



ROLE DESCRIPTION

1. ROLE DETAILS

- **Role Title:** Foundation Trust Governor
- **Accountable to:** Members of the Foundation Trust or the appointing organisation
- **Remuneration:** Governors receive no remuneration but are entitled to claim reasonable expenses incurred in connection with carrying out their duties.
- **Key working relationships:** FT members, nominated partner organisations, the Trust Chairman, the Senior Independent Director, the Board of Directors, the Chief Executive, The Trust Secretary, the FT Membership Manager

2. ROLE PURPOSE

- To represent the interests of FT members and the local community
- To ensure effective two way communication with FT members and the Trust
- To uphold the values of the Trust
- To hold the Non-Executive Directors individually and collectively to account for the performance of the Board of Directors, including ensuring the Board acts so that the Trust does not breach the terms of its authorisation

3. KEY DUTIES AND RESPONSIBILITIES

3.1 Individual Duties

- To abide by the Trust's Code of Conduct for Governors
- To uphold the values of the Trust
- To comply with the policies and procedures of the Trust
- To attend meetings of:
 - Council of Governors
 - Governors' Forum
 - Other appropriate Trust Committees as required
- To ensure effective two way communication with FT members
- To work with the Trust and other Governors to encourage FT membership and recruit FT members
- To undertake appropriate training

3.2 Collective Duties and responsibilities as a member of the Governors' Council

3.2.1 Statutory Responsibilities

- To give a response when consulted by the Board of Directors on the development of forward plans for the Trust and any significant changes to the delivery of the Trust's business plan
- To appoint and remove the Chairman and Non-Executive Directors
- To set the remuneration and other benefits of the Chairman and Non-Executive Directors
- To approve the appointment of the Chief Executive
- To receive the Trust's Annual Report and Accounts, including the Quality Report and any report by the Auditor
- To appoint or remove the Trust's Auditor

3.2.2 Other Responsibilities

- To provide a governor perspective on Trust performance
- To discuss, advise and support the Board of Directors in setting the longer-term vision and strategy for the Trust
- To attend and possibly chair committees and other *ad hoc* meetings
- To develop and review the FT membership strategy, ensuring representation and engagement levels are maintained and increased as appropriate
- To engage with FT members and other stakeholders so that information is both given and received
- To seek the views of FT members to inform the work of the Governors' Council and the Trust
- To promote FT membership and Governorship of the Trust
- To take part in self-appraisal and appraisal of the Governors' Council

4. EXPECTATION OF COMMITMENT

Have the time available to be an active and effective governor. An estimate of the time commitment is a minimum of three or four half days per month to include:

- Governors' Council – quarterly
- Governors' Forum – quarterly
- Governors' Finance Briefing – quarterly
- Other Governor/Trust Committee meetings
- Community/Constituency recruitment and engagement sessions
- Induction/training sessions

NB: Time will be also be required to read papers

5. LIMITATIONS

Governors **do not**:

- Get involved in the day to day running of the Trust, setting budgets, staff pay or any other operational matters
- Raise complaints on behalf of individuals or act as advocates
- Veto or over-rule decisions made by the Board of Directors
- Have any role in considering the appointment or dismissal, appraisal, pay levels or conditions of service of Executive Directors

6. PERSON SPECIFICATION

6.1 **Governors should display a range, if not all, of the following personal attributes:**

- Interest in health and social care
- Good interpersonal and communications skills
- Enthusiasm for the role
- Sufficient time and commitment to fulfil the role
- Ability to present a well-reasoned argument
- Work as a member of a team
- Represent own and others views
- A willingness to learn

6.2 **It is essential that Governors:**

- Are cleared by a Criminal Records Bureau check
- Commit to NHS values and the principle of Foundation Trusts
- Adhere to the Nolan Principles
- Sign the Trust's Code of Conduct for Governors and display conduct that upholds the values of the Trust
- Undertake appropriate training