

Chesterfield Royal Hospital NHS Foundation Trust Governors Code of Conduct

COUNCIL OF GOVERNORS CODE OF CONDUCT AND THE NOLAN PRINCIPLES

1. Introduction

- 1.1 This code which is based on the Nolan Principles (see section 10) sets out the appropriate conduct for governors of the Trust.
- 1.2 The code complements the Trust's constitution which embodies the legal requirements for governors.
- 1.3 The code should be read in conjunction with Monitor's code of governance and guidance for governors.
- 1.4 Once elected, members will be required to sign a declaration to confirm that they will comply with the requirements of this code (see section 11).

2. Qualifications for Office

- 2.1 Governors must continue to comply with the qualifications required to hold office, throughout their period of tenure, as defined in the constitution.
- 2.2 The Trust's director of corporate administration must be advised of any changes in circumstances that may disqualify a governor from continuing in office. Examples of this would include a public governor becoming an employee of the Trust, a staff governor leaving the employment of the Trust or a partner governor leaving their partner organisation.

3. Roles and Functions

- 3.1 Governors must contribute to the workings of the council of governors in order for it to fulfil its role and function as defined in the Trust constitution.

4. Confidentiality

- 4.1 All governors are required to respect the confidential nature of information they are made privy to in private meetings, which is marked as restricted and/or which relates to individual patients, members of staff or commercial confidentiality.

5. Conflict of interests

- 5.1 Governors must act with utmost integrity and objectivity and in the best interests of the Trust in performing their duties. They must not use their position for personal advantage or seek to gain preferential treatment.
- 5.2 Governors should declare any conflicts of interest which may arise and should not vote on any such matters. If in doubt as to the relevance of an interest, governors should seek advice from the Trust's director of corporate administration.

5.3 Pecuniary and non-pecuniary interests should be notified to the Trust's governor and membership officer for inclusion in the register of interests of the council members.

5.3 Any governor who is a member of any trade union, political party or other organisation, must declare this fact to the Trust's director of corporate administration and will not represent that organisation (or the views of that organisation) in their role as governor but will represent the constituency that elected them.

6. Council of Governors meetings

6.1 Governors have a responsibility to attend meetings of the council of governors. When this is not possible they should submit an apology to the Trust's governor and membership officer in advance of the meeting.

6.2 Absence from the council of governor meetings without good reason and/or failure to attend three consecutive council of governor meetings will be reported to the nominations committee. The nominations committee will determine actions required which will range from a discussion between the chairman and governor to ascertain the reasons for absence to a recommendation that the procedure for removal (outlined in the council's standing orders) be applied by the council of governors.

7. Personal Conduct

7.1 Governors are required to adhere to the highest standards of conduct in the performance of their duties and must conduct themselves in such a manner as to reflect positively on the Trust.

7.2 When attending external meetings or any other events at which they are present it is important for governors to be ambassadors for the Trust.

8. Visits to Trust premises

8.1 When governors wish to visit the premises of the Trust in a formal capacity [as opposed to individuals in a personal capacity], the governor shall liaise with the Trust's governor and membership officer to make the necessary arrangements.

8.2 Governors must wear their Trust ID badge when undertaking such visits and at all other times when carrying out duties as a governor.

9. Non-Compliance with the Code of Conduct

9.1.1 Where misconduct takes place, the chair is authorised to take such action as may be immediately required, including the exclusion of the person concerned from a meeting.

9.1 If the governor is considered to have acted in a manner inconsistent with the code of conduct the nominations committee will consider the need to recommend that the procedure for removal (outlined in the council's standing orders) be applied by the council of governors.

10. The Nolan Principles of Public Life

The Seven Principles of Public Life, known as the Nolan Principles, were defined by the Committee for Standards in Public Life. They are:

- 10.1 Selflessness
Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- 10.2 Integrity
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- 10.3 Objectivity
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- 10.4 Accountability
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- 10.5 Openness
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- 10.6 Honesty
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- 10.7 Leadership
Holders of public office should promote and support these principles by leadership and example.

11. Declaration

In undertaking the role of governor:

I,..... (print name) agree to abide by the code of conduct for governors of Chesterfield Royal Hospital NHS Foundation Trust, including the Nolan Principles.

Signature:

Date: