and act as role models for our teams and our communities.

### **Responsive**

We will be action oriented and respond positively to feedback.

### **Friendly**

We will be welcoming to all, treat people with respect and dignity and value others as individuals.

### **Progressive**

We will constantly seek to improve and transform the way we work to ensure that

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## **Do's**

**Staff Governors have two main responsibilities:**

- **To represent the views of staff, particularly in relation to the Trust's strategic direction.** Representing the views of staff members as a member of the Council of Governors, you would act as a link between Foundation Trust staff members and the Trust Board. The Council help the Board to make sure that the views of local communities, staff, and patients are taken into account when plans for services are being developed.
- **To hold the Non-executive Directors to account for the performance of the Board of Directors.** In order to hold the Non-executive Directors to account Governors are given various opportunities, for example by observing their activities, or meeting with them and asking them questions. The holding to account process can be visualised by this cycle:

### **What other powers and duties do staff governors have?**

Staff Governors along with their other public Governors have certain powers and duties to help them with the role. These are:

- Appoint and, if appropriate, remove the Chair of the Trust
- Appoint and, if appropriate, remove the other Non-executive Directors of the Trust
- Decide the pay 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 the Trust's Auditor
- Receive the annual report and annual accounts and the Auditor's report on the accounts
- Give a response when consulted by the Board of Directors on the Trust's Annual Plan
- Agree, in conjunction with the Board of Directors, changes to the Trust's Constitution
- Approve any proposal that would increase or reduce the turn-over of the Trust (in a financial year relative to the previous financial year) by £20 million or by 10%, whichever is the greatest
- Approve any applications for 'significant transactions' as defined in the Trust's Constitution
- Approve any applications for mergers, acquisitions, separation or dissolution of the Trust
- Inform the regulator, NHSE/I, if there

Staff Governors do not get involved in the day to day running of the hospitals. They:

- don't seek act as a staff representative or union representative on employment issues (e.g. disciplinary or grievance issues; changes to individual staff contracts), as there are other channels for dealing with such concerns.
- don't get involved in the detail of how services are run (outside of your own job remit) this is the role of the Board, clinicians and managers
- don't deal with patient complaints directly, but signpost to the appropriate Trust department although Governors may wish to highlight if several complaints raisedtsues dif(m)-6 (a)mm6dl3 (r)- s31.63/T

- acting as a conduit for widely held staff views and bringing these to the attention of the Council of Governors
- visits to wards and departments (e.g. quality, environmental/cleanliness)
- representing Council of Governors on major projects
- attending Membership events
- proofreading and suggesting amendments to hospital publications to make sure they can be easily understood by the general reader.

## Frequently Asked Questions

### **Are Staff Governors similar to staff-side representatives?**

No, the role of staff governor is significantly different from that of a Trades Union representative (or professional bodies). Staff governors do not work on behalf of individual staff members or represent individuals to resolve issues or problems neither are they a go-between or staff delegate.

However, staff governors do have a responsibility for reporting staff views in the Council and other meetings and working groups where there may not be a staff-side representative.

### **Can Staff Governors advise staff members?**

Staff Governors should be able to advise Trust staff members on appropriate routes of action, keeping in mind the role of the individual's Line Manager and/or Staff representative.

If the individual staff member has not approached their Line Manager or Staff representative first, then the staff governor should direct the individual back to these sources. If there is any concern on the part of the staff governor that this is not the appropriate course of action (and it is likely to be only in exceptional circumstances that it is not) then the staff governor should refer to the Line Manager's Line Manager and/or the Human Resources. The Staff Governor may also sign-post the availability of Trust policies and procedures, clinical standards etc., that are available on the intranet.

### **Am I entitled to time off work to undertake Governor Duties?**

The Trust is supportive if its staff undertaking the role but as always it would be courteous of the staff member to discuss their request with their line manager and consider it in the context of their own service and the effects that the employee's absence would have upon it on a regular basis. In practice it might mean requesting meetings to start at the start or end of the day, or lunchtime, to minimise impact on the day job and/or undertaking *some* duties in own time. With good will on both sides, it should be possible to allow the Staff Governor to undertake their role with minimal impact on the day job.

### **Should Staff Governors bring the issues brought up by staff to Board's attention?**

Whilst bringing an issue raised by an individual to the Trust Board or Council's attention may not be appropriate, if an issue is indicative of a trend, or highlights a significant concern, it would be appropriate to escalate this via correct channels (e.g. a patient complaint is escalated to the Trust Board via the correct channels).

## **Additional Information**

For further information, you may find the following websites useful:

NHS Improvement:

[www.improvement.nhs.uk](http://www.improvement.nhs.uk)

Care Quality Commission:

[www.cqc.org.uk](http://www.cqc.org.uk)

Reference Guide for NHS Trust Governors

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/284473/Governors\\_guide\\_August\\_2013\\_UPDATED\\_NOV\\_13.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/284473/Governors_guide_August_2013_UPDATED_NOV_13.pdf)