

Becoming a governor at the Royal Devon – Frequently Asked Questions (FAQs)

Q: Who can be a governor?

- Most people are eligible to be a governor and we welcome you to put yourself forward. Currently we are looking for public governors, so if you are an employee of the Trust you cannot apply at the moment.
- You must be at least 16 years old and be a member of the Trust at the time of standing for election. If you aren't a member yet, you need to complete [our member application form](#).
- A public governor needs to live in one of the Trust's public constituencies. At the moment we are looking for people living specifically in our Southern constituency, which includes the district council areas of Exeter, Teignbridge, Torbay, South Hams and Plymouth.
- Anyone who was previously employed by the Trust cannot become a public governor until two years have passed since they left the Trust.
- **For more detailed eligibility information, please see [our information booklet](#).**

Q: What does being a governor involve?

There are a number of specific responsibilities, which are described in our [information booklet](#). Broadly speaking, the governor role is to:

- Hold the Trust's Non-Executive Directors to account for the performance of the Board of Directors
- Represent the broad interests of NHS Foundation Trust members and the public to the Board of Directors, making the Trust publicly accountable
- Appoint our Chair and other Non-Executive Directors
- Bring valuable perspectives and contributions to the activities of the Council of Governors

The Council of Governors fulfils its roles and responsibilities through its formal meetings, which are all-day meetings held four times per year. They are chaired by the Chair of the Trust, Dame Shan Morgan. These topics are discussed at the meetings, with governors invited to ask questions and share feedback from their communities. Decisions are also made and formally recorded at these meetings

relating to appointments of Non-Executive Directors and other matters requiring approval by the Council of Governors.

Q: What is it like being a governor?

We'll let our governors answer this question. [Click here](#) to hear some of our current and former public governors share their perspectives in a short video.



Q: How much time does it take?

You should expect to attend and prepare for a minimum of eight meetings a year, which includes the Trust's Council of Governors meetings, which are quarterly, and development days, which are also held four times per year. These eight meetings are held face-to-face at varying locations across Devon.

- There could be more if you take part in meetings of sub-committees, working groups and task and finish groups.
- Ad-hoc meetings are sometimes set up where timely decisions need to be made e.g. as part of the process of appointing a new Chief Executive Officer
- You may also be asked to attend key Royal Devon events such as the Annual Members Meeting and member engagement events.
- You will need to put time aside to read papers and reflect on their content in preparation for meetings.

Q: What support is provided?

- We provide an induction programme for newly elected governors. We regularly review the content of this induction, seeking feedback from our governors to make sure it meets your needs.
- Administrative support and meeting information is provided by the engagement team and the corporate governance team.

- The Trust provides on-going updates on the NHS and what is happening at the Royal Devon
- Opportunity for training and development days
- Occasional opportunity to attend governor-related conferences
- This is an unpaid voluntary role so there is no remuneration, but expenses for travel costs, carers costs and certain admin costs are available.

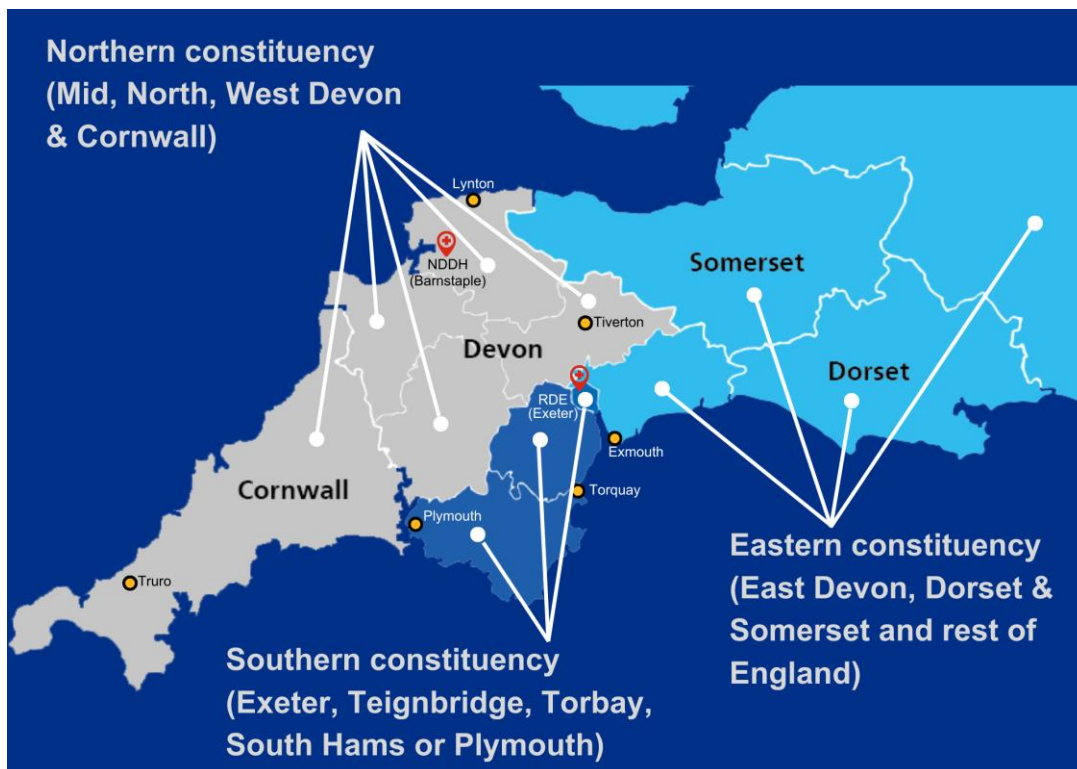
Q: Where do I find more information about the governor role?

Please take a look at [our information booklet, Becoming a Governor at the Royal Devon.](#)

We are also running a webinar on Thursday 13 February with our current governors who support the work of the Council of Governors. At this webinar, you can find out more about the role and ask any questions. [Sign up here.](#)

Q: If I want to be a governor, what do I need to do next?

- To become a governor, you need to take part in our governor elections. You need to nominate yourself and have the support of two other people who live in your constituency. The Trust has asked election services company Mi-Voice to support our election and to act as our Returning Officer and they have set up our nominations web page (details below).
- To check if where you and your supporters live is in the Southern constituency take a look at the following maps below or contact the Mi-Voice Support Team at support@mi-voice.com or on 02380 763 987.



Area map for Southern constituency (Exeter, Teignbridge, Torbay, South Hams and Plymouth)



Q: Who can I ask to support my nomination to become a governor?

- Your two supporters could be family, friends, a neighbour or a colleague. They need to live in the same constituency as you.
- Employees of the Royal Devon cannot support your nomination.
- Your supporters will receive an email asking them to confirm their support for your nomination.
- By supporting your nomination, they will become a member of the Royal Devon, if they are not already a member. Our members benefit from getting our monthly newsletter, invites to our events, discounts on big name brands, and can vote in our governor elections.

Q: How do I nominate myself?

Once nominations open on Wednesday 5 February, submit your nomination via our election services provider, Mi-Voice.

Online: www.mi-nomination.com/royaldevon

For help or to request a nomination form in an alternative format, please contact Mi-Voice Support

Email: support@mi-voice.com

Telephone: + 44 (0) 2380 763 987

As part of this you will need to:

Write a supporting statement (250 words) – this will be reproduced exactly as submitted. The form will provide guidance on what to tell people to support your nomination and will be circulated to the members in your constituency should there be a contested election.

- Submit a photograph
- Ensure you have two supporters and provide their contact details
- **Read and sign the declaration – this is very important as you are declaring you are eligible to be a governor, that you have read the Governors' Code of Conduct and that to the best of your knowledge the information provided on your form is accurate. Eligibility information and the Code of Conduct are provided with the nomination form.**