



Doncaster and Bassetlaw  
Teaching Hospitals  
NHS Foundation Trust

Be a friend to the Trust

# Become a Governor

Information for prospective Governors

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# An Invitation from

**Suzy Brain England OBE**, Chair of the Board & Council of Governors and  
**Hazel Brand**, Lead Governor



**For the last two years, the Covid-19 pandemic has presented significant challenges for the NHS. Here in Doncaster and Bassetlaw we were uplifted by an inspiring community spirit and an apparent thirst from residents to help their local hospitals.**

With this in mind, we'd like to keep those relationships we have built with our communities alive as we move out of the pandemic, and invite you to become a Governor at DBTH.

Our hospital Governors play a vital role representing the public. They influence the Trust to make improvements, develop services and also hold Non-Executive Directors to account for the performance of the Board of Directors. Crucially, they offer key input and advice.

Being elected as a Governor doesn't just mean dialling in to a video-conference council meeting every quarter (although you'll do that to assess how well the Trust is doing). Governors at DBTH also play an active role in improving patient services, most importantly of all, engaging patients to find out what they really think.

Our Governors speak to members, patients and the public to get the 'real picture' and they tell

us straight away when a problem needs to be put right. They represent our members and the local community to ensure we are delivering on our promises and improving all the time for the good of patients.

We are looking for people of all ages and from different backgrounds to become Governors to reflect and represent the diverse communities that we serve here at DBTH.

This year we need Public Governors to represent both Bassetlaw and Doncaster so we're looking for local residents to fill these seats.

All nominations for the elections must be received by 5pm on 21 February 2022.

Even if you don't think being a Governor is for you, it's still possible to have your say on the Trust's future. All members will receive a voting pack – so use your vote and make it count!

We look forward to working with you,

**Suzy Brain England OBE and Hazel Brand**

Chair of the Board and Council of Governors and Lead Governor



# Our performance

**Two years ago, our organisation was preparing for a once-in-a-generation pandemic, uncertain as to what to expect and doing all we could to ensure we were able to weather the oncoming storm. Now, two years on, we are proud to reflect upon the compassion, dedication and fortitude shown by colleagues in the face of unprecedented challenge and great uncertainty.**

The last 12 months were a period which saw the organisation rise to the challenge of navigating through several waves of Covid-19 and introducing a number of innovative new ways of working and providing services.

Collectively, we managed to maintain business as usual in the latter half of the year and come some way in addressing the backlogs created by the first waves of the pandemic. By introducing drive-through services, one-stop shops and virtual consultations we demonstrated what could be done

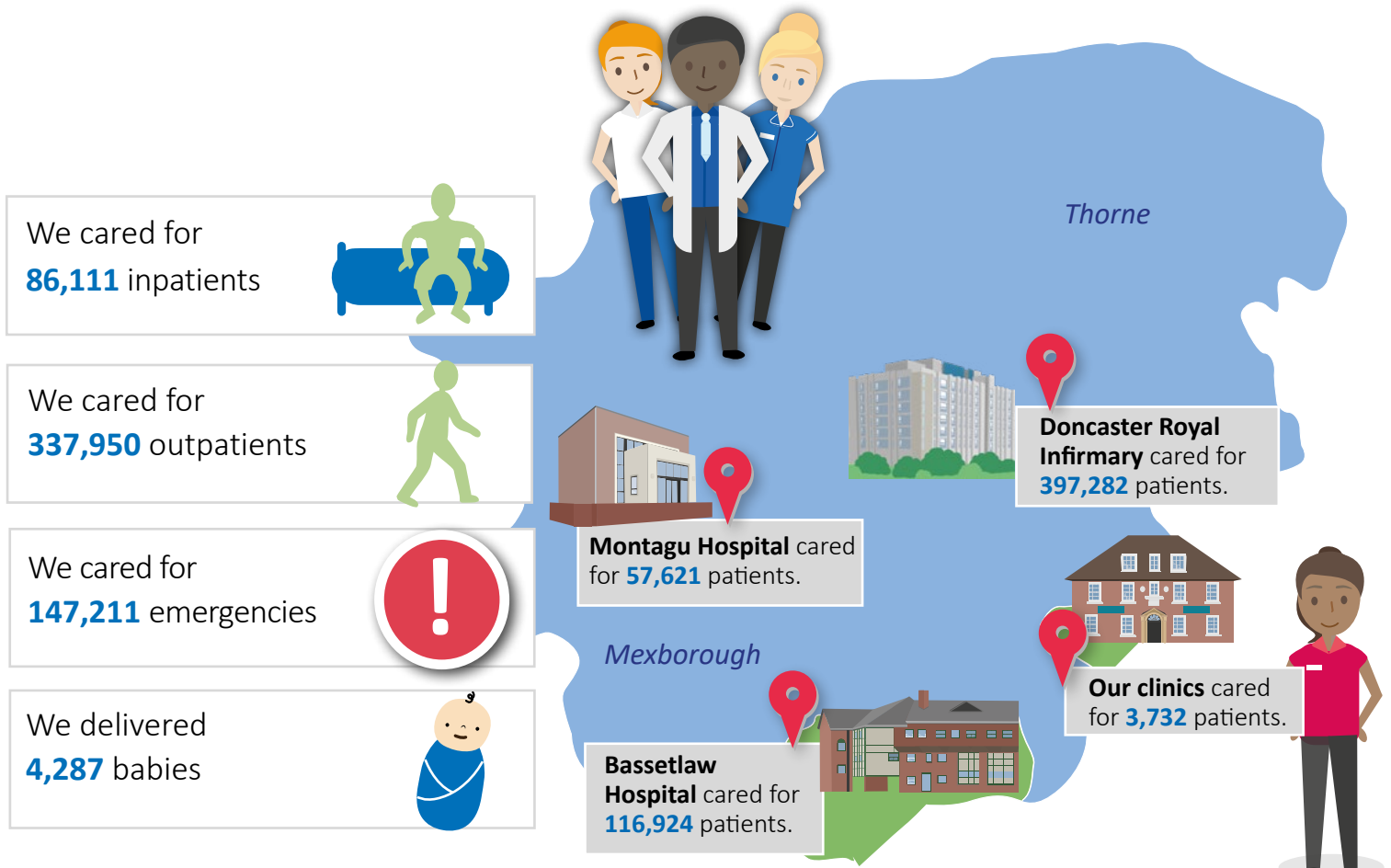
to improve our efficiency and the way we use our time and resources.

Despite the additional pressures over the last two years, of **caring for over 4,600 patients needing treatment for Covid-19**, the Trust managed to successfully adapt to these new ways of working in order that we were still able to deliver quality care to our communities.

Our colleagues cared for inpatients, provided adjusted outpatient services and delivered emergency and maternity care throughout the pandemic, as well as ensure that the very best treatment was given to those with Covid-19.

Ultimately, their hard work ensured that over 3,500 patients recovered from the illness.

## Our activity throughout 2020/21:



# Providing Care

**Hosting three main hospital sites and a number of additional services, we are proud to serve the people of Doncaster, Bassetlaw and beyond.**

**Doncaster Royal Infirmary (DRI):** A large acute hospital with over 500 beds, a 24-hour Emergency Department (ED), and trauma unit status. In addition to the full range of district general hospital care, DRI also provides some specialist services including vascular surgery. It has inpatient, day case, diagnostic and outpatient facilities.

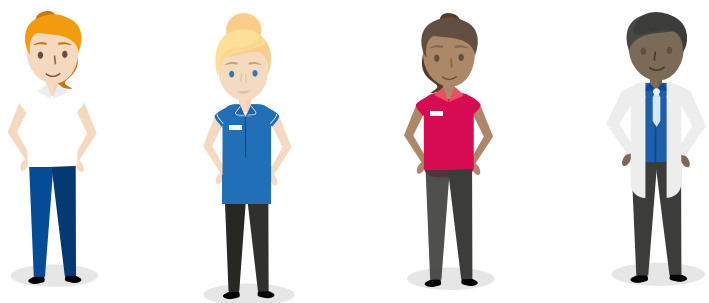
**Bassetlaw Hospital (BH) in Worksop:** An acute hospital with over 170 beds, a 24-hour Emergency Department (ED) and the full range of district general hospital services including a breast care unit and renal dialysis. Bassetlaw has inpatient, day case and outpatient facilities.

**Montagu Hospital (MH) in Mexborough:** A small non-acute hospital with over 50 inpatient beds for people who need further rehabilitation before they can be discharged. There is a nurse-led minor injuries unit, open 9am to 9pm. It also has a day surgery unit, renal dialysis, a chronic pain management unit and a wide range of outpatient clinics. Montagu is the site of our Rehabilitation Centre, Clinical Simulation Centre and the base for the abdominal aortic aneurysm screening programme.

We are also registered to provide outpatient and other health services at Retford Hospital, including clinical therapies and medical imaging.

We also provide some services in community settings across South Yorkshire and Bassetlaw. The rehabilitation beds we used to have at Tickhill Road Hospital in Doncaster transferred to Montagu Hospital in August 2012 however we still provide outpatient care of older people at this site.

In 2004, Doncaster and Bassetlaw Hospitals became one of the first 10 NHS trusts in the country to be awarded foundation trust status. This means we have more freedom to act than a traditional NHS trust, although we are still very closely regulated and must comply with the same strict quality measures as non-foundation trusts.



Doncaster Royal Infirmary



Bassetlaw Hospital



Montagu Hospital



# The role of a Governor

**As a Governor your role will be to engage with our members and make sure their voice is heard.**

Being a governor is not about 'rubber stamping' decisions made by the Board of Directors. The Council of Governors advises the Board of Directors as to public opinion and are guardians of the public interest. They take the temperature of the organisation and can challenge Board decisions.

As the key link between the Trust and the communities that we serve, Governors advise the Trust about the needs of patients and the community, and suggest ways to involve patients and the public in developing and delivering services.

As ambassadors, Governors promote the work of the Trust within their constituencies. This may involve attending and speaking at local events or holding local surgeries for patients, members of the public or staff. As guardians, Governors make sure that the Trust is run in a way that reflects its purpose, and complies with the obligations placed on it. When the Covid pandemic social distancing restrictions change, Governors will once again be talking to patients and the public about their experience of our services.

**You will be required to:**

- Hold Non-Executive Directors (NEDs) to account for

the performance of the Board and represent the interests of our members and the public

- Appoint and, if necessary, remove the Chair and Non-Executive Directors
- Set the pay and conditions of employment for the Chair and NEDs
- Approve the appointment of the Chief Executive
- Appoint or remove the Trust's auditors
- Approve significant transactions, mergers, acquisitions, separations or dissolutions.

As a Governor you will receive agendas and minutes for Board meetings via email and will have the power to require directors to attend meetings to answer questions.

Governors are expected to dial into the formal Council of Governors meetings which take place at least **four times a year via video conference**. The Council of Governors also has committees, of which some Governors are members, which **meet virtually on a regular basis** to help the Board fulfil its statutory and engagement duties.

**Code of Conduct:** All Governors must sign a declaration agreeing to follow the Trust's Code of Conduct for Governors.

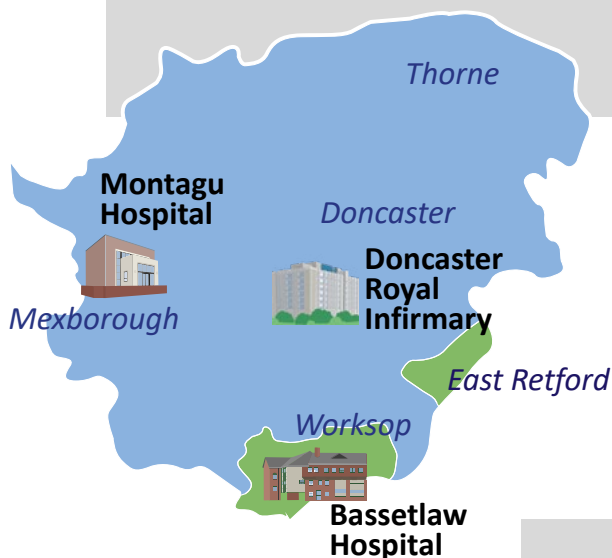
**Declare your interests:** All Governors must declare their interests and review them on a regular basis.

# How is the Council of Governors currently made up?

## Staff Governors x6



## Doncaster Public Governors x13



## Bassetlaw Public Governors x5

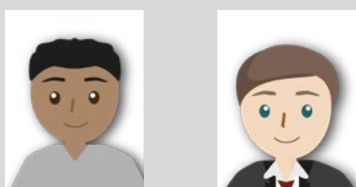


## Partner Governors x10

(from organisations with which we work)



## Public Governors - Rest of England and Wales x2





# Could I be a Governor?

**You need to be 16 or over and registered as a member of the Trust to stand for election as a Governor. You can check you are a member by contacting the Company Secretary on 01302 642369.**

You don't need any formal qualifications to be a Governor. Some Governors have previous experience of working with their local communities while others bring skills that they have gained through paid or voluntary work.

Once elected, the Trust has the duty to ensure that governors are equipped with the skills to perform this role. Full induction and training required will be provided along with regular online briefing events.

**Due to current challenges posed by Covid-19, we ask that prospective governors have a good level of IT literacy, so they can join virtual meetings and are comfortable communicating via email correspondence.**

Whilst there are no qualifications needed, you may not become an elected governor if:

- You have been declared bankrupt;
- You have made a composition or arrangement with, or granted a trust deed for, creditors and have not

been discharged in respect of it;

- You have been sentenced to prison for three or more months within the last five years.
- You have completed the maximum 9 year term as a governor or been dismissed as a governor.

There are other reasons why you may not be able to be a Governor so please contact the Company Secretary on the number above if you'd like to stand for election but think there might be an issue.

## How do I stand for election?

You can submit your nomination by completing and emailing the form at: [www.cesvotes.com/DBFT2022](http://www.cesvotes.com/DBFT2022)  
If you require any further information please contact the Company Secretary on 01302 642369 or email [dbth.trustboardoffice@nhs.net](mailto:dbth.trustboardoffice@nhs.net)



# How do Governor elections work?

**An external agency runs the elections, to make sure that they are completely impartial. Nominations and ballot papers are handled by this external agency and the agency sends out information to all members to enable them to vote.**

Candidates are given the opportunity to write a brief statement about why they are standing for election, to introduce themselves to members and encourage people to vote for them.

Ten seats are up for election in 2022; successful candidates will be elected for a three year term of office. Vacancies are as follows:

- Doncaster public (six seats)
- Bassetlaw public (one seat)
- Staff Non-clinical – one seat
- Staff Nursing and Midwifery – one seat
- Staff other healthcare – one seat

Ballot papers will be sent to all registered members within the constituencies where an election is to be held. A ballot will only be held where there are more nominations than vacant seats. The election system to be used is known as Single Transferable Vote (STV).

The 2022 election timetable is as follows:

**Notice of election/nominations open:** 26 January

**Nomination deadline:** 21 February

**Summary of nominated candidates published:** 22 February

**Final date for candidate withdrawal:** 24 February

**Notice of poll published:** 14 March

**Voting packs despatched:** 15 March

**Close of ballot:** 7 April

**Declaration of results:** 8 April

A candidate may not incur any expenses or make a payment of any nature for the purposes of an election.

## Where can I find out more information?

You can submit your nomination by completing and emailing the form at: [www.cesvotes.com/DBFT2022](http://www.cesvotes.com/DBFT2022)

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## Key Trust publications

Access the latest Trust publications using the links below:

[Strategic Direction and enabling strategies](#) for 2017-2022

[Annual report](#) 2020/21







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