



Manchester University

NHS Foundation Trust

CRITERIA TO BECOME AN NHS FOUNDATION TRUST GOVERNOR OF MANCHESTER UNIVERSITY NHS FOUNDATION TRUST

Qualifications to be a Governor

You do not need specific qualifications to be a Governor, other than an interest in healthcare and a commitment to representing members and the public to the best of your ability.

Eligibility to be a Governor:

The following specifications must be met in order to become (or continue as) a Governor:

- Governors must be Members of Manchester University NHS Foundation Trust.
- Governors must be at least 16 years old.
- Public Governors must live in the area (constituency) that they represent.
- Staff Governors must have a job role in the staff class (constituency) that they represent.
- Nominated (Appointed) Governors must be supported in office by the partner organisation that they represent.

Statutory Restrictions

There are certain statutory restrictions that prevent an individual from becoming a Governor. You cannot become (or continue as) a Governor if:

- You are a person under 16 years of age.
- You are an un-discharged bankrupt or estate has been sequestrated (un-discharged).
- You have made a composition or arrangements with or granted a trust deed for your creditors and have not been discharged yet.
- You are a person in relation to whom a moratorium period under a debt relief order applies under Part 7A of the Insolvency Act 1986.
- You have, in the last five years, been convicted in the British Isles of any offence and a sentence of imprisonment for a period of three months without the option of a fine was imposed.
- You are a Director of the Foundation Trust or a Governor or Director of an NHS body (unless appointed by an appointing organisation which is an NHS body).
- You are a spouse, partner, parent or child of a member of the Board of Directors of the Foundation Trust.
- You are a member of a local authority's Scrutiny Committee covering health matters.
- You are subject to a Sex Offender Order.

- You have been dismissed from paid employment with an NHS body in the last two years for reasons other than redundancy.
- Your position as Chair, member or Director of an NHS body has been terminated on the grounds that the appointment is not in the interest of the health service, for non-attendance at meetings or for non-disclosure of a pecuniary interest.
- You failed to sign and deliver to the Secretary a statement (in the form required by the Secretary) confirming acceptance and adherence of the Trust's Code of Conduct for Governors.
- You have been removed as a Governor or Member due to committing a serious breach of the Code of Conduct or acted in a manner detrimental to the interests of a Foundation Trust or that the Council of Governors considered that it was in the best interests of the Foundation Trust for you to not continue as a Governor or Member or for failing to attend Council of Governors' Meetings or for refusing to undertake any training which the Council of Governors requires all Governors to undertake.
- You refuse to undertake a Disclosure and Barring Service check.
- You are not considered suitable by the Foundation Trust from the disclosures (convictions/cautions) obtained as a result of a Disclosure and Barring Service check.
- You do not meet the "Fit and Proper" Persons Test defined by regulation 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 and/or condition of the Trust's Licence (details outlined below).
- You fail to attend three consecutive meetings of the Council of Governors, unless the other Governors are satisfied that the absences were due to reasonable causes and you will be able to start attending meetings of the Council of Governors again within such a period as the other Governors consider reasonable.
- You have refused without reasonable cause to undertake any training which the Council of Governors requires all Governors to undertake.
- You fail to disclose any declaration of interest on an annual basis or at any-time that your circumstances change.
- You have refused to sign a declaration of your qualification to vote as a member of the Foundation Trust.
- You are prevented from being a member of the Council of Governors.
- Your tenure as a Governor of another Foundation Trust has been terminated for cause.
- Unless otherwise decided, you are currently or have previously been a Governor of an NHS Foundation Trust, other than the Trust.
- Being a member of the Staff Constituency you have a current and unexpired written warning which has been imposed following disciplinary action by the Trust arising out of your employment with the Trust.

- You are a vexatious complainant that:
 - has threatened, harassed, harmed or abused staff, patients and/or visitors of the Trust; or
 - is found by the Trust (applying the relevant Trust policy) to have abused or used inappropriately the Trust's or a predecessor Trust's complaints procedure, shall be refused membership of the Trust or where an existing member shall have their membership of the Trust withdrawn.

Additional Mandatory Requirements

Declaration of Interests

Members of the Council of Governors are expected on an annual basis, or at any-time should their circumstances change, to disclose to the Council any pecuniary, personal or family interests (including partner), whether the interest is actual or potential, direct or indirect.

Interests declared are then formally recorded in the Register of Interest of Governors. The register is available to the public on request and via the 'Meet our Governors' webpage (<https://mft.nhs.uk/the-trust/governors-and-members/council-of-governors/>), with interests being formally documented via completion of a Governor Declaration of Interest Form (attached at Appendix 1) and reported to the Council of Governors, on an annual basis (at a Council of Governors' Meeting). Governors who fail to disclose any interest or material interest required to be disclosed under the Trust's Constitution provisions must permanently vacate their office if required to do so by a majority of the remaining Governors.

Fit and Proper Person Test

As defined by regulation 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 and/or condition of the Trust's Licence, Governors are required to meet the "fit and proper" person test. To meet this test, Governors are required to clear checks for insolvency, bankruptcy and disqualified directors' registration on a regular basis (or in keeping with a Governors' Term of Office).

In order to appropriately support Governors to properly perform tasks which are intrinsic to the Governor role, as part of the 'Fit and Proper Persons Test', Governors are asked to complete a health questionnaire (to receive Employee Health and Wellbeing clearance).

In the event of a Governor being or becoming an "unfit person" under the Foundation Trust's Constitution, they must permanently vacate their office.

Governors, as part of the Fit and Proper Person's process, are required to comply with the Trust's 'Fit and Proper Person Policy', undertaking and clearing checks/reviews as and when required in addition to also stating their compliance with the information below on an annual basis:

I declare that I am a fit and proper person to carry out my role. I:

- am of good character.
- have the qualifications, competence, skills and experience which are necessary for me to carry out my duties.
- where applicable, have not been erased, removed or struck-off a register of professionals maintained by a regulator of healthcare or social work professionals.
- am capable by reason of health of properly performing tasks which are intrinsic to the position.
- am not prohibited from holding office (e.g. directors disqualification order).
- within the last five years:
 - I have not been convicted of a criminal offence and sentenced to imprisonment of three months or more.

- been un-discharged bankrupt nor have been subject to bankruptcy restrictions or have made arrangement/compositions with creditors and has not discharged.
- nor is on any 'barred' list.
- have not been responsible for, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity.

The legislation states: if you are required to hold a registration with a relevant professional body to carry out your role, you must hold such registration and must have the entitlement to use any professional titles associated with this registration. Where you no longer meet the requirement to hold the registration, if you are a healthcare professional, social worker or other professional registered with a healthcare or social care regulator, you must inform the regulator in question.

Should a Governor's circumstances change, and they no longer comply with the Fit and Proper Person Test (as described above), they have a duty to inform the Chair.

Code of Conduct

All Governors are required to sign a declaration saying that they will comply with the Code of Conduct for Governors. In keeping with the Trust's Constitution, an individual cannot become (or continue as) a Governor if they failed to sign and deliver to the Secretary a statement (in the form required by the Secretary) confirming acceptance of the Code of Conduct for Governors.

If a Governor commits a serious breach of the Code of Conduct; or they have acted in a manner detrimental to the interests of the Trust; and the Council of Governors consider that it is not in the best interests of the Trust for them to continue as a Governor, under the Trust's Constitution provisions they must permanently vacate their office if required to do so by a majority of the remaining Governors.

Key elements of the Governors' Code of Conduct are outlined below.

As an NHS Foundation Trust Governor:

- I will commit to actively support the Trust's Mission and Values (attached – Appendix 3).
- I will seek at all time to support the Trust in its aims and priorities and ensure that its needs and interests are foremost in decision-making.
- I will act with discretion and care in respect of difficult and confidential issues.
- I will maintain confidentiality with regard to information gained.
- I will uphold the seven principles of public life as outlined by the Nolan Committee (attached - Appendix 2).
- I will acknowledge that the Trust is an apolitical organisation.
- If I am a member of a trade union, political party or other organisation, I recognise that I will not be representing those organisations, but will be representing the public and staff that elected me or the organisation that nominated me.
- I will be honest and act with integrity and probity at all times.
- I will seek to ensure that my Governor colleagues are valued and that judgements about them are consistent, fair and unbiased and are properly founded.
- I will show my commitment to working as a team member by working with my colleagues in the NHS and wider community.
- I will seek to ensure that the membership of the constituency, area or category that I represent is properly informed and able to influence services.
- I will seek to ensure that no one is discriminated against because of their religion, belief, race, colour, gender, marital status, disability, sexual orientation, age, social or economical status or national origin.
- I will at all times comply with the Constitution, Standing Orders and Standing Financial Instructions of the Trust.

- I will seek to ensure that the best interests of the public, patients, carers and staff are upheld in decision-making and that decisions are not improperly influenced by gifts or inducements.
- I will support and assist the Chief Executive of the Trust in his responsibility to answer to the Independent Regulator, Commissioners and the Public in terms of fully and faithfully declaring and explaining the use of resources and the performance of the total NHS in putting national policy into practice and delivering targets.

NB: Code of Conduct Form attached – Appendix 3

Disclosure and Barring Service Check (formerly CRB)

In keeping with the Trust's Constitution, all Governors are required to consent to, and clear, a Disclosure and Barring Service check. This check is designed to confirm whether you have a criminal record. This is important for an organisation which has responsibility for both young and vulnerable members of the public. Clearance from the Disclosure and Barring Service allows the organisation to confidently allow individuals to carry out their Governor role.

Please be aware that a standard DBS disclosure certificate contains information about **any** convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended). More information about the DBS, can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

In keeping with the Trust's Constitution, a Governor will be disqualified if on the basis of any disclosures (convictions/cautions) obtained through a Disclosure and Barring Service check, he/she is not considered suitable by the Trust or that such a person are such that it would be inappropriate for him/her to become or continue as a Governor or it would adversely affect public confidence in the Trust or otherwise bring the Trust into disrepute.

Membership Engagement & Recruitment Activities

The completion/clearance of MFT's Governor Governance process including receiving clearance from a Disclosure & Baring Service (DBS) check is a mandatory requirement for all Governors in order for them to fully take up/continue in their role. Clearance from the DBS check is specifically required before a Governor can undertake/participate in any type of Membership recruitment or engagement activity. Once completed, and clearance subsequently received, the Trust's 'Membership Recruitment & Engagement Guidance' is to be followed and adhered to at all times.

In serious causes, any practices/behaviours which are considered to be inappropriate, may be considered as a serious breach of the Governors' Code of Conduct i.e. acting in a manner which is detrimental to the interests of the organisation and in keeping with MFT's Constitution, this may ultimately result in an individual's term of office as a Governor being revoked.

The last few years have been extremely difficult, with all of us being affected by the COVID-19 pandemic. As associated restrictions have been relaxed we have taken steps to reintroduce some engagement initiatives. Details of future engagement opportunities, including face-to-face meetings and events, are promoted to Governors and Members via appropriate communication channels (website, e-newsletters etc.). Of note, all Membership and Governor meeting arrangements, which are open to the public, will continue to remain under review to ensure adherence to national infection and control guidance, going forward.

Other Policies and Guidelines

In addition to the above governance requirements (Declaration of Interests Compliance, Fit & Proper Person's Declaration & Checks, Code of Conduct Compliance, Disclosure and Barring Service Check, Trust's Membership Recruitment and Engagement Guidance Compliance), Governors are also required to comply with the following Policies/Guidelines/Rules:

- Trust's Code of Practice for the use of IT, Internet and E-mail.
- Governor Communications – Guidance.
- Social Media – A Guide for Governors.
- Trust Media Policy.
- Governor Meeting Ground Rules.

Governance Arrangements

In order to progress a Governor's start in office, individuals are requested to review/complete the following:

- Security/Identification Badge application form.
- Contact Information Form.
- Governor Skill Mix Matrix.
- Governor Photograph Consent Form.

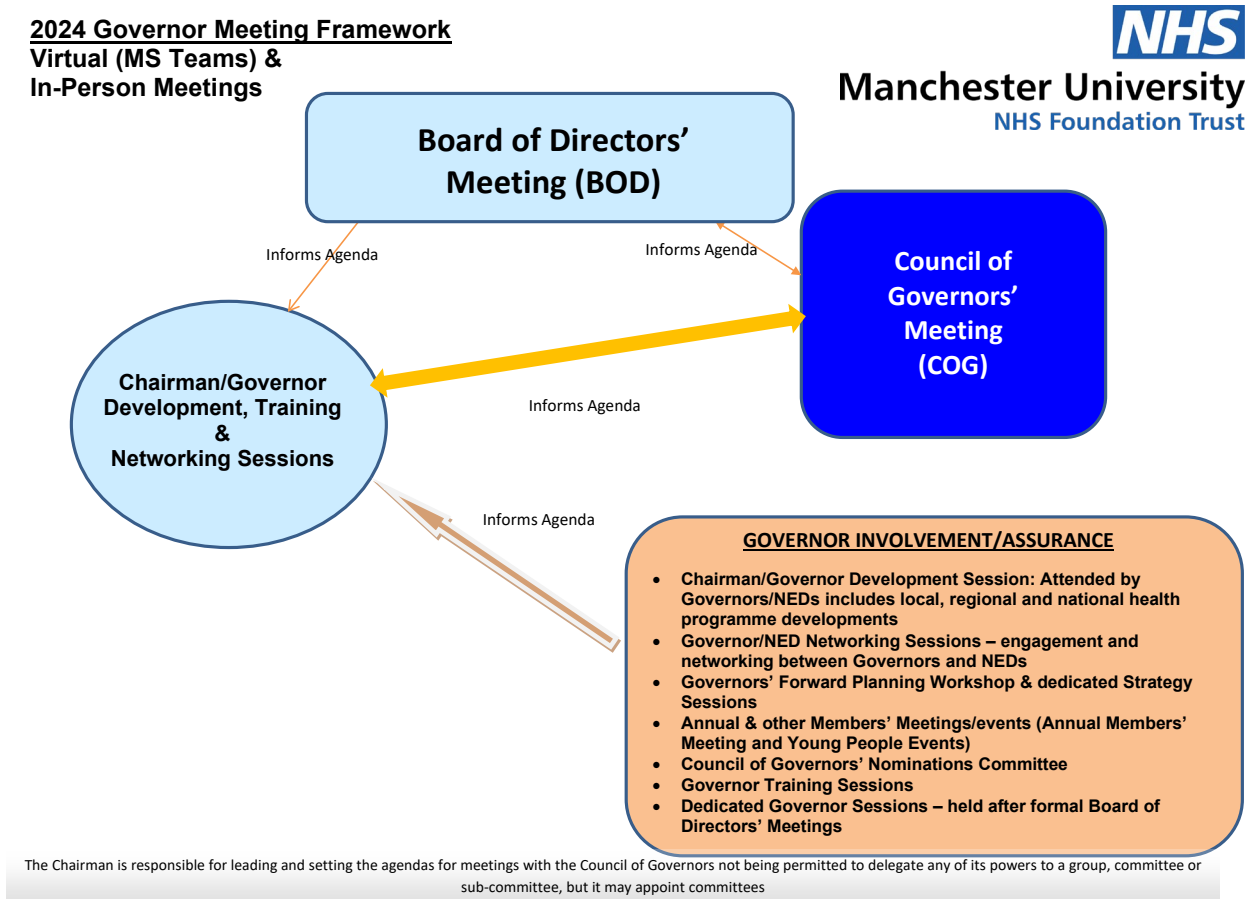
All new Governor Forms, Policies and Guidelines are issued to individuals following their formal announcement (start in office) at our Members' Meeting (usually held September each year).

New Governors are also asked to provide a digital photograph and pen portrait information (max. 250 words) as this information is displayed on the Trust's website for members of the public to view.

Please note that the Trust will not issue Security ID Badges or E-mail accounts until all Governance arrangements have been completed and processed.

Governor Meetings

Governors are the link between MFT’s members (public and staff) and the wider public, determining their needs and views on the delivery of the Trust’s services, and our Directors who make the decisions and hold responsibility for services. In order to enhance this process, the Trust, supported by MFT’s Council of Governors, has established a ‘Governor Meeting Framework’, with the resultant meeting structure including the establishment of statutory and non-statutory meetings:



The Council of Governors discharges its statutory duties at its formal general meetings of the Council of Governors which usually meet four times during the course of a year in addition to attending a fifth statutory event namely the Trust’s Annual Members’ Meeting.

Governor meetings are predominantly held during the day (anytime between 9.00 am – 5.00 pm) with meeting papers usually being circulated to Governors via e-mail prior to each meeting date alongside hard copies of papers being provided at each meeting. Face-to-face meetings and events, alongside virtual meetings/sessions are scheduled throughout the year.

In keeping with the Trust’s Constitution, the Council of Governors may not delegate any of its powers to a group, committee or sub-committee, but it may appoint committees consisting of its members, Directors, and other persons to assist the Council of Governors in carrying out its functions. The Council of Governors may, through the Secretary, request that advisors assist them or any committee they appoint in carrying out its duties.

Membership and Governor meeting arrangements continues to remain under review, to ensure adherence to national infection prevention and control guidance going forward.

As outlined in MFT's Constitution, Governors are expected to attend/participate in Council of Governors' Meetings and key Governor training, with the Trust's Constitution outlining that a person holding office as a Governor shall immediately cease to do so if:

"they fail to attend/participate in three consecutive meetings of the Council of Governors, unless the other Governors are satisfied that the absences were due to reasonable causes and they will be able to start attending meetings of the Council of Governors again within such a period as the other Governors consider reasonable."

"they have refused without reasonable cause to undertake any training which the Council of Governors requires all Governors to undertake."

Whilst Governors are encouraged to attend/participate the meetings and training provided by MFT, we do understand that it is not always possible, and we ask that meeting apologies are forwarded as and when appropriate.

In keeping with NHSE's requirements, the Chair is responsible for leading and setting meeting agendas with Governors being required to comply with the following Governor Meeting Ground Rules:

Governor Ground Rules for Meetings - Face to Face & Virtual (MS Teams - Teleconferencing/Videoconferencing)

- In preparation of a virtual 'MS Teams/Teleconferencing' meeting/session, Governors should ensure that they are located in a room/area which is 'PRIVATE' enabling Governors to participate in discussions in privacy, without interruptions/distractions, and out of earshot of all family members, colleagues etc.
- Governors are to make any necessary preparations to ensure devices (mobile/laptop/PC/iPads etc.) is set up (and ready to use) in advance of the meeting start time alongside ensuring their environment is conducive to their meeting needs e.g. refreshments prepared, sufficient lighting (if using video facilities), headset tested/working etc.
- Governors are expected to join the meeting/session at the specified start-time (on time), however if unforeseen circumstances result in a Governor being late in joining a session, ensure that the Chairman (or meeting organiser) is aware that you have joined the session when it is appropriate to do so i.e. when the Chairman invites Governors to submit questions and/or share their comments or via the MS Teams chat facilities (otherwise your apologies will be formally noted).
- Governors are expected to participate/stay for the full duration of the meeting/session (supporting the Meeting Chair to enable meeting/session to finish on time).
- The following etiquette, should be adopted, when participating in the meeting/session:
 - All devices (mobile/laptop/PC/iPads etc.) should be put on mute once the meeting/session has formally started and should remain on mute for the duration of the meeting (only being taken off mute once Governors are invited to submit any questions or make an observation) – it is advisable to locate and test this function out on your device in advance of the meeting session (and not during the meeting);
 - To prevent any possible meeting disruptions (feedback, beeping noises, automated voice messages etc.) please do not use any other applications on your device during the meeting e.g. text messages, e-mails etc.;
 - In the event that a Governor receives, or, needs to make an urgent call (to deal with a matter that cannot wait until the meeting has formally concluded), Governors should discretely leave the virtual meeting session (i.e. hang up from link/call) and re-join when able to do so;
 - Governors are expected to actively listen and, where possible, refrain from asking any questions or make observations during information sharing;
 - Once the Chairman/Director has finished providing an overview/information, Governors will be invited to ask questions and/or share their observations;

- If a Governor wishes to ask a question, this should be done by raising your hand via the MS Team facility (if participating via MS Teams video link), or, Governors should call out their name if participating via MS Teams teleconferencing facility. The Group Chairman will note any Governor raised hand facilities pressed and/or name and will call out one Governor's name, in turn, to ask their specific question or make their observation (only one person should speak at any one time, speaking clearly into their device – please ensure the mute facility is deactivated when speaking and then re-activated once you've shared your question with the audience);
 - In the event that a response to a question or comment made is not understood, Governors may ask the 'Presenter', via the Chairman, for further clarity/explanation;
 - Please be mindful that a number of Governors may wish to ask a question on a particular subject matter and therefore, be considerate, and help to ensure everyone has sufficient opportunity/time to ask their question.
- When speaking, Governors are requested to use polite, plain and simple language, taking care not to talk for too long or too hastily.
 - Please respect and value that everyone is different and will think differently, with Governors being encouraged to embrace differing views and opinions.
 - All attempts should be made to avoid using abbreviations, with words being spoken in full, e.g. Accident and Emergency rather than A&E.
 - Recordings of meetings are not permitted, under any circumstances, unless the express permission has been granted by the Group Chairman or an authorised representative of the Trust.

Termination of Office

You will cease to be a Governor if:

- You resign in writing to the Trust's Secretary.
- You do not attend three consecutive Council of Governors' Meetings unless you could give a reasonable reason or you start attending meetings again.
- You do not take part in the training programmes which are considered essential for all Governors unless you had a reasonable reason.
- You are no longer a member of the constituency, area or staff class that you were elected to represent (this applies to elected Governors – Public and Staff).
- The organisation you represent, in the case of Nominated (Appointed) Governors, terminates your appointment.
- A change in their circumstances and/or a false declaration is made during the nomination process which means that they no longer (or did not) meet the criteria for being a Governor.
- You fail to comply with the Trust's mandatory requirements (Declaration of Interests, Fit and Proper Persons Test including associated checks/reviews, Code of Conduct and Disclosure, Barring Service check, Membership Engagement & Recruitment Guidance, Governor Meeting Ground Rules, Governor Communication Guidance and Social/Media and Media Policies).

All Governors positions (Public, Staff and Nominated) are subject to the fulfilment of the aforementioned eligibility criteria with Governors ceasing to hold office should this criteria be/become unfulfilled.

Communication Arrangements

Outside of Governor Meetings/Events, in the main, communication with Governors is undertaken via e-mail with all Governors being issued with a Trust e-mail account once that all governance arrangements have concluded (clearance received). It is therefore important for Governors to be able to regularly access their Trust e-mail account via their home/work or any other secure computer system with support being provided by the Trust's Informatics Team in the event of any IT problems. Virtual meetings are held via live streaming facilities (Microsoft Teams videoconferencing), therefore it is also important that you have access to a phone alongside a device e.g. computer, laptop, mobile phone that you can download apps onto.

Governors are expected to comply with the Trust's 'Governor Communications – Guidance' and associated 'Code of Practice for the use of IT, Internet and E-mail', with the misuse of any e-mails being considered as a serious breach of the 'Governors' Code of Conduct' which may ultimately result in an individual's term of office as a Governor being revoked.

Additional Information - Support for Governors

All new Governors are expected to participate in an Induction Programme which is aimed to ensure that individuals fully understand the role and responsibilities of a Governor.

New Governors are also invited to attend/participate in an introduction meeting with our Chairman at which individuals are issued with a 'Governor Resource Pack' which provides more detailed information about the role of Governor in addition to information about our NHS Foundation Trust and the services that we provide.

Ongoing support for the Council of Governors is provided by the Director of Corporate Services/Trust Secretary and Foundation Trust Membership Manager/Deputy Trust Board Secretary.

Additional Support

As an NHS Foundation Trust, we are committed to establishing a truly representative membership and welcome Members and Governors from all backgrounds and protected characteristics. We do not tolerate any form of discrimination, harassment or victimisation.

We are committed to supporting Governors so that they are able to undertake their role to the best of their ability and we recognise that you may need additional support in order for you to do this. We appreciate that additional support may be required for a variety of reasons including: -

- Physical accessibility (e.g. disability, older or frail people)
- Language
- Culture and traditions
- Social expectations (young people)
- Lifestyles.

In order to appropriately support Governors, as part of the Governors' Governance process (Fit and Proper Persons Test) new Governors are asked to complete a health questionnaire as we appreciate that disabilities and support needs are of a diverse nature.

If at any point a Governor considers him or herself to have a disability and/or requires additional support in relation to their Governor role, or for any other reason, support arrangements will be made via the Director of Corporate Services/Trust Secretary and/or Foundation Trust Membership Manager.



If you are not currently a public member and are interested in becoming one, in order to stand for election as a Governor, complete an on-line form available via the following link and/or QR code

<https://secure.membra.co.uk/Join/MFT>

Alternatively, a paper copy of the application form can be requested by contacting the membership office (contact details below).

As part of the membership application process, we ask applicants to disclose information in relation to their ethnicity, language and disability status with all information collected being confidential, in keeping with Data Protection rules and not released to third parties and is only processed and used to contact you about the Trust's Membership and/or other related issues. A copy of MFT's privacy notice can be found on the Trust's website <https://mft.nhs.uk/privacy-policy/>

'Member Portal' – enables changes, updates and/or cancelling Membership

If the information supplied by an individual as part of their initial membership application process changes in the future, or if an individual wishes to cancel their membership, individuals can manage their membership data through MFT's 'Member Portal'. You can access this (register) by visiting: <https://secure.membra.co.uk/MemberPortal/MFT> and inputting the email address you added to your membership details as part of your application process. You will then be asked to input your first name and set a password. To complete the registration process, you will be sent an email with a link to confirm your 'Member Portal' account. Alternatively, contact the Foundation Trust Membership Office (contact details below) to change your details or cancel your membership.

Further Information – Foundation Trust Membership Office

A more detailed list of Governor and Membership specifications can be found in the Trust's Constitution copy available via the Foundation Trust Membership Office - contact details below:

By Post:

Freepost Plus RRBR-AXBU-XTZT
MFT NHS Trust
Oxford Road
Manchester
M13 9WL

By Phone:

0161 276 8661
(office hours 9.00 am to 5.00 pm, Monday to Friday; answering machine outside these hours)

E-mail:

ft.enquiries@mft.nhs.uk



Governor Declaration of Interests

Name:

Address:

Contact No:

Members of the Council of Governors are expected on an annual basis, or at any-time should their circumstances change, to disclose to the Council any pecuniary, personal or family interests (including partner), whether the interest is actual or potential, direct or indirect.

Interests declared are then formally recorded in the Register of Interest of Governors. The register is available to the public on request and via the 'Meet our Governors' webpage (<https://mft.nhs.uk/the-trust/governors-and-members/council-of-governors/>), with interests being formally documented via completion of this Governor Declaration of Interest Form and reported to the Council of Governors, on an annual basis (at a Council of Governors' Meeting).

Governors who fail to disclose any interest or material interest required to be disclosed under the Trust's Constitution provisions must permanently vacate their office if required to do so by a majority of the remaining Governors.

The Constitution states that:

If a Governor has a pecuniary, personal or family interest, whether that interest is actual or potential and whether that interest is direct or indirect, in any proposed contract or other matter which is under consideration or is to be considered by the Council of Governors, the Governor shall disclose that interest to the members of the Council of Governors as soon as he/she becomes aware of it. The Standing Orders for the Council of Governors (Annex 6) shall make provision for the disclosure of interests and arrangements for the exclusion of a Governor declaring any interest from any discussion or consideration of the matter in respect of which an interest has been disclosed.

A material interest is:

- any directorship of a company;
- any interest or position in any firm, company, business, or organisation (including any charitable or voluntary organisation) which has or is likely to have a trading or commercial relationship with the Foundation Trust;

- any interest in an organisation providing health and social care services to the National Health Service;
- a position of authority in a charity or voluntary organisation in the field of health and social care;
- any connection with any organisation, entity or company considering entering into a financial arrangement with the Foundation Trust including but not limited to lenders or banks.

Any Governor who has an interest in a matter to be considered by the Council of Governors (whether because the matter involves a firm, company, business, or organisation [including any charitable or voluntary organisation] in which the Governor or his spouse or partner has a material interest or otherwise) shall declare such interest to the Council of Governors and:

- shall withdraw from the meeting and play no part in the relevant discussion or decision; and
- shall not vote on the issue (and if by inadvertence they do remain and vote, their vote shall not be counted).

Details of any such interest shall be recorded in the register of interests of Governors.

Any Governor who fails to disclose any interest or material interests required to be disclosed under these provisions must permanently vacate their office if required to do so by a majority of the remaining Governors.

The Bribery Act 2010

The Bribery Act 2010 came into effect on the 1st July 2011 and made it a criminal offence to give promise or offer a bribe, and to request to agree to receive or accept a bribe, either at home or abroad. It also includes bribing a Foreign Official. It will increase the maximum penalty for bribery to ten years imprisonment with an unlimited fine. The Act also introduced a corporate offence of failing to prevent by bribery by the organisation not having adequate preventative procedures in place. An organisation may avoid conviction if it can show that it had procedures and protocols in place to prevent bribery. The organisation should carry out assessments of the risks of bribery and corruption in its business on a periodic basis. Procedures will be put in place that are proportionate to the bribery risks identified and for the Trust this will include information on the Trust's intranet and internet sites and additions to the Standing Orders (Standards of Business Conduct) and the declaration of interest and gifts and hospitality form.

If you require any further guidance a copy of the Trust's Standards of Business Conduct and Hospitality Policy are available from the Trust Secretary.

Nick Gomm
Director of Corporate Business/Trust Secretary



REGISTER OF INTERESTS

FULL NAME	<u>MFT GOVERNOR</u> POSITION HELD	INTERESTS DECLARED

NB: If you have no interests to declare please state in words on the above form “no interests to declare”.

Date:

Signed:

PLEASE RETURN TO DIRECTOR OF CORPORATE BUSINESS/TRUST SECRETARY

Foundation Trust Membership Office Contact Details:

Freepost Plus RRBR-AXBU-XTZT, Foundation Trust Membership Office, MFT NHS Trust, Oxford Road, Manchester, M13 9WL

Telephone number: 0161 27 68661

Email Address: ft.enquiries@mft.nhs.uk

The Seven Principles of Public Life outlined by the Nolan Committee

1. Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

2. Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

3. Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

4. Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

5. Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

6. Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

7. Leadership

Holders of public office should promote and support these principles by leadership and example.



Governors' Code of Conduct

Introduction

In keeping with the Trust's Constitution, Governors are required to sign a declaration stating that they will comply with the Governors' Code of Conduct, and as an NHS Foundation Trust Governor:

- They will commit to actively support the Trust's Mission and Values.
- They will seek at all time to support the Trust in its aims and priorities and ensure that its needs and interests are foremost in decision-making.
- They will act with discretion and care in respect of difficult and confidential issues.
- They will maintain confidentiality with regard to information gained.
- They will uphold the seven principles of public life as outlined by the Nolan Committee (Appendix 2).
- They will acknowledge that the Trust is an apolitical organisation.
- If a member of a trade union, political party or other organisation, they will recognise that they will not be representing those organisations but will be representing the public and staff that elected them or the organisation that nominated them.
- They will be honest and act with integrity and probity at all times.
- They will seek to ensure that their Governor colleagues are valued and that judgements about them are consistent, fair and unbiased and are properly founded.
- They will show their commitment to working as a team member by working with colleagues in the NHS and wider community.
- They will seek to ensure that the membership of the constituency, area or category that they represent is properly informed and able to influence services.
- They will seek to ensure that no one is discriminated against because of their religion, belief, race, colour, gender, marital status, disability, sexual orientation, age, social or economical status or national origin.
- They will at all times comply with the Constitution, Standing Orders and Standing Financial Instructions of the Trust.
- They will seek to ensure that the best interests of the public, patients, carers and staff are upheld in decision-making and that decisions are not improperly influenced by gifts or inducements.
- They will support and assist the Chief Executive of the Trust in his responsibility to answer to the Independent Regulator, Commissioners and the Public in terms of fully and faithfully declaring and explaining the use of resources and the performance of the total NHS in putting national policy into practice and delivering targets.

The Trust's Constitution stipulates that a person may not become a Governor of the Trust, and if already holding such office will immediately cease to do so, if:

- they have failed to sign and deliver to the Secretary a statement in the form required by the Secretary confirming acceptance of the Governors' Code of Conduct ;
- they are a person who does not adhere to the Governors' Code of Conduct
- They commit a serious breach of the Code of Conduct; or they have acted in a manner detrimental to the interests of the Foundation Trust; and the Council of Governors consider that it is not in the best interests of the Foundation Trust for them to continue as a Governor, they must permanently vacate their office if required to do so by a majority of the remaining Governors.

Governors' Code of Conduct

1. Purpose of This Document

- 1.1.** This document sets out the standard of personal behaviour and conduct required of Governors of Manchester University NHS Foundation Trust. It is the Code of Conduct for Governors referred to in the Constitution of the Foundation Trust.
- 1.2.** A material breach of this Code of Conduct may result in removal as a Governor, as provided in the Constitution.
- 1.3.** As a condition of remaining a Governor, all Governors are required to sign a confirmation that they have received, read and agree to comply with this Code of Conduct.

2. Qualification and Eligibility to be a Governor

- 2.1.** The Foundation Trust's Constitution sets out the criteria by which an individual is qualified and eligible to be a Governor. A Governor shall notify the Trust Secretary immediately on becoming aware that they no longer fulfil or may no longer fulfil any of these criteria.

3. Duties of Governors

- 3.1.** Obeying the law and complying with the Constitution
 - 3.1.1.** In carrying out their role, Governors are required to obey the law, and to comply with the Foundation Trust's Constitution.
 - 3.1.2.** If in any doubt about this on any particular matter, a Governor should in the first place seek advice from the Trust Secretary.
- 3.2. Duty of Good Faith**
 - 3.2.1.** Governors are required at all times to be truthful and honest with each other, and with any other people with whom they have any contact as a Governor.
 - 3.2.2.** Governors are required at all times to act in the best interests of the Foundation Trust. They have a responsibility to make known the views, concerns and aspirations of those whom they have been elected to represent, or who appointed them; but any decision they make must be made in what each Governor honestly believes to be the best interests of the Foundation Trust.
 - 3.2.3.** Governors owe a duty of undivided loyalty to the Foundation Trust.

- 3.2.3.1.** Governors must not allow themselves to be in a situation where any other interest which they have comes into conflict with their duty as a Governor.
- 3.2.3.2.** Governors must disclose or declare any interest as required by the Constitution. If in any doubt about whether an interest should be disclosed or declared, a Governor should consult the Trust Secretary.
- 3.2.3.3.** Governors must not use their position as Governor to secure any personal advantage.
- 3.2.4.** Governors must treat any information which they receive as confidential, and must not disclose it to any third party without the express permission of an authorised representative of the Foundation Trust.

3.3. Being Careful

- 3.3.1.** Governors have a duty to take such care in carrying out their responsibilities as a reasonable person would take in relation to their own affairs: doing their best.
- 3.3.2.** This includes attending meetings, preparing in advance for meetings by reading papers, asking for advice when it is needed, and attending any training provided by the Foundation Trust.

4. Standards of Behaviour

- 4.1.** Governors are required at all times to treat each other, and any other people with whom they have any contact as a Governor, with dignity, respect and fairness.
- 4.2.** Governors should at all times work co-operatively with others involved in the governance of the Foundation Trust and strive to make the governance arrangements work for the best interests of the Foundation Trust.
- 4.3.** Governors must uphold the seven principles of public life (Nolan Principles).
- 4.4.** Governors should refer any media enquiries to those within the Foundation Trust's management responsible for public relations. A Governor has no authority to represent the Foundation Trust to any other person or organisation unless expressly authorised to do so.
- 4.5.** Governors must not bring the Foundation Trust into disrepute.
- 4.6.** Governors must uphold the values of the Foundation Trust.

5. Non-compliance with this Code of Conduct

- 5.1.** If a Governor commits a material breach of this Code of Conduct, it may result in removal by resolution of the requisite majority of the remaining Governors, as required by the Constitution.
- 5.2.** Before any resolution to remove a Governor may be considered by the remaining Governors at a meeting:
 - 5.2.1.** Full details of the alleged material breach shall be put in writing, together with details of the grounds upon which it is considered not to be in the best interests of the Foundation Trust for them to continue as a Governor and sent to the Governor concerned to be received not less than 14 days before the meeting.
 - 5.2.2.** The Governor shall be given the opportunity to respond, in writing or in person at the meeting.



Governors' Code of Conduct – Compliance Form

I confirm that I have received and read the Governors' Code of Conduct. I agree to comply with it in carrying out my role as a Governor of Manchester University NHS Foundation Trust.

Name:

Signed:

Dated:

Please detach and return this page of your completed/signed form to the Director of Corporate Services/Trust Secretary

Foundation Trust Membership Office
FREEPOST Plus RRBR-AXBU-XTZT
MFT NHS Trust
Oxford Road
Manchester
M13 9WL

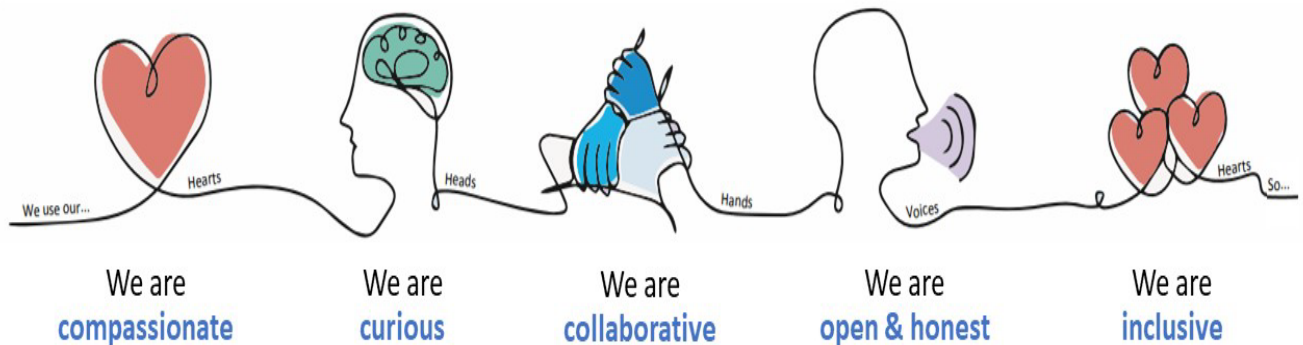
Appendix 1 - MFT's Mission, Values and Council of Governors' associated Vision & Values



Manchester University
NHS Foundation Trust

To achieve our mission of: **'Working together to improve the health and quality of life of our diverse communities'...**

People who we serve, our colleagues, communities and partners are counting on us, so...



We are collectively getting it right, when we can all say...

- I listen to and respect the views and opinions of others, valuing their perspectives
- I promote empathy, understanding and kindness to others
- I support others to deal with and respond successfully to challenges
- I seek opportunities to continuously improve and innovate our care, services, research and teaching
- I make a habit of asking questions and seek to notice things that may have been missed
- I keep learning and support others to do the same
- I put the needs of our service users above all else to succeed together
- I share information with all that need it and work together with others to find shared solutions to problems.
- I celebrate the success of others
- I set a good example and behave how I would want others to behave towards me
- I give meaningful feedback and call it out if I see standards or patient safety not being maintained. I invite feedback from others
- I acknowledge when I get it wrong and use it as an opportunity for learning
- I actively ensure those around me feel valued and respected
- I consider other people's different needs and circumstances
- I treat people fairly, based on the unique things each person brings

Vision – Council of Governors purpose statement

“Members (including public and staff), General Public and Stakeholders – to be effectively represented by Governors who collectively connect and engage by supporting individuals to have healthy dialogues and seek appropriate and relevant performance assurance from the Board (via Non-Executive Directors)”

Values – Council of Governors operating principles

Working together

- We will attend meetings and be committed to our role of Governor
- We will advise of our meeting/event availability and when attending meetings/events, we will arrive on time
- We will read ahead and be prepared so we are able to contribute effectively
- We will strive to ensure that the interaction between the Board of Directors and the Council of Governors is seen primarily as being a constructive partnership seeking to work effectively together in our respective roles
- We will proactively engage with the Board of Directors in those circumstances when we have concerns

Dignity and care

- We will support each other to work on our common objectives and collective beliefs, in keeping with our Governor Role/Code of Conduct

Everyone matters

- We will listen to each other, allowing one person to speak at a time and give everyone the opportunity to contribute
- We will recognise time constraints and respect each other's time

Open and honest

- We will create a friendly atmosphere and be polite and respectful to each other and those we interact with
- We will seek assurance and challenge positively