

From: Norbert Lieckfeldt, Corporate Governance Manager
Andrea Goldsmith, Interim Trust Secretary

To: Council of Governors

Date: 17 May 2018

Subject: Deputy Chair and Assistant Deputy Chair – elections

1.0 Purpose of the Report

- 1.1 Following Norbert Lieckfeldt's appointment as Corporate Governance Manager within the ELFT Membership Office, there is a vacancy for the Deputy Chair role.
- 1.2 There is also a vacancy for the Assistant Deputy Chair role.

2.0 Nominations Process

- 2.1 The Council discussed and agreed a process at their last meeting in March 2018. Following this meeting, the Membership Office sent an email on behalf of Georgia Denegri with the nomination forms and deadlines for nominations.
- 2.2 The deadline was first extended to 27 April 2018 due to a mistake with the dates. However on 27 April 2018, it became apparent that these details had not been received by all Governors and so the deadline was extended to 4 May 2018 to check that all Governors had received the nomination information.
- 2.3 The following nominations were received:

Deputy Chair

- Zara Hosany
- Neil Wilson

Assistant Deputy Chair

- Caroline Ogunsola
- Rubina Shaikh
- Keith Williams

3.0 Election Process

- 3.1 At the start of the meeting, each Governor will be given two ballot forms (Deputy Chair and Assistant Deputy Chair) in a Freepost envelope. The ballot papers will be numbered individually, but the Membership Office will not know which Governor has received which ballot paper to maintain the anonymity of the process.

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- 3.2 Governors who are not recorded as having received ballot papers at the meeting will be sent the ballot papers and a Freepost envelope the following day.
- 3.3 Each candidate has prepared a statement to support their nomination (attached to this report), and they will have the opportunity to address the Council meeting on 17 May 2017 for three minutes only.
- 3.4 Each Governor has one vote for the Deputy Chair and one vote for the Assistant Deputy Chair, and will cast their vote by a cross (X) next to their preferred candidate. Please be exact: if the intention is not clear, the vote cannot be counted.
- 3.5 The Governors can vote and return their papers in the sealed envelope to the Membership Office staff at the meeting, by the Freepost envelope by Thursday, 31 May 2018 or by manually handing them to the Membership Office at Trust HQ. Any votes received after this date will be invalid and will not be counted.
- 3.6 The valid votes received will be counted on Friday, 1 June 2018, by the Membership Office staff, and the results advised to the successful candidates and the Trust Chair, the unsuccessful candidates and then the wider Council. The papers will be kept in the Membership Office and will be available to any Governor who wishes to see them.
- 3.7 In the event of a tie for the Deputy Chair role, the two candidates will be asked to come to meet Marie Gabriel and the successful candidate will be decided by a drawing of lots.
- 3.8 In the event of a tie for the Assistant Deputy Chair role, this will be decided at the July 2018 Council of Governors' meeting by the drawing of lots.
- 3.9 The appointments will be confirmed by the Council at their meeting on 19 July 2018.

4.0 Action requested

- 4.1 The Governors are asked to vote for the Deputy Chair and Assistant Deputy Chair and return their ballot papers to the Membership Office staff either during this meeting or via the Freepost envelop provided.
- 4.2 The Governors are asked to note that the closing date for voting is Thursday, 31 May 2018: any votes received after this date will not be counted.

Deputy Chair to the Council of Governors

Candidate's Election Statement

300 words maximum

Candidate's Name: Zara Hosany

Why do you want to be the Deputy Chair of the Council of Governors?

Both the Trust and the Council continue to go through significant periods of transformation, and I believe with this comes an opportunity for change. Creativity and innovation is vital to progression, however I believe effective leadership and stability is vital in achieving our vision. I believe with my previous experience in this role, I am able to lead the Council in increasing the quality of our interactions and in delivering our key responsibilities within the Trust in a more engaged and dynamic way. I would like to continue to play a role in developing the best Council of Governors in the UK.

As your lead governor, I will strive to create space for effective communication and thinking together. I am an approachable person, and am interested in hearing, acknowledging, and representing your views in as many forums as possible. I am passionate about empowering people and believe that everyone should equally have a voice and feel listened to. Together, we can influence effective decision making for our Trust and continue to improve on our existing health services.

What relevant skills, qualifications or experience do you bring to this role?

I have over 15 year of experience working in mental health services and interrelated systems. I believe in delivering high quality healthcare and consider the involvement of service users, carers, staff, and local community partners to be essential for this goal to be achieved.

As a previous Deputy Chair to the Council, I have participated in the Nominations and Committee Group, chaired and coached the Governors' Quality Improvement Group which has delivered excellent outcomes in increasing Governors' satisfaction with levels of communication. I have delivered regular presentations and monthly reports to the Council, Annual Members' meeting, Members' working groups, provided email updates, and written articles for Trust Talk magazine. I regularly attend Trust Board meetings and People Participation committees.

Deputy Chair to the Council of Governors

Candidate's Election Statement

300 words maximum

Candidate's Name: NEIL WILSON

Why do you want to be the Deputy Chair of the Council of Governors?

I have been an Appointed Governor since 2013, representing the London Borough of Newham until 2017, and now represent Education. I strongly believe in developing partnerships between the Trust and the communities we serve. The Council has an important role as representing the areas served by the Trust, the staff and local authorities. As Deputy Chair I would wish to be the link between Governors and the Trust in a positive way. I would be active in providing support and advice to other governors, meeting with individual governors when appropriate, and requesting their views on the effectiveness and ways for improvement for Trust groups and committees. I would ensure that governors participate, understand their role and provide support and challenge. I believe these are important ideas for our Council and would play a full part in governor induction programmes, facilitating a range of discussion at the Council meetings, representing the Council to the membership department on issues, and holding regular meetings with the Chair. I strongly believe in accountability, and would also seek to be a powerful advocate on behalf of the Council, both with the Board, and the wider Membership of the Trust. The role is one that I would want to do, to the best of my ability, to contribute to the very important work of the Council of Governors.

What relevant skills, qualifications or experience do you bring to this role?

I have skills in chairing meetings and experience learnt through being a school governor and as a local councillor of the need to ensure full participation at meetings, I am currently a member of the Nominations and Conduct Committee, so have experience about processes for the Non-Executive Directors, and the Code of Conduct for Governors. I have a wide experience of partnership working, with voluntary groups and community organisations. I am the Mental Health Champion for Newham.

Assistant Deputy Chair to the Council of Governors

Candidate's Election Statement

300 words maximum

Candidate's Name: Caroline Ogunsola

Why do you want to be the Assistant Deputy Chair of the Council of Governors?

I would like to be the Assistant Deputy Chair of the Council of Governors as I believe I have the required skills such as great organisation, excellent leadership and communication skills for the role.

I have great understanding of what matters to people; with the personality and integrity needed to represent the body of Governor in Trust Board meetings and any other delegated meetings.

As a confident speaker with ability and knowledge required to contribute to induction sessions and good strategic understanding of the direction of travel of the Trust, I believe my experience as a community health staff will be invaluable to support the work of the Board and the Governor, and ensure that the Trust benefits positively in this developing area of business for the organisation.

I am experienced in chairing meetings, planning agendas and generally ensuring the smooth running of meetings as planned. I am keen and willing to support the Deputy Chair in any other delegated duties.

What relevant skills, qualifications or experience do you bring to this role?

As BSc (Hons) degree holding Queen's Nurse, a District nurse by background, I have undertaken many other qualifications that supports constant demonstration of necessary skills required for this role such as negotiating, persuasive, influencing and communicating skills.

I also have a Master's degree in Education, and a Diploma in Management Studies. Leadership module sits in the heart of all of these qualifications therefore I possess and constantly demonstrate excellent leadership skills. I also have a Prince II qualification which enables me to manage and lead projects accordingly within set timeframe.

In my role in the Trust, I am Head of Quality for Community services in Tower Hamlets thus I am very aware of governance issues, risks and opportunities in a given situation, and I will be keen to transfer this knowledge into this role as Assistant Deputy Chair.

Assistant Deputy Chair to the Council of Governors

Candidate's Election Statement

Candidate's Name: Rubina Shaikh

Why do you want to be the Assistant Deputy Chair of the Council of Governors?

When I commenced my service in the Trust, little did I know, I could be the confident, knowledgeable and skilful person I am today. Over the years, my forthright contributions (in the form of practical service, leadership and fresh ideas) have affected my NHS community positively and in a manner that I feel extremely proud reflecting upon today.

Driven by my own passion and strong sense of responsibility, I embraced challenges in my governor role at an early stage beginning with becoming the Vice Chair for the Comms Committee where I discharged my leadership collaborative roles honourably. I paralleled this with my contributions to the PP Committee and the QI Group. In all instances, supported colleagues, contributed to new procedures, sought others' opinions and worked with feedback, all of which strengthened my bond with other governors.

Now, fully knowledgeable about the challenges facing the Trust, Service users and Governors, and having a strong understanding of priorities, standards, and accountability. I feel very emboldened to draw on my newly acquired skills and experience to lead in our continuous strive towards 'perfection'. The opportunity to deputise for the Deputy Chair and act as a Lead Governor will boost my ability to effect direct contributions to the development of the Council of Governors.

What relevant skills, qualifications or experience do you bring to this role?

I hold a Higher National Diploma in Computer Science together with a Leadership and Management Training Certificate. I am NVQ Level 3 qualified in Public Health, Communications, Engagement, and Safeguarding; currently studying a Life Coach Training programme.

I have been highly commended for my effective organisational, communication and interpersonal skills in my leadership roles (Comms Committee & Events Group). Aided by a strong sense of dedication and processing skills, I strive constantly for excellence which helps my collaborative working. I have positive attitude, strong personal drive and an infectious enthusiasm.

Assistant Deputy Chair to the Council of Governors

Candidate's Election Statement

300 words maximum

Candidate's Name: Keith Williams

Why do you want to be the Assistant Deputy Chair of the Council of Governors?

I have been a public governor for Luton for two years and during this period I believed I have acquired the necessary experience.

I am very committed to my role as governor and, although I may not be the most experienced governor for this role, I am quite motivated and a keen learner.

I have enjoyed helping the Trust to deliver improved and equitable services to the many directorates.

I have contributed positively at the Council of Governors meetings, holding NEDs accountable at Board meetings, actively participating at Borough Directors meeting and Members Working Lunches.

I am an active member of the Nomination and Conduct Committee, the Communication and Engagement Committee and the QI group

I have completed the QI pocket book training, participated in two site visits, attend the Learning from Complaints presentation and ELFT'S research seminar.

In summary, I have used every opportunity available to governors to improve and to gain more valuable experiences.

What relevant skills, qualifications or experience do you bring to this role?

A long and fulfilling career in in mental health nursing, combining more than 25 years in front line clinical and management roles

BSc (Hons), RMN, Counselling Dip, CPN

Experience of working for Barnet Crisis Intervention Service

Experience of Primary Care Liaison Worker

Experience of CPN Manager

Experience of setting up a career's group in Barnet's

Member of Healthwatch Luton

Member of Mary Seacole Housing Association Management Committee

Experience of participating in the CCG procurement of services

Experience of Chairing Local Authority School's Appeals Hearing and Exclusion Appeal Hearing panel