

From: Marie Gabriel, Trust Chair

To: Council of Governors

Date: 15 March 2018

Subject: Election for the Assistant Deputy Chair of the Council of Governors

1.0 Purpose of the Report

1.1 To brief the Council regarding the appointment of an Assistant Deputy Chair of the Council of Governors.

2.0 Role of the Assistant Deputy Chair of the Council of Governors

2.1 The Assistant Deputy Chair supports and deputises for the Deputy Chair. The role of the Assistant Deputy Chair is set out below:

- Chairing meetings (or parts of them) in certain circumstances.
- Being a member of the Significant Business Committee, and chairing the meeting in the absence of the Non-Executive Director Chair
- Acting as the Lead Governor in the absence of the Deputy Chair
- To seek opinions from Council of Governors where needed and to be the bridge between the Council of Governors and the Trust by:
 - Attending Trust Board meetings
 - Responding to Council of Governors where appropriate
 - Attending ad hoc meetings for Governors
 - Requesting feedback from Governors who attend Trust groups/committees
 - Meeting with the Trust Chair and Trust Secretary regularly for updates and feedback
 - Meeting with the Senior Independent Director if there are any Governor issues or complaints
 - Meeting with Governors on a 1:1 basis if necessary
- Contributing to the development of the Council of Governors
 - Speaking at Council of Governors Induction events
 - Attending Council of Governors Briefing Sessions (elections)
 - Presenting to the Annual Members Meeting on the Council of Governors Annual Report in the absence of the Deputy Chair
 - Proposing Agenda items for Council of Governors meetings

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- Working with the Membership team on new procedures, general Council of Governors issues, meeting arrangements.

2.3 Appropriate training and support will be provided to the successful candidate.

4.0 Election timetable

4.1 At the September 2014 Council of Governors meeting, it was agreed that candidates for the post of Deputy Chair and Assistant Deputy Chair should be required to address the Council of Governors in person as part of the election process, in addition to submitting a written election statement.

4.2 As such, presentations will be made at the May 2018 Council meeting as demonstrated in the timetable below.

Date	Process
19 March – 20 April 2018	Candidates submit nomination forms
17 May 2018	Candidates make presentations to the Council
21 May – 22 June 2017	Votes for candidates are received
19 July 2018	Assistant Deputy Chair is appointed by Council

4.3 The election will be conducted internally.

4.4 On the occasion only one nomination is received, the candidate will be appointed to the role at the May 2018 Council meeting.

5.0 Action being requested

5.1 The Council are requested to **NOTE** the contents of the report.