

From: Mark Lam, Trust Chair
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To: Council of Governors
Date: 9 September 2021
Subject: Election for the Deputy Lead Governor of the Council of Governors

1.0 Purpose of the Report

- 1.1 To brief the Council regarding the election process of the Deputy Lead Governor (Assistant Deputy Chair) of the Council of Governors.
- 1.2 The term of office, as with all Council appointments, is to the end of the office holder's current term as Governor.
- 1.3 Deputy Lead Governor Keith Williams' current term is ending on 31 October 2021. He has decided not to stand for re-election at this time.

2.0 Election Process

2.1 Stage 1

Details of the Deputy Lead Governor role (see Appendix 1) will be circulated to all Governors together with the elections timetable.

2.2 Stage 2

All Governors may self-nominate for the Deputy Lead Governor role by submitting the relevant Nomination Form to the Governors and Members Office by the stated date.

Governors will be asked to forward their nominations in writing or by email to the Governors and Members Office by a stated date.

2.3 Stage 3

A list of Deputy Lead Governor nominations will be circulated to all Governor nominees to provide the opportunity of withdrawing their nomination within 24 hours of receipt.

A list of final nominations together with their nomination statement and ballot paper will be circulated by the Governors and Members Office to all Governors for consideration and voting. Where there is a single nomination received within the correct timescale, that nominee will be elected unopposed. The nomination statement of the unopposed candidate will be shared in the usual way.

If there is more than one candidate for the role, the following election process will be used:

- The Governors and Members Office will organise a virtual Q&A sessions with candidates.
- The ballot papers will be marked individually but will not be personally identifiable
- The Single Transferable Vote system will be used.
- Any Governor can cast a vote by marking the ballot paper in accordance with the instructions included on the ballot paper
- Governors must return the ballot paper by hand, by email or by post; any ballot paper received after the date and time stipulated will be rejected
- A ballot paper does not need to be signed by the Governor if it is returned by email (provided that it is returned from an email address that the Governor has previously notified to the Trust Secretary and/or used)
- A ballot paper returned by hand or by post must be signed by the Governor
- Any votes received after the deadline will be invalid and will not be counted.
- All Governors (including the candidates) will be entitled to vote for the Deputy Lead Governor. The valid votes received will be counted on the next working day following the deadline by the Governors and Members Office. The count will be observed by an independent member of staff.

2.4 Stage 4

The results will be advised to the Trust Chair, the successful candidate and the unsuccessful candidate(s) and then the wider Council in line with the election timetable. The Council of Governors will formally confirm the appointment of the Deputy Lead Governor at the next general meeting of the Council.

If the Council does not ratify the appointments, the election will be re-run.

Until the formal ratification, the successful candidate shall be known as Deputy Lead Governor-Elect but will be able to carry out the requirements of their role.

- 2.5 In the event of a tie for the Deputy Chair role, the successful candidate will be decided by a drawing of lots in a meeting with the Chair.

3.0 Election Timetable

13 September 2021	Details of the role and the nominations process to be shared with the Council
27 September 2021, 5pm	Deadline for receipt of nominations
29 September 2021, 5pm	Deadline for candidates withdrawing their nominations
30 September 2021	Posting of ballot papers
4 October 2021, 5:30pm	Online Q&A Session with candidates
11 October 2021, 5pm	Deadline for receipt of ballot papers
12 October 2021	Counting of votes, announcing result
11 November 2021	Council to ratify result of the ballot

See also flowchart as Appendix 2

4.0 Action being requested

- 4.1 The Council are requested to **RECEIVE** and **NOTE** the contents of the report.

Appendix 1: **Deputy Lead Governor Role**

The main duties of the Deputy Lead Governor will be to:

- Support to the Lead Governor in fulfilling their role
- Carry out the role of the Lead Governor in their absence
- Provide continuity.

The division of responsibilities will be decided by the Lead Governor and Deputy Lead Governor once elected and in post.

To be able to fulfil the role effectively, the person will:

- Have the confidence of fellow Governors and the Board of Directors
- Have the ability to influence and negotiate, and present well-reasoned argument but ensuring that individual issues are not taken forward as the Council view
- Have a willingness to set aside their own view in favour of finding a settled Council decision
- Have a willingness to challenge constructively
- Be able to demonstrate experience of chairing large and small meetings effectively
- Understand the role of NHSI, the basis on which NHSI may take regulatory action and the Trust's relationship with NHSI
- Be committed to the success of the Trust
- Be able to commit the time necessary to fulfil role.

The Lead Governor and Deputy Lead Governor will be responsible for ensuring that the Trust values are adhered to when fulfilling their role:

We Care:

- To be honest, accessible and responsive
- To be friendly and courteous and show a caring and empathetic approach in transactions with others
- To work collaboratively with colleagues and all stakeholders and be open to new perspectives and ways of working
- To be mindful of their own behaviour on fellow governors and the work of the Council

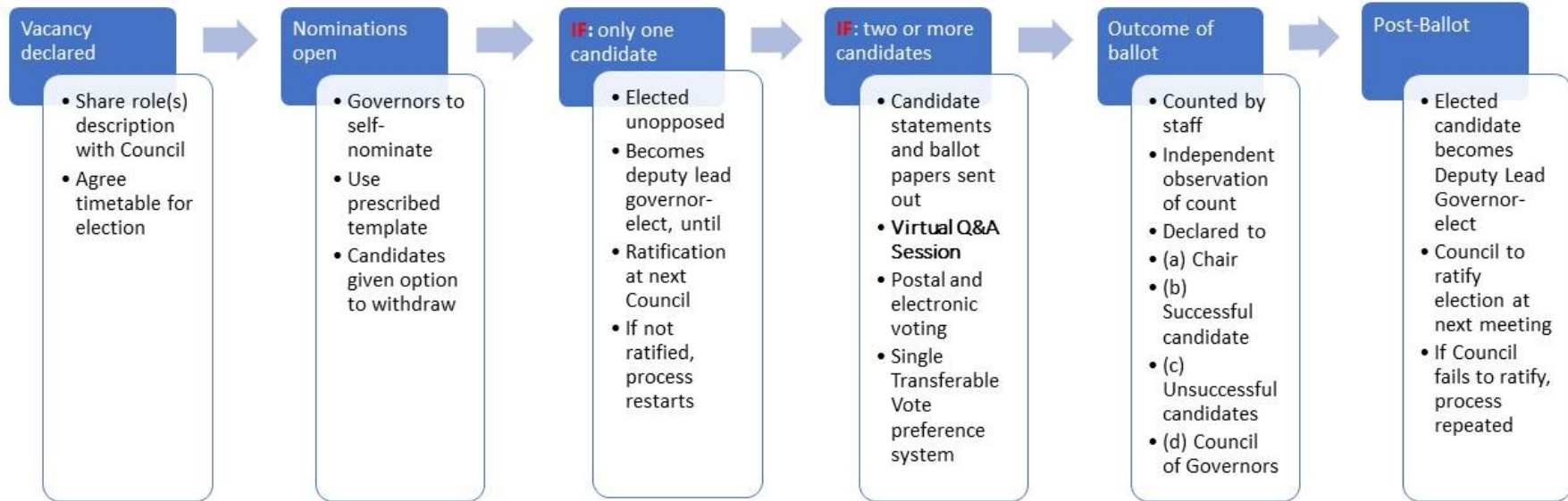
We respect:

- To go the extra mile and help others achieve their goals
- To challenge professionally and take ownership to improve safety and change things for the better.
- To actively listen and have confidence to speak up to improve services
- To celebrate successes and have the courage to learn from mistakes.

We are diverse:

- To understand different perspectives and take responsibility to respond to patients, carers and colleagues
- To encourage and embrace change and be proud to share their ideas
- To embrace continuous learning and self-development

East London NHS Foundation Trust – Deputy Lead Governor* Election Process Flowchart (August 2020)



* = substitute *Lead Governor* for *Deputy Lead Governor* as required