

Nomination Form

For Elections to Council of Governors

Election Date 6 December 2013

Nominations Close

Completed forms must be sent to: The Returning Officer, Idox Elections, 25d Bishop Street, Londonderry, Northern Ireland, BT48 6PR. **Nominations MUST be received by 12 noon on 30 October 2013.**

Any forms received after this date and time will be declared invalid.

- All sections of this form MUST be completed or your nomination will be invalid.
- Please read the guidance notes at the end of each section to help you complete the form correctly.
- Please note faxed and emailed nomination forms will NOT be accepted, however we do accept a photograph (optional) and candidate statement by e-mail.

Section One – Candidate's Details (please see additional notes for completing section one)

PLEASE USE BLOCK CAPITALS

Title (Mr/Mrs/Ms/Miss/Dr/etc):

Full Name:

Name as you wish it to appear on election material, if different to above:

Contact Address:

Contact Phone Number:

Postcode:

Email:

I wish to stand as a governor in the following constituency of which I am a member:- *(please tick one box only)*

Patient Constituency (2 Seats)

Public Constituency (1 seat from each of the following constituencies)

Staff Constituency (1 seat from each of the following classes)

Patient

☐

Westminster Area 1

☐

Allied Health Professionals,
Scientific & Technical

☐

Westminster Area 2

☐

Contracted

☐

Wandsworth Area 1

☐

Nursing & Midwifery

☐

1. Please read the guidance notes regarding boundaries for each public constituency or visit our website www.chelwest.nhs.uk/get-involved/elections

2. Please contact the Board Governance Manager vida.djelic@chelwest.nhs.uk if you are unsure in which class of the staff constituency you are eligible to stand for.

Declaration of Interests: Such interests do not prevent you from standing but these details will be distributed to voters as part of your election statement.

a) Are you a member of a political party?

Please delete as appropriate **Yes / No**

If Yes, please specify which one

b) Do you have any financial or other interests in the Chelsea & Westminster Hospital NHS Foundation Trust?

Please delete as appropriate **Yes / No**

If Yes, please give brief details

Section Two – Candidate's Election Statement

(please see additional notes for completing section two)

- All candidates **MUST** submit a candidate statement of not more than 250 words to support their election nomination. This will be circulated with the ballot paper.
- If you are a governor seeking re-election please read the guidance notes for completing Section Two for more details.
- Providing a photograph is optional. If you do not wish to submit a photograph, it does not invalidate you as a candidate and your nomination remains valid. The words 'photograph not provided' will be published in place of the photo on the Candidate's Statements.
- Please email your candidate statement to nhsft@idoxgroup.com. If you do not have access to email then please attach a separate sheet to the nomination form and send it to the Returning Officer, Idox Elections, 25d Bishop Street, Londonderry, Northern Ireland, BT48 6PR.
- Please note a signed hard copy of the nomination form is required to validate your nomination - emailed and faxed copies of the nomination form will **NOT** be accepted.
- Please see the guidance notes for completing Section Two for more details.

Please write your name on the passport-sized photograph and fix it here

Your Name_____

Checklist

- | | |
|---|--|
| • I have emailed a copy of a candidate statement to nhsft@idoxgroup.com or | Yes / No (please delete as appropriate) |
| • I have attached a candidate statement to support my nomination | Yes / No (please delete as appropriate) |
| • (Optional) I have emailed a photograph to nhsft@opt2vote.com | Yes / No (please delete as appropriate) |
| • (Optional) I have attached a passport photograph | Yes / No (please delete as appropriate) |

It may be useful to include the following when preparing your statement:

Why do you want to be a governor?

What special skills can you bring to the role?

Remember the maximum word count allowed is 250 words

Section Three – Eligibility of Candidate

The Chelsea and Westminster Hospital NHS Foundation Trust's constitution and governance arrangements do not allow members to stand for election to the Council of Governors if:

- they are under sixteen years of age;
- they are a Director of the Foundation Trust, or a governor or director of a health service body (unless they are appointed by an appointing organisation which is a health service body);
- they are the spouse, partner, parent or child of a member of the Board of Directors of the Foundation Trust;
- they are a member of a local authority's Overview and Scrutiny Committee covering health matters;
- being a member of one of the public constituencies or the patients' constituency, they refuse to sign a declaration in the form specified by the Secretary of particulars of their qualification to vote as a member of the Foundation Trust, and that they are not prevented from being a member of the Council of Governors;
- if they are subject to a sex offender order;
- they have been adjudged bankrupt or their estate has been sequestrated and in either case they have not been discharged;
- they have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
- they have within the preceding five years been convicted in the British Islands of any offence, and a sentence of imprisonment (whether suspended or not) for a period of three months or more (without the option of a fine) was imposed;
- they have within the preceding two years been dismissed, otherwise than by reason of redundancy, from any paid employment with a health service body;
- they are a person whose tenure of office as the Chairman or as a member or director of a health service body has been terminated on the grounds that their appointment is not in the interests of the health service, for non-attendance at meetings, or for non-disclosure of a pecuniary interest.

Section Four – Declaration of Candidate

I declare that I am not prevented from being a governor by any provision of the constitution as outlined in section three. The Constitution is available at the following link: www.chelwest.nhs.uk/getinvolved

Public and Patients

I declare that I am a member of _____ Constituency and I am
(state constituency and for public, which area)
eligible to vote in _____ Constituency.

Staff

I declare that I am a member of _____ Constituency and _____
Class and am eligible to vote in _____ Constituency and _____
Class.

I declare that I wish to stand as a candidate and my declaration of interests and declaration of eligibility as stated are true and correct.

Signature of candidate:

Date:

Section Five – Membership

All candidates must be members of the Chelsea and Westminster Hospital NHS Foundation Trust.

If you are not a member you must apply for membership immediately to validate this nomination and allow it to continue. **You can join through our website at www.chelwest.nhs.uk/getinvolved**

Guidance notes for all prospective candidates

- It is the responsibility of candidates to ensure that this form arrives before nominations close. We recommend that you confirm its safe receipt by contacting the Electoral Registration Officer at IDOX ELECTIONS on 028 7137 1111.
- All nomination forms will be acknowledged within two working days of its receipt by first class post to the address provided.
- If you need any further advice or information about completing this form please contact the Returning Officer at Idox Elections on 028 7137 1111.

Simple checklist for candidates

| | |
|--|--------|
| Have you completed all parts of Section One? | Yes/No |
| Have you completed all parts of Section Two? | Yes/No |
| Have you emailed or attached the optional photo? | Yes/No |
| Have you emailed or attached a candidate statement? | Yes/No |
| Have you signed and dated the declaration in Section Four? | Yes/No |

Guidance notes for prospective candidates on completing Section One

To be eligible to stand in this election candidates must:

- Be a member of the Chelsea and Westminster Hospital NHS Foundation Trust, in the class of the staff constituency or public constituencies or patient constituency in which the election is to be held.
- Meet all the criteria for eligibility as specified in Section Three.
- Areas of the Foundation Trust for the public constituencies in which elections are held:
 - 1) City of Westminster (area 1) – the electoral areas of Queen's Park, Harrow Road, Maida Vale, Little Venice, Westbourne, Bayswater, Lancaster Gate, Hyde Park, Knightsbridge and Belgravia, Warwick and Vincent Square.
 - 2) City of Westminster (area 2) – the electoral areas of Abbey Road, Regent's Park, Church Street, Bryanston and Dorset Square, Marylebone High Street, West End, St James's, Tachbrook and Vincent Square
 - 3) London Borough of Wandsworth (area 1) – the electoral areas of Thamesfield, West Putney, East Putney, Roehampton, West Hill, Southfields, Fairfield, Earlsfield, Tooting and Wandsworth Common.

Guidance notes for prospective candidates on completing Section Two

Candidates will be listed in alphabetical order by surname in the statement of candidates and on the ballot paper. The following details will be published in the statement of candidates (to be circulated with the ballot paper)

- Candidate's name, class of the staff constituency or public constituencies or patients' constituency of membership.
- A statement from the candidate (see Section Two for details).
- Declaration of interests.
- A photograph of the candidate (optional).

Content of Statement

- Candidate's Election Statements should state why the candidate thinks that they should be elected to represent the local community in the constituency area. It will be reproduced to be circulated to all voters along with the ballot paper.
- The statement must not exceed 250 words. Any statement received that exceeds 250 words will be edited at the cut-off point of 250 words.
- The Monitor Code of Governance states regarding re-election: 'Elected governors must be subject to re-election by the members of their constituency at regular intervals not exceeding three years. The names of governors submitted for election or re-election should be accompanied by sufficient biographical details and any other relevant information to enable members to take an informed decision on their election. This should include prior performance information such as attendance records at governor meetings and other relevant events organised by the NHS foundation trust for governors'.
- Please do not include defamatory or offensive material.
- Failure to provide a statement will invalidate your nomination form.
- Failure to provide the declarations required will invalidate your nomination form.

Word Limit

- All words must be counted. For example 'I', 'we' and 'etc' must be counted as one word.
 - Any numbers in a block may be treated as one word. For example '23/04/2010'.
 - We would strongly advise all candidates not to use acronyms or initials. For example 'C&W NHSFT' should be written as 'Chelsea & Westminster Hospital NHS Foundation Trust'.
 - Compound or hyphenated words such as 'co-operation' will be treated as one word.
 - The candidate's statements will be printed using a common typeface and font size to ensure a consistent approach.
 - Bullet points and numbering references are permitted and will not be counted as words.
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