

QUICK GUIDE TO THE ROLE OF GOVERNORS AT KINGSTON HOSPITAL



September 2020

ABOUT KINGSTON HOSPITAL

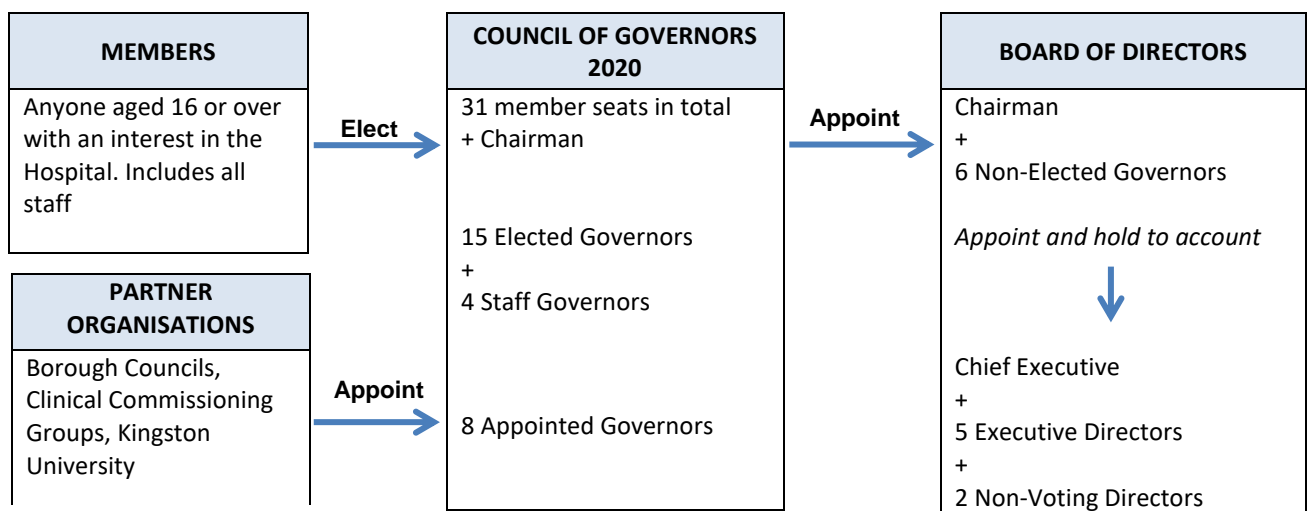
- Kingston Hospital provides services to a local population of approximately 300,000 people.
- The Hospital achieved the Care Quality Commission (CQC) rating of ‘Outstanding’ in 2018 - the first acute Trust in the London region to receive an ‘Outstanding’ rating for being well-led and other categories.
- 450 acute beds providing a full range of general and specialist services.
- Employs around 3,000 full and part-time staff.
- The Hospital provides excellent care, has a strong community identity, strong leadership, good governance and delivery capabilities.

WHAT IS A FOUNDATION TRUST?

(‘Trust’ and ‘Hospital’ are used interchangeably in this document)

- Foundation Trusts give local people and staff a greater say in how they are run. They have greater local control and freedom to develop services in line with the needs of the communities they serve.
- They have greater financial freedoms and are able to retain and build surpluses that help improve services and the buildings these are provided from.

HOW WE WORK



WHAT IS THE COUNCIL OF GOVERNORS?

- Every NHS Foundation Trust has a Council of Governors as part of its governance structure.
- The Council of Governors is made up of 31 governors who are either elected (chosen by the public or staff), or appointed by organisations closely linked with Kingston Hospital.
- At Kingston Hospital, governors represent the following local constituencies: Kingston, Richmond, Elmbridge, Wandsworth, Merton, Sutton, Rest of Surrey & Greater London.
- The Council of Governors has a number of statutory duties and responsibilities, the principal ones being to appoint the Non-Executive Directors and hold them to account for the performance of the Board, and to represent the interests of the public.

WHAT IS A GOVERNOR AND WHAT DO THEY DO?

Governors have a vital role to play in providing a link between the Hospital and its members, patients and the wider community. In doing so they:

- Promote the Trust in an ambassadorial role.
- Receive and discuss information on performance, challenges, key risks and overall strategy.
- Share information on performance and changes with members.
- Feed back to the Hospital on the views of the members, patients and the public.

Governors provide their time, expertise and services as volunteers, and are not paid.

GOVERNORS BY CONSTITUENCY

Constituency	Elected	Constituency	Appointed
Elmbridge	2	SW London Clinical Commissioning Group (CCG)	2
Kingston	7	Kingston Borough Council	4
Merton	1	Richmond	1
Richmond	4	Elmbridge	1
Sutton	1	Sutton + Merton	1
Wandsworth	1		
Rest of Surrey / Greater London	1		
Hospital Staff, representing: <ul style="list-style-type: none"> • Nursing & Midwifery • Allied Health Professionals & Clinical Support • Management & Administration and Support Staff • Medical & Dental Practitioners 	4		

NB: The following activities have, where necessary, been suspended for the time being, owing to the Covid-19 pandemic, but plans are being developed to reinstate at least some of them, and others have been taking place virtually.

COUNCIL OF GOVERNORS MEETINGS

- The Council of Governors meets 4 times per year. There are approximately 35 attendees.
- Attendees also include Directors and Non-Executive Directors of the Hospital to provide relevant information and reports.
- Governors are given an opportunity to raise questions / concerns before and during the meeting.
- Meetings are open to the public.

ATTENDANCE / REPRESENTATION AT OTHER MEETINGS

Opportunities for Governors to fulfil their duties are also provided by attending the following:

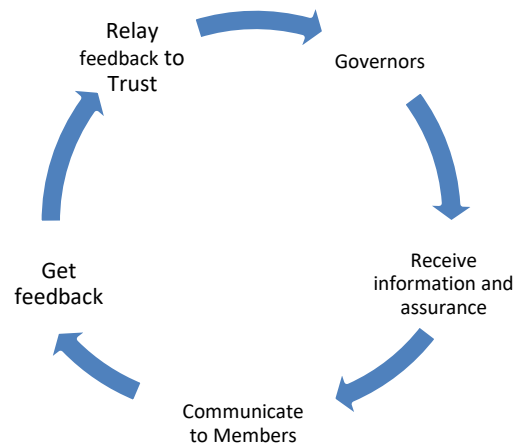
- Council of Governors' Quality Scrutiny Committee
- Council of Governors' Strategy Committee
- Council of Governors' Nominations & Remunerations Committee
- Council of Governors' Membership Recruitment & Engagement Committee
- Some governors also attend the Trust Board's Equality & Diversity Committee, Patient Experience Committee and the Healthwatch Forum

PATIENT AND PUBLIC ENGAGEMENT ACTIVITIES

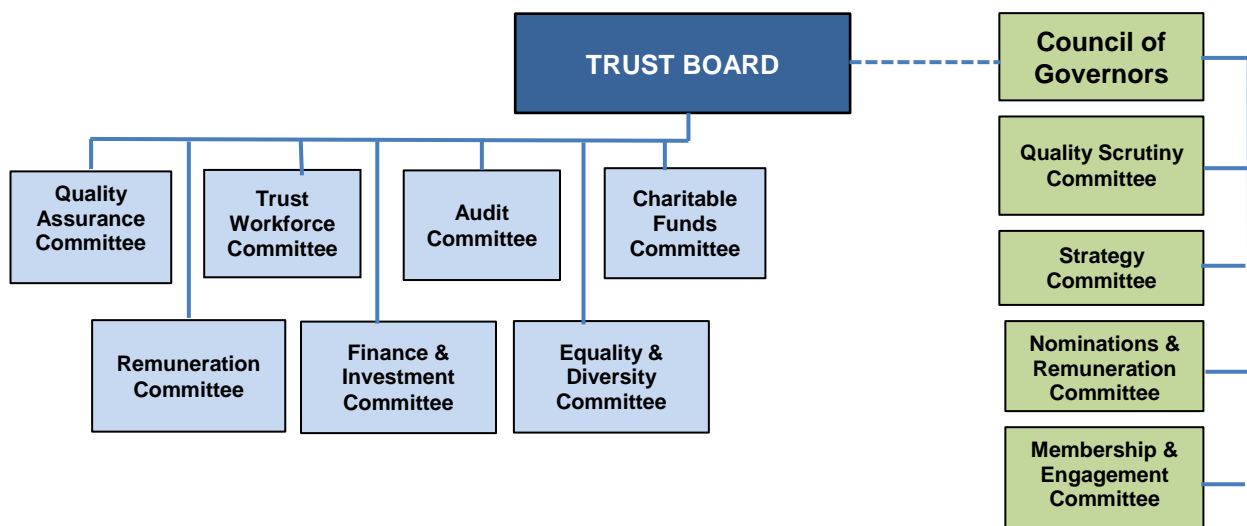
- Governor Engagement Events (normally held monthly to provide patients, volunteers, staff and other visitors on the hospital site with an opportunity to give verbal feedback on any aspect of their experience at the Hospital).
- Hospital Walkabouts (the monthly Walkabout programme is led by Executive Directors and joined by Non-Executive Directors and Governors to undertake announced visits to services and departments across the whole Hospital).
- Community engagement events e.g. local fairs and community conversations.
- Attending Healthwatch meetings [Healthwatch Kingston | Your spotlight on health and social care services](#)
- Participating in Borough-based engagement groups.
- Using outside networks.
- Representing the Trust at community events.
- Encouraging external bodies to share information on notice boards and in communication materials.
- Participating in fundraising projects/activities.
- Linking up with Governors in other hospitals to build networks and share learning.
- Providing contributions to the Kingston Hospital newsletter and podcasts.
- Participating in service focus groups.

GOVERNOR INVOLVEMENT CYCLE

Mechanisms are in place for governors to receive information on performance and key changes, viewing services to gain assurance, feeding back information to the members and public and feeding views back into the Trust.



BOARD COMMITTEES AND THEIR RELATIONSHIP TO THE COUNCIL OF GOVERNORS



OUR BOARD OF DIRECTORS

The Trust Board is made up of Executive Directors, Non-Executive Directors, the Chairman and the Chief Executive. It is a unitary Board with each director being equally responsible for decisions made.

- **Executive Directors:** employees who are responsible for the day to day management of the Hospital.
- **Non-Executive Directors (NEDs):** not employees. They bring an independent perspective to Board meetings and have a duty to provide support and constructive challenge to Executive Directors.
- **Chairman:** leads the Board and is also a Non-Executive Director. The Chairman of the Hospital is also the Chairman of the Council of Governors.
- **Chief Executive Officer:** responsible for implementing the strategies agreed by the Board and for managing the day to day business of the Trust.

WHAT IS A HOSPITAL 'MEMBER'?

Members of the public, and staff who work at Kingston Hospital, can be 'members' of the Foundation Trust. Members may also be patients/service users and/or their carers. Members vote to elect Governors and can also stand for election themselves.

Membership is free and allows you to receive regular information and news about the hospital, attend events e.g. Open Days and Health Talks, participate in surveys and focus groups. Your interest in the hospital is enormously valuable to us and your feedback can help make a real difference.

Join at: <https://secure.membra.co.uk/KingstonApplicationForm>

WHY BECOME A GOVERNOR AT KINGSTON HOSPITAL?

- Give something back to your local community.
- Be part of an organisation with a strong local reputation.
- Gain an insight into the workings of the NHS.
- Develop your skills of support, probing and challenge in a 'live' environment.
- Benefit from extensive induction and training opportunities.
- Be involved in initiatives and developments in the best interests of patients, their families, carers and visitors.
- Bring your experience, local knowledge and experience to a Council of Governors which is rich in diversity and experience.

THE GOVERNOR NOMINATION PROCESS

In order to stand for election, you must:

- Be a member of the Trust before the close of nominations on 6th October 2020.
- Be resident in the constituency for which you wish to stand.
- Be willing to declare your political and financial interests.
- Complete and submit a nomination form.
- Nomination opens on 8th September 2020 and closes on 6th October 2020.

THE ELECTION PROCESS

- All Foundation Trust members within your constituency receive the election material and are entitled to vote.
- Election material includes a voting paper, a candidate statement booklet and a declaration of identity.
- In order to receive a ballot paper people need to be registered with the Trust by the close of nominations on 6th October 2020, so if you're asking family and friends to vote for you, remind them to become a member in good time.

SOME COMMENTS FROM OUR EXISTING GOVERNORS

"It's very rewarding to know that the time and skill you devote to the hospital is so highly valued. You learn a great deal and feel part of a team".

Frances Kitson, Lead Governor

"We've seen improvements in the transparency of decisions being made, so the public have extended means of finding out what is happening. The role can be extremely rewarding and the Hospital will always benefit from independent minded people who combine their own research with public accessibility.

Richard Allen, Governor



**THANK YOU
FOR YOUR SUPPORT**

To find out more about the Hospital and what we do, visit our website on: <https://www.kingstonhospital.nhs.uk/>
To find out more about becoming a Hospital Governor, email susan.wheeler7@nhs.net