

Frequently asked questions

Becoming a governor

Q1: What is a Members' Council?

This is the body comprising elected public and staff members and appointed stakeholder governors. The Chairman of the Members' Council will be the Chairman of the Board of Directors of the Corporation.

Members' Council = 24 members (plus Chairman).

13 public members

Bedfordshire 2

Cambridgeshire 2

Essex 3

Hertfordshire 2

Norfolk 2

Suffolk 2

Five stakeholder members

1 PCT (lead commissioner)

1 LA (Regional Assembly)

1 Age UK

1 MIND

1 Charitable or voluntary partnership organisation

Six staff members

2 Emergency Operations

1 Primary Care and Scheduled Transport Services

1 Support Services

2 Volunteers

Q2: What/who are the elected governors?

Governors are elected from the membership to represent the interests of our local population and staff on the Members' Council.

Q3: What do I need to do to become a governor?

You need to be a registered member of the Foundation Trust.

Q4: Do governors get paid?

No. Foundation Trusts are not allowed to pay governors a wage. However, governors can claim travelling and other expenses (associated with caring costs) incurred in the course of their duties. The Foundation Trust has an expenses policy which defines the process and procedures.

Q5: Do I need to have any previous experience?

No. You do not need to have any previous experience.

Q6: Do I need to have any qualifications.

No. You do not need to have any qualifications.

Q7: Will I receive any training?

Yes. We will provide an induction and also identify what individual training and development needs you have. We will also ask you about any skills and knowledge that you may already have. Please note, though, that all governors will be expected to take part in the induction programme.

Q8: How long is a governor's term of office?

A governor's term will be two or three years. Governors will be able to continue in the post, subject to re-election, up to a maximum of six years. The elected candidate with the highest number of votes in each of the Public Constituencies shall hold office for three years. The candidate with the second highest number of votes will hold office for two years. In relation to Public Constituency classes which have three governors, the candidates with the second and third highest number of votes will hold office for two years before the next election in relation to their respective offices takes place. The elected candidate with the highest number of votes in each class of the Staff Constituency shall hold office for a period of three years. In relation to Staff Constituency classes which have two governors, the candidate with the second highest number of votes will hold office for two years before the next election in relation to his/her office takes place.


Q9: What responsibilities will I have as a governor?

There are a number of statutory responsibilities for a governor:

- To appoint or remove the chairman and the other non-executive directors;
- To decide the remuneration and allowances, and the other terms and conditions of office, of the non-executive directors;
- To appoint or remove the Trust's auditor;



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- to consider the annual accounts, any report of the auditor on them, and the annual report;
- At a general meeting or otherwise, to approve by majority vote an appointment (by the non-executive directors) of the Chief Executive (and Accounting Officer) other than the initial chief executive;
- To give the views of the Members' Council to the directors for the purposes of the preparation (by the directors) of the document containing information as to the Trust's forward planning in respect of each financial year to be given to Monitor;
- To respond as appropriate when consulted by the directors;
- To develop the membership and represent the interests of the members and the local community and hold the Board of Directors to account in relation to the Trust's performance in accordance with the Terms of Authorisation.

Q10: How much time will I have to give as a governor?

You will be required to attend all Members' Council meetings. There will be up to four of these a year and they will last for approximately two hours. As well as attending Members' Council meetings you will be asked to give a little extra time and take part in the extended Governor Work Programme. Participation in the extended Work Programme is voluntary. There are some activities that require only one meeting, some require a few meetings, and some may require meeting quarterly throughout the year. On average, the commitment works out at approximately three hours per governor per month. The Work Programme will include:

- membership development and communications
- the Quality Agenda (improving the patients' experience)
- strategy planning
- Foundation Trust Governors' Association.

Q11: Do I have to give notice if I want to stop being a governor?

You can stop being a governor at any time by giving notice in writing to the Trust Secretary.

Q12: Can I be a governor if I am a governor or director elsewhere or hold a public office elsewhere?

No individual shall hold, at the same time, positions of director and governor of an NHS Trust or NHS Foundation Trust.


Q13: Are there any other situations where I might be disqualified from being a governor?

There are some. We have reproduced the relevant sections from our draft constitution. The following may not become or continue as a governor:

- A person who has been adjudged bankrupt or their estate has been sequestrated and (in either case) has not been discharged
- A person who has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it
- A person who has, within the preceding five years, been convicted in the British Isles 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
- Any person who has previously been, or is currently subject to, a sex offender order and/or required to register under the Sexual Offences Act 2003, or has committed a sexual offence prior to the requirements to register under current legislation coming into force
- A person who, on the basis of Criminal Records Bureau disclosures, is considered unsuitable by the Trust's Board of Directors
- Any person involved in physical assault or non physical assault (defined by the NHS Security Management Service) at any Trust premises or facilities or against any employee or registered volunteer, or at the premises or facilities of any other health service body against any employee or registered volunteer of that health service body
- A person who is incapable of managing and administering their property and affairs because of mental disorder, illness or injury



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- A person who, in the case of an elected governor, ceases to be a member of the Staff Constituency or member of the Public Constituency, by which he was elected
- A person who, in the case of an appointed governor, has their appointment withdrawn by the organisation which appointed him/her (or leaves the employment of the organisation which appointed him/her) or the body which appointed them ceases to exist and there is not a successor in title to its business
- A member of the Public Constituency or Staff Constituency who has refused to sign a declaration specified by the Trust Secretary about their qualification to vote as a member and that they are not prevented from being a governor
- A person who has, within the preceding two years, been dismissed, otherwise than by reason of redundancy, from any paid employment with a health service body (and health service body shall, for the purposes of this provision, include NHS Foundation Trusts)
- A person whose tenure of office as the chairman or as a member or the director of a health service body has been terminated on the following grounds:
 - (i) that the appointment was not in the interests of the health service,
 - (ii) for non-attendance at meetings, or
 - (iii) for non-disclosure of a pecuniary interest
- A person who has been removed from the Members' Council of the Trust, or suspended from office, or has been disqualified from holding office as a governor for a specified period or to whom Monitor has exercised these powers at any time in relation to the Trust or another NHS Foundation Trust
- An executive or non-executive director of the Trust, or an executive or non-executive director, chairman or governor of another health service body (including NHS Foundation Trusts) or a corporate body which provides healthcare services, or which includes the provision of any service to the Trust
- A person who has been removed from a list under regulations pursuant to sections 91, 106, 123 or 146 of the NHS Act, or the equivalent lists under the National Health Service (Wales) Act 2006, or has otherwise been disqualified or suspended from any healthcare profession, and not subsequently had their name included in such a list or their qualification reinstated or suspension lifted (as applicable)
- A member of the Staff Constituency who has a current and unexpired written warning which was imposed following disciplinary action by the Trust or the predecessor Trust, arising out of their employment with the predecessor Trust. To avoid doubt, a member will not be precluded from eligibility as a governor by reason of their suspension or in the event they are the subject of an ongoing disciplinary procedure and/or fact finding investigation. Spent disciplinary warnings will not preclude eligibility to be a governor
- A member of a local authority's Health Overview and Scrutiny Committee
- A person disqualified from being a member of a relevant authority under the Local Government Act 2000
- The spouse, partner, parent or child of a member of the Board of Directors (including the Chairman) of the Trust
- A person reasonably considered by the Trust's Board of Directors to be a vexatious complainant in accordance with the Trust's complaints handling policy
- A person who has failed to agree to abide by the Trust's critical values and/or the Nolan Principles
- Any person who has a significant commercial conflict with the Trust (actual or personal)
- If a governor fails to attend any meeting of the Members' Council for three consecutive meetings their tenure of office is to be immediately terminated unless the other governors are satisfied that:
 - the absence was due to a reasonable cause
 - they will be able to start attending meetings of the Trust again within such a period as they consider reasonable.



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If you would like to know more.....

- email ftmembers@eastamb.nhs.uk
- write to the FT Team, East of England Ambulance Service NHS Trust, Hospital Approach, Broomfield, Essex CM1 7WS
- call 0800 028 3021
- visit www.eastamb.nhs.uk
- visit the EEAST facebook page (just type East of England Ambulance Service into the Search tool).



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