



Returning Officer

UK Engage
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10 Acorn Business Park
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23 June 2022

Do you want to be a Staff Governor?

Dear Colleague

I am writing to inform you that we will soon be holding elections to our Council of Governors. As a member of our Trust you have an important role to play in ensuring that our Governors are truly representative of the people we serve.

I am now asking you to think about standing for election as a Governor and to get ready to vote for your preferred Governor in the elections. Governors are asked to contribute their passion and enthusiasm to our work, whilst holding the Board to account for our performance, and contribute their views and ideas through joint working with the Board at committees, seminars and working groups for example.

The elections are to be held for the following constituencies:

Staff - Nursing & Midwifery (including Healthcare Assistants) (at L&D site)

Staff - Professional, Technical & Pharmacy (at L&D site)

Staff - Non Clinical (Admin, Clerical, Managers, Ancillary & Maintenance) (at L&D site)

Staff - Non Clinical (Admin, Clerical, Managers, Ancillary & Maintenance) (at Bedford site)

This leaflet tells you more about the role of a Governor and what to do if you would like to stand for election.

If you would like to stand for election you can find details of how to request a nomination form on the back page of this leaflet.

Whether you decide to stand for election or not we hope that when the time comes you will use your vote to make sure our newly elected Council has the best possible support from members of the Trust.

Best wishes

Simon Linnett

Chair, Bedfordshire Hospitals NHS Foundation Trust

An online form is available at <https://hub.ukevote.uk/bh> on the internet

About us

Bedfordshire Hospitals NHS Foundation Trust is a large general hospital across two sites, Luton and Dunstable University Hospital and Bedford Hospital.

The Trust has approximately 1,337 inpatient beds across the two sites and provides a comprehensive range of general medical and surgical services, including Emergency Department (ED) and maternity services for people in Luton, Bedfordshire, Hertfordshire and parts of Buckinghamshire. Last year we provided healthcare services for over 171,285 admitted patients, over 716,000 outpatients and 187,214 Emergency Department attendees and we delivered nearly 8,000 babies.



Bedfordshire Hospitals NHS Foundation Trust

All inpatient services and most outpatient services are provided on the Luton and Dunstable Hospital and Bedford Hospital sites. The Trust provides community musculo-skeletal services (MSK) at three locations across the catchment area, including our Orthopaedic Centre situated further along Dunstable Road and chronic obstructive pulmonary disease (COPD) and Diabetes services for South Bedfordshire. Outreach clinics for phlebotomy and therapies are also sited at the North Wing site in Bedford.



What do Governors do?

Governors make sure that our Board of Directors are doing their job well. They also:

- choose who the Chair should be.
- choose who the non-executive directors should be.
- decide how much the non-executives should get paid and what their job should include.
- choose a company to check we are using our money properly, these are called auditors.

- decide if it's a good idea for us to join with other Trusts.
- make sure our Trust has got enough members of different ages and from different backgrounds.
- talk to members to see what they think we should do.
- share what members tell them with us.

Who can be a Governor?

Application Form	
Name	
Address	
Education	
Work Experience	

- You can be a Governor if you are aged 16 or over.
- To be a Governor, you must be a member of the relevant constituency (i.e. if you are a nurse you can only stand for election to a seat in the Nursing & Midwifery constituency).

Who can't be a Governor?

Application Form	
Name	
Address	
Education	
Work Experience	

Some people are not allowed to be a Governor. For example you can't be a Governor if:

- You have been sentenced to prison for 3 or more months.
- You have been declared bankrupt.

Please refer to the Nomination Form for the full list of eligibility criteria.

Will I get help if I become a Governor?

If you become a Governor, you must agree to do your Governor roles.

You can ask for help with being a Governor. For example you may need support to come to Governor meetings. We will talk to you about the support you need.

You will also be sent a lot of information to read. Some Governors may find this hard. You can ask for help with this as well.

Being a Governor does not cost you anything. Although Governors do not get paid, we do pay your travelling costs and parking charges.



I want to be a Governor. What do I do?

Start by making sure nothing in the list on the opposite page "Who can't be a Governor" applies to you.

The next thing to do is fill out a nomination form. These will be available from Thursday, 23 June 2022. There are five ways you can get a copy of the form you need:

1. An online form can be completed at: <https://hub.ukevotek.uk/bh>
2. The form can be downloaded from: <https://hub.ukevotek.uk/bh>
3. Or call **0345 209 3770** and the person who answers the phone will send you one. If you need any help completing your form, please ask for Sharon or Kelly.
4. Or email your full name and address to bh@uk-engage.org and someone will send you one.
5. Or send a letter with your full name and address to **UK Engage, Image House, 10 Acorn Business Park, Heaton Lane, Stockport, SK4 1AS** and someone will send you one.

You must fill out your nomination form and send it back to the address on the form by 5pm on Thursday, 14 July 2022.



What happens next?

The members choose who they would like to be their Governor by voting. Ballot papers are sent out to all members on Friday, 29 July 2022.

Voting closes at 5pm on Wednesday, 17 August 2022.

There are 9 elected Governor places, 4 of which are staff vacancies.



I'm not sure if I want to be a Governor. Can I talk to someone about it?

Please speak to the UK Engage team using the contact details above.

Constituencies

**Nursing & Midwifery
(including Healthcare Assistants)**
(at L&D site) (1 vacancy)

Professional, Technical & Pharmacy
(at L&D site) (1 vacancy)

**Non Clinical (Admin, Clerical,
Managers, Ancillary & Maintenance)**
(at L&D site) (1 vacancy)

**Non Clinical (Admin, Clerical,
Managers, Ancillary & Maintenance)**
(at Bedford site) (1 vacancy)



How to contact us



Phone: 0345 209 3770

Calling us on an 0345 number will cost you the same as a call to a standard landline number starting with 01 or 02.



**Post: UK Engage, 10 Acorn Business Park,
Heaton Lane, Stockport SK4 1AS**



Internet: <https://hub.ukevote.uk/bh>. Here you can find out about the election, download forms and register to complete your nomination online.



Email: bh@uk-engage.org

This information can be made available in other formats. If you require a copy in large print or in a language other than English, please telephone: 01582 718333.

Niniejsze informacje dostępne są w innym formacie. Jeżeli są Państwo zainteresowani otrzymaniem kopii w powiększonym druku lub w innej wersji językowej, prosimy o kontakt pod numerem 01582 718333.

આ માહિતીને અન્ય સ્વરૂપોમાં ઉપલબ્ધ કરાવી શકાય છે. જો તમને મોટી પ્રિન્ટમાં નકલની અથવા અંગ્રેજી સિવાયની ભાષામાં જરૂર હોય તો, કૃપયા ટેલિફોન કરો: 01582 718333.

ਇਸ ਜਾਣਕਾਰੀ ਨੂੰ ਹੋਰ ਸਰੂਪਾਂ ਵਿੱਚ ਉਪਲਬਧ ਕਰਵਾਇਆ ਜਾ ਸਕਦਾ ਹੈ। ਜੇ ਤੁਹਾਨੂੰ ਇੱਕ ਵੱਡੇ ਪ੍ਰਿੰਟ ਵਿੱਚ ਜਾਂ ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਇਲਾਵਾ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿੱਚ ਕਾਪੀ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਇੱਥੇ ਟੈਲੀਫੋਨ ਕਰੋ: 01582 718333

اس معلومات کو دیگر وضعات میں دستیاب کیا جا سکتا ہے۔ اگر آپ کو انگریزی کے علاوہ کسی اور زبان میں ایک بڑے پرنٹ کی صورت میں نقل درکار ہے، تو براہ مہربانی ٹیلی فون کریں: 01582 718333

এই তথ্যসমূহ অন্য বিন্যাসে লভ্য করানো যেতে পারে। যদি আপনার বড় মুদ্রণ বা ইংরেজি ছাড়া অন্য কোন ভাষা তে একটি অনুলিপির প্রয়োজন হয় তাহলে অনুগ্রহ করে এই নম্বরে টেলিফোন করুন: 01582 718333