

**AUTHORISATION  
of**

**ROYAL BROMPTON & HAREFIELD NHS FOUNDATION TRUST  
(pursuant to section 35 of the National Health Service Act 2006)**



Signature: *William Wragg*

**1 June 2009**

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## **PART 1 Authorisation**

1. Monitor (“Monitor”), the Independent Regulator of NHS Foundation Trusts, in exercise of the powers conferred by section 35 of the National Health Service 2006 (“**the Act**”) and all other powers exercisable by Monitor, hereby authorises Royal Brompton & Harefield NHS Trust to become an NHS Foundation Trust (“**the Trust**”), subject to the Conditions set out in Part 3 hereof.
2. This Authorisation shall come into force on 1 June 2009.
3. Subject to the provisions of sections 54 and 55 of the Act, this Authorisation shall be of unlimited duration.
4. This Authorisation is not assignable.
5. Monitor may vary the Conditions of this Authorisation.

## **PART 2 Interpretation and construction**

1. Words and expressions used in the Authorisation shall be construed as if they were in an Act of Parliament and the Interpretation Act 1978 applied to them.
2. Any reference to an enactment shall include any re-enactment thereof or amendment thereto.
3. Words and expressions defined in the Act shall have the same meaning when used in this Authorisation.
4. Unless otherwise specified, any reference to a numbered Condition (with or without a suffix letter) or Schedule is a reference to the Condition or Schedule bearing that number in this Authorisation.
5. In construing the provisions of this Authorisation, the heading or title of any Part, Condition or Schedule shall be disregarded.
6. Where any obligation of the Trust is required to be performed by a specified date or within a specified period, and where the Trust has failed so to perform, such obligation shall continue to be binding and enforceable after the specified date or after the expiry of the specified period.

7. In this Authorisation:

“ancillary services” means services which support the provision of the mandatory goods and services listed in Schedule 2.

“property” is land and buildings owned or leased by the Trust.

“the Board of Directors” means the Board of Directors of the Trust.

“the provision of goods and services for purposes related to the provision of health care” includes the provision of social care services.

“high security psychiatric services” has the same meaning as in section 4 of the Act.

## **PART 3 Conditions**

### 1. Principal Purpose

The principal purpose of the Trust is the provision of goods and services for the purposes of the health service in England. This does not preclude the provision of cross-border services to other parts of the United Kingdom.

### 2. General duty

The Trust shall exercise its functions effectively, efficiently and economically.

### 3. Constitution

(1) The Trust may make amendments to its constitution with the approval of Monitor.

(2) The constitution, incorporating any amendments which may be made thereto, is annexed at Schedule 1.

### 4. Compliance and enforcement

(1) The Trust shall comply with:

any requirements imposed on it under the Act or any other enactment;

the Conditions of this Authorisation;

the terms of its constitution;

if applicable, directions issued by the Secretary of State with respect to safety and security in connection with the provision of high security psychiatric services; and

the terms of its contracts with bodies which commission the Trust to provide goods and services (including education and training, accommodation and other facilities) for the purposes of the health service in England.

(2) The Trust shall comply with any guidance issued by Monitor, unless Monitor has agreed with the Trust that, in the particular circumstances, the Trust is not required to comply.

(3) A failure to comply may result in Monitor taking enforcement action under sections 52, 53 or 54 of the Act.

### 5. Governance

(1) The Trust shall ensure the existence of appropriate arrangements to provide representative and comprehensive governance in accordance with the Act and to maintain the organisational capacity necessary to deliver the mandatory

goods and services referred to in Condition 7(1) and listed in Schedule 2 and the mandatory education and training referred to in Condition 7(2) and listed in Schedule 3.

- (2) The Trust shall comply with the principles of best practice applicable to corporate governance in the NHS/health sector, with any relevant code of practice and with any guidance which may be issued by Monitor.

#### 6. Health care and other standards

- (1) The Trust shall put and keep in place and comply with arrangements for the purpose of monitoring and improving the quality of health care provided by and for the Trust.
- (2) The Trust shall comply with statements of standards in relation to the provision of health care published by the Secretary of State under section 46 of the Health and Social Care (Community Health and Standards) Act 2003, as currently set out in the Department of Health publication Health and Social Care Standards and Planning Framework (July 2004) as may be amended from time to time.
- (3) If applicable, the Trust shall comply with any statements of standards with respect to social care services which the Secretary of State may issue from time to time.
- (4) If applicable, the Trust shall comply with any statements of standards with respect to security and risk management which the Secretary of State may issue from time to time.

#### 7. Mandatory Services

- (1) The Trust is required to provide for the purposes of the health service in England the goods and services listed in Schedule 2 in the volumes or amounts specified therein ("**mandatory goods and services**") which goods and services in the volumes or amounts specified are to be provided pursuant to a legally binding contract or contracts between the Trust and one or more of the commissioning bodies, or on the understanding that the Trust and the relevant commissioning body or bodies will conclude a legally binding contract or contracts for the provision of said goods and services in the volumes or amounts specified within 12 months of the date on which this authorisation comes into force. This requirement includes an obligation to provide any ancillary services, accommodation and other facilities related to said goods and services and which are generally accepted to be required for the effective, efficient and economic provision of said goods and services in the volumes or amounts specified.
- (2) The Trust is required to provide education and training to third parties for the purposes of the health service in England listed in Schedule 3 in the volumes or amounts specified therein ("**mandatory education and training**"), which are to be provided pursuant to a legally binding contract or contracts between the Trust and one or more of the commissioning bodies, or on the understanding that the Trust and the relevant commissioning body or bodies will conclude a legally binding contract or contracts for the provision of said education and training in the volumes or amounts specified within 12 months of the date on which this authorisation comes into force.

- (3) Monitor reserves the right to vary the goods and services and the volumes or amounts thereof which the Trust is required to provide in terms of Condition 7(1) and the education and training to third parties and the volumes or amounts thereof which the Trust is required to provide in terms of Condition 7(2), in particular in order to ensure the continuity of local service provision and the fulfilment of local health needs as they may vary from time to time.
- (4) The Board of Directors of the Trust shall regularly review and shall at all times maintain and ensure the capacity and capability of the Trust to provide the mandatory goods and services referred to in Condition 7(1) and listed in Schedule 2.

## 8. Authorised Services

- (1) The Trust is authorised to provide goods and services (including education and training, accommodation and other facilities) for purposes related to the provision of health care, subject to written confirmation to Monitor by the Board of Directors that the Board of Directors is satisfied that the Trust has the capacity and the capability to provide said goods and services and that the provision of said goods and services will not inhibit the provision by the Trust of the mandatory goods and services referred to in Condition 7(1) and listed in Schedule 2.
- (2) Monitor reserves the right to refuse to authorise specific goods and services in circumstances where Monitor is not satisfied that the Board of Directors has a proper basis for the written confirmation referred to in Condition 8(1).
- (3) The Trust shall establish and maintain an up to date register of the goods and services referred to in Condition 8(1). With respect to education and training, only education and training provided to third parties shall be included in the register. Accommodation and other facilities do not require to be included in the register of goods and services.
- (4) The Trust shall make the register of goods and services available for public inspection on payment of such reasonable fee, if any, as the Trust may determine.
- (5) The Trust is authorised to carry out research in connection with the provision of health care, subject to written confirmation to Monitor by the Board of Directors that the Board of Directors is satisfied that the Trust has the capacity and the capability to provide said research, that all relevant authorisations with respect to the carrying out of said research have been secured, that the said research will be carried out in accordance with the generally accepted ethical standards and that the said research will not inhibit the provision by the Trust of the mandatory goods and services referred to in Condition 7(1) and listed in Schedule 2.
- (6) Monitor reserves the right to refuse to authorise research in circumstances where Monitor is not satisfied that the Board of Directors has a proper basis for the written confirmation referred to in Condition 8(5).
- (7) The Trust is authorised to make facilities and staff available for the purposes of education, training or research carried on by others.

- (8) Any activities undertaken by the Trust, other than the provision of goods and services for purposes related to the provision of health care, shall be subject to any restrictions which may be imposed by Monitor in terms of section 43(3) of the Act.

9. Protection of property

- (1) Property needed for the purposes of providing any of the mandatory goods and services referred to in Condition 7(1) and listed in Schedule 2 (including the ancillary services, accommodation and other facilities related thereto) and the mandatory training and education referred to in Condition 7(2) and listed in Schedule 3 is protected.
- (2) The Trust may not dispose any protected property without the approval of Monitor.
- (3) The Trust shall establish and maintain an asset register in respect of protected property, in accordance with guidance to be issued by Monitor.
- (4) The Trust shall make the asset register available for public inspection on payment of such reasonable fee, if any, as the Trust may determine.

10. Private health care

The proportion of total income of the Trust in any financial year derived from private charges shall not be greater than the percentage set out in Schedule 4.

11. Limit on borrowing

- (1) The total amount of the Trust's borrowing is subject to the limit set out in Schedule 5 and the principles set out in the Prudential Borrowing Code for NHS Foundation Trusts.
- (2) The limit is subject to annual review by Monitor.

12. Financial viability

The Trust shall at all times remain a going concern as defined by relevant accounting standards in force from time to time.

13. Dividend payments on Public Dividend Capital

The Trust shall be required to pay annually to the Department of Health a dividend on its Public Dividend Capital at a rate to be determined from time to time by the Secretary of State.

14. Information

The Trust shall disclose to Monitor and directly to any third parties as may be specified by the Secretary of State the information, if any, specified in Schedule 6 as may be varied from time to time and such other information as Monitor may from time to time require.

15. Entry and inspection of premises

The Trust shall allow Monitor, any member, officer or member of staff of Monitor, and any agent acting on behalf of Monitor, to enter and inspect premises owned or controlled by the Trust.

16. Fees

The Trust shall pay to Monitor such reasonable annual fee, if any, as may be determined by Monitor.

17. Representative membership

The Trust shall continue to take such reasonable steps (as may be required by Monitor, by such date or within such period as may be specified by Monitor), to secure that (taken as a whole) the actual membership of any public constituency and (if there is one) the patients' constituency is representative of those eligible for such membership.

18. Co-operation with other bodies

(1) The Trust shall co-operate with Primary Care Trusts, Strategic Health Authorities, Special Health Authorities, the Commission for Health Care Audit and Inspection, NHS foundation trusts, other NHS trusts and other health authorities and organisations in accordance with the Act and any future guidance to be published by Monitor.

(2) The Trust shall co-operate with the Commission for Social Care Inspection, the Mental Health Act Commissioners, the National Oversight Group for High Security Hospitals and such other bodies (as may be specified in any future guidance to be published by Monitor) which have a remit covering activities related to the provision of mental healthcare services.

(3) The Trust shall co-operate with local authorities in the exercise of its own functions and in the exercise by the local authorities of their respective functions.

19. Emergency planning

The Trust shall assist the relevant authorities with, and participate in, local and national emergency planning and provision.

20. Information technology

The Trust shall participate in the national programme for information technology, in accordance with any guidance issued by Monitor.

21. Audit committee

(1) The Trust shall establish a committee of non-executive directors as an audit committee to perform such monitoring, reviewing and other functions as are appropriate.

(2) The Board of Directors shall satisfy itself that at least one member of the audit committee has recent and relevant financial experience.

22. Audit

- (1) The Audit Code for NHS Foundation Trusts (“the Audit Code”) contains the directions of Monitor under paragraph 24(5) of Schedule 7 to the Act with respect to the standards, procedures and techniques to be adopted by the auditor.
- (2) The Trust shall comply with the Audit Code.
- (3) The auditor shall comply with the Audit Code.

23. Public interest reporting

The Trust shall forward a report to Monitor within thirty days (or such shorter period as Monitor may specify) of the auditor issuing a public interest report in terms of Schedule 10 paragraph 3 of the Act. The report shall include details of the Trust’s response to the issues raised within the public interest report.

24. Notification

The Trust shall deal with Monitor in an open and co-operative manner and shall promptly notify Monitor of anything relating to the Trust of which Monitor would reasonably expect prompt notice, including, without prejudice to the foregoing generality, any anticipated failure or anticipated prospect of failure on the part of the Trust to meet its obligations under this authorisation or any financial or performance thresholds which Monitor may specify from time to time.

25. Information given to Parliament and to Members of Parliament

In addition to any statutory requirements, the Chairman, Chief Executive or any other person giving information to Parliament or to a Member of Parliament on behalf of a Trust shall ensure that they comply with the standards expected of Ministers of the Crown with regard to openness of dealings, the giving of accurate and truthful information and the correction of any inadvertent error at the earliest opportunity. Any question submitted to the Trust by a Member of Parliament shall be responded to by the Trust within the same timescale as that expected of Ministers with respect to Parliamentary questions.

26. Co-operation and Competition Panel

The Co-operation and Competition Panel (CCP) will advise Monitor on issues involving the Principles and Rules for Co-operation and Competition and NHS foundation trusts. In response to that advice, Monitor may issue directions to the Trust. The Trust shall comply with any such directions issued by Monitor

# **AUTHORISATION OF ROYAL BROMPTON & HAREFIELD NHS FOUNDATION TRUST**

## **Schedule 1**

The Constitution (and Annexures)

**Royal Brompton & Harefield  
NHS Foundation Trust**  
(A Public Benefit Corporation)

**Constitution**

**March 2009**

# Royal Brompton & Harefield NHS Foundation Trust Constitution

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## **1. Name**

The name of the foundation trust is Royal Brompton & Harefield NHS Foundation Trust (the trust).

## **2. Principal purpose**

The principal purpose of the Trust is the provision of goods and services for the purposes of the health service in England.

## **3. Powers**

- 3.1** The powers of the Trust are set out in the National Health Service Act 2006, subject to any restrictions in the terms of Authorisation.
- 3.2** The powers of the Trust shall be exercised by the Board of Directors on behalf of the Trust.
- 3.3** Any of these powers may be delegated to a committee of directors or to an executive director.

## **4. Membership and constituencies**

- 4.1** The Trust shall have members, each of whom shall be a member of one of the following constituencies:
  - 4.1.1** a public constituency
  - 4.1.2** a staff constituency and
  - 4.1.3** a patients' constituency
- 4.2** At all times the Trust will comply with its statutory requirement to have representative membership.
- 4.3** The Trust shall have in place and pursue a representative membership strategy which shall be approved and adopted by the Governors' Council at its inaugural meeting and which shall be reviewed on an annual basis.
- 4.4** All members will agree to act in the best interest of the Trust and will comply with the constitution.

- 4.5** Members' meetings are to be held annually as convened by order of the Governors' Council or in accordance with the constitution by the Trust Secretary.
- 4.6** The Trust is to hold a members' meeting at least once in every financial year and in any event within 6 months of incorporation as a Foundation Trust. Members meetings are open to all members, Governors' Council, Board of Directors and representatives of the Trust's appointed financial auditors and are to be chaired by the Chairman of the Board of Directors or the Senior Independent Director. The meetings are a forum for the discussion of matters pertaining to the Trust with an agenda set and approved by the Governors' Council through the Trust Secretary. The Governors' Council will use this forum to report back to the members on their activities within the preceding period as dated from the last members' meeting.
- 4.7** At least 14 days' clear written notice will be provided for members' meetings and this will be sent out to all members through the regular members' communications, the Trust website announcements and e-mail notification.

## **5. Application for membership**

An individual who is eligible to become a member of the Trust may do so upon completion of the application process. Membership of the Trust is effective once the applicant is entered onto the Register of Members and membership shall terminate effective from the date of removal of the name from the Register of Members in accordance with this Constitution.

## **6. Public Constituency**

- 6.1** An individual who lives in an area specified in Annex 1 as an area for the public constituency and who has reached the minimum age of 16 years may become or continue as a member of the Trust.
- 6.2** Those individuals who live in any area specified as an area for a public constituency are referred to collectively as the Public Constituency.
- 6.3** The minimum number of members in each area for the Public Constituency is specified in Annex 1.

## **7. Staff Constituency**

- 7.1** An individual who is employed by the Trust under a contract of employment with the Trust may become or continue as a member of the Trust provided:

- 7.1.1** he is employed by the Trust under a contract of employment which has no fixed term, or has a fixed term of at least 12 months; or
  - 7.1.2** he has been continuously employed by the Trust under a contract of employment for at least 12 months.
- 7.2** Members of staff who fall within sub-paragraphs 7.1.1 and 7.1.2, and who have not informed the Trust that they do not wish to do so, shall automatically be members by default. Members of the staff constituency under this clause 7.2 may opt out of staff membership at any time through notification to the Trust Secretary or membership office.
- 7.3** Individuals who exercise functions for the purposes of the Trust, otherwise than under a contract of employment with the Trust, may become or continue as members of the staff constituency, provided such individuals have exercised these functions continuously for a period of at least 12 months. For the avoidance of doubt, individuals who exercise functions for the purposes of the Trust include a person who is:
  - 7.3.1** employed by a university or any other NHS Trust and who holds an honorary contract with the Trust; or
  - 7.3.2** a contractor as evidenced through written acknowledgement from the Trust; or
  - 7.3.3** employed by contractors of the Trust as evidenced through written acknowledgement from the Trust.
- 7.4** Those individuals who are eligible for membership of the Trust by reason of the provisions in clauses 7.1, 7.2 and 7.3 are referred to collectively as the Staff Constituency.
- 7.5** Volunteers to the Trust do not qualify for membership under the Staff Constituency.
- 7.6** The minimum number of members of the Staff Constituency is specified in Annex 2.

## **8. Patients' Constituency**

- 8.1** An individual who has, within the period specified in 8.2 below, attended any of the Trust's hospitals as either a patient or as the carer of a patient and who has reached a minimum age of 16 years may become or continue as a member of the Trust.

- 8.2** The period referred to above shall be the period of 3 years immediately preceding the date of an application by the patient or carer to become a member of the Trust.
- 8.3** Those individuals who are eligible for membership of the Trust by reason of the provisions in clauses 8.1 and 8.2 are referred to collectively as the Patients' Constituency.
- 8.4** The Patients' Constituency shall be divided into 5 descriptions of individuals who are eligible for membership of the Patients' Constituency, each description of individuals being specified in Annex 3 and referred to as a class within the Patients' Constituency.
- 8.5** An individual providing care in pursuance of a contract (including a contract of employment) with a voluntary organisation, or as a volunteer for a voluntary organisation, does not come within the category of those who qualify for membership of the Patients' Constituency.
- 8.6** The minimum number of members of each class of the Patients' Constituency is specified in Annex 3.

## **9. Restriction on membership**

- 9.1** An individual who is a member of a constituency, or of a class within a constituency, may not be a member of any other constituency or class while membership of that constituency or class continues.
- 9.2** An individual who satisfies the criteria for membership of the Staff Constituency may not become or continue as a member of any constituency other than the Staff Constituency.
- 9.3** An individual who is deemed (by a majority of the Governors present and voting at a meeting of the Governors' Council) to be following an agenda to the detriment of the interests of the Trust, and in particular members who form special interest groups that are not prepared to comply with the Trust's obligations for representative membership, may not continue as member(s) of the Trust.
- 9.4** An individual who exhibits inappropriate conduct (as agreed by a majority of the Governors present and voting at a meeting of the Governors' Council), including those who have been identified as the perpetrators of a serious incident involving violence, assault or harassment against Trust staff, may not continue as a member of the Trust.

- 9.5** Members' disputes arising from the constitution are to be referred in the first instance to a meeting of the Governors' Council for resolution. If the Governors' Council fail to reach a decision, disputes will be referred to a dispute resolution process conducted by an arbitrator agreed upon by the parties. The arbitrator's decision will be binding and conclusive on all parties and the cost of arbitration will be borne by the parties in accordance with the decision of the arbitrator.

## **10. Role and Function of Members**

- 10.1** All members may attend and participate at members' meetings; vote in elections for the Governors' Council; stand for election to the Governors' Council, and take such other part in the affairs of the Trust as is provided for in this constitution and set out in the membership strategy.
- 10.2** Public and patient members will be eligible to apply to be appointed as non-executive Directors or the Chairman of the Board of Directors provided that they meet the qualifying criteria.
- 10.3** Public and Patient members may not vote or stand at an election for the Governors' Council unless they have made a declaration, in the specified form, of eligibility to vote as a member of the constituency or class within a constituency. It is an offence to knowingly or recklessly make a declaration which is false.

## **11. Disqualification and Termination of Membership**

- 11.1.** A person shall not become or continue as a member if he does not fall within the criteria set within clauses 6, 7 and 8 above.
- 11.2.** Where the Governors resolve that any member's continued membership would be prejudicial to the ability of the Trust to fulfil its principal purpose or interfere with the Trust's compliance with this constitution or in any other way harm the Trust's work or public confidence in the Trust's work, then that member shall be disqualified from membership of this Trust.
- 11.3.** Where the Trust Secretary considers that there may be reasons for concluding that a member or an applicant for membership is ineligible for membership or disqualified from membership, he shall inform that person of the reasons and invite representations which are to be received within 28 days of the decision being made.

- 11.4.** Where no representations are received or where the decision to disqualify the member stands, then that member's name shall be removed from the Register of Members forthwith and he shall thereupon cease to be a member.
- 11.5.** Any decision made under this clause 11 to disqualify a member or an applicant for membership may be referred by the member or applicant concerned to the dispute resolution procedure set out in clause 9.5.
- 11.6.** A member shall cease to be a member if he:
- 11.6.1.** Resigns by giving notice in writing to the Trust Secretary;
  - 11.6.2.** Ceases to fulfil the requirements of clauses 6,7 and 8 above;
  - 11.6.3.** Is disqualified by a decision of the Governors' Council under clauses 9.3 and/or 9.4 above;
  - 11.6.4.** Is disqualified as set out in this clause 11; or
  - 11.6.5.** Is deceased.
- 11.7.** In all cases where a person ceases to be a member, the Trust Secretary shall cause their name to be removed from the Register of Members and they shall thereupon cease to be a member.

## **12. Governors' Council – composition**

- 12.1** The Trust is to have a Governors' Council, which shall comprise both elected and appointed Governors.
- 12.2** The composition of the Governors' Council is specified in Annex 4.
- 12.3** The members of the Governors' Council, other than the Appointed Governors, shall be chosen through an election by their constituency or, where there are classes within a constituency, by their class within that constituency. The number of Governors to be elected by each constituency, or, where appropriate, by each class of each constituency, is specified in Annex 4.
- 12.4** The Trust will agree a process for the appointment of appointed members of the Governors' Council with the organisations identified in Annex 4.

### **13. Governors' Council – Role and Functions**

The specific responsibilities of the Governors in a general meeting are set out in the Standing Orders for the Governors' Council (Annex 6, section 2.5).

### **14. Governors' Council – election of Governors**

**14.1** Elections for elected members of the Governors' Council shall be conducted on a "First Past the Post" basis in accordance with the Model Election Rules.

**14.2** The Model Election Rules as published from time to time by the Department of Health for part of this constitution. The Model Election Rules current at the date of the Trust's Authorisation are attached at Annex 5.

**14.3** A variation of the Model Rules by the Department of Health shall not constitute a variation of the terms of this constitution for the purposes of paragraph 46 (amendment of the constitution).

**14.4** An election, if contested, shall be by secret ballot.

### **15. Governors' Council – tenure**

**15.1** An elected Governor may hold office for a period of up to 3 years, subject to the rules governing initial elections set out in Annexes 1, 2 and 3.

**15.2** An elected Governor shall cease to hold office if he ceases to be a member of the constituency or class by which he was elected.

**15.3** An elected Governor shall be eligible for re-election at the end of his term, subject to a total maximum tenure of 6 years.

**15.4** In the event that a vacancy arises for an elected Governor on the Governors' Council for any reason other than expiry of the term of office then the Trust Secretary shall endeavour to fill that vacancy by appointing the next highest polling candidate in that class or constituency who accepts the appointment to that vacancy; failing this, the Trust Secretary shall call an election within 3 months of the vacancy arising in accordance with the model election rules set out in Annex 5 of this constitution.

### **16. Governors' Council – eligibility, disqualification and removal**

These criteria are set out in the Standing Orders of the Governors' Council (Annex 6, section 2.4).

## **17. Governors' Council – meetings of Governors**

**17.1** The Chairman of the Trust (i.e. the Chairman of the Board of Directors, appointed in accordance with the provisions of paragraph 24.1 or paragraph 25.1 below) or, in his absence, the Senior Independent Director (appointed in accordance with the provisions of paragraph 26 below), shall preside at meetings of the Governors' Council.

**17.2** The Governors' Council is to meet at least 4 times in each financial year. Meetings of the Governors' Council shall be open to members of the public. Members of the public may be excluded from a meeting for special reasons as identified in the Governors' Council's Standing Orders.

## **18. Governors' Council – standing orders**

The standing orders for the practice and procedure of the Governors' Council, as may be varied from time to time with the approval of the Independent Regulator, are attached at Annex 6.

## **19. Governors' Council – conflicts of interest of Governors**

If a Governor has a pecuniary, personal or family interest, whether that interest is actual or potential and whether that interest is direct or indirect, in any proposed contract or other matter which is under consideration or is to be considered by the Governors' Council, the Governor shall disclose that interest to the members of the Governors' Council as soon as he becomes aware of it. The Standing Orders for the Governors' Council shall make provision for the disclosure of interests and arrangements for the exclusion of a Governor declaring any interest from any discussion or consideration of the matter in respect of which an interest has been disclosed.

## **20. Governors' Council – travel expenses**

The Trust may pay travelling and other expenses to members of the Governors' Council at rates determined by the Board of Directors.

## **21. Board of Directors – composition**

**21.1** The Trust is to have a Board of Directors, which shall comprise both Executive and Non-executive directors.

**21.2** The Board of Directors is to comprise:

**21.2.1** a non-executive Chairman;

- 21.2.2 up to seven other non-executive directors; and
- 21.2.3 up to six executive directors
- 21.3 The maximum number of members of the Board of Directors is fourteen (14).
- 21.4 One of the executive directors shall be the Chief Executive.
- 21.5 The Chief Executive shall be the Accounting Officer.
- 21.6 One of the executive directors shall be the finance director.
- 21.7 One of the executive directors is to be a registered medical practitioner.
- 21.8 One of the executive directors is to be a registered nurse.

**22 Board of Directors – Role and Functions**

These are set out in the Standing Orders of the Board of Directors (Annex 7).

**23 Board of Directors – qualification for appointment as Non-executive Director**

A person may be appointed as a non-executive director only if

- 23.1 he is a member of the Public Constituency, or
- 23.2 he is a member of the Patients' Constituency or
- 23.3 where any of the Trust's hospitals includes a medical or dental school provided by a university, he exercises functions for the purposes of that university, and
- 23.4 he is not disqualified by virtue of paragraph 29 below.

**24 Board of Directors – appointment and removal of chairman and other non-executive directors**

- 24.1 The Governors' Council at a general meeting of the Governors' Council shall appoint or remove the chairman of the Trust and the other Non-executive directors.
- 24.2 Removal of the chairman or another non-executive director shall require the approval of three-quarters of the members of the Governors' Council.

24.3 The initial chairman and the initial non-executive directors are to be appointed in accordance with paragraph 25 below.

**25 Board of Directors – appointment of initial chairman and other initial non-executive directors**

25.1 The Governors' Council shall appoint the Chairman of the applicant NHS Trust as the initial Chairman of the Trust if he wishes to be appointed.

25.2 The power of the Governors' Council to appoint the other non-executive directors of the Trust is to be exercised by appointing as the initial non-executive directors of the Trust any of the non-executive directors of the applicant NHS Trust who wish to be appointed.

25.3 The criteria for qualification for appointment as a non-executive director set out in paragraph 23 above (other than disqualification by virtue of paragraph 29 below) do not apply to the appointment of the initial chairman and the other initial non-executive directors in accordance with the procedures set out in this paragraph.

25.4 An individual appointed as the initial chairman or as an initial non-executive director in accordance with the provisions of this paragraph shall be appointed for the unexpired period of his term of office as Chairman or non-executive director of the applicant NHS Trust; but if, on appointment, that period is less than 12 months, he shall be appointed for 12 months.

**26 Board of Directors – appointment of Senior independent Director**  
The Board of Directors, in consultation with the Governors' Council, shall appoint one of the non-executive directors as the Senior Independent Director.

**27 Board of Directors – appointment and removal of the Chief Executive and other executive directors**

27.1 The Chairman and non-executive directors shall appoint or remove the Chief Executive.

27.2 The appointment of the Chief Executive shall require the approval of the Governors' Council.

27.3 The initial Chief Executive is to be appointed in accordance with paragraph 28 below.

**27.4** A committee comprising the Chairman, the Chief Executive and the other non-executive directors shall appoint or remove the other executive directors.

**28 Board of Directors – appointment and removal of initial Chief Executive**

**28.1** The Chairman and non-executive directors shall appoint the chief officer of the applicant NHS Trust as the initial Chief Executive of the Trust if he wishes to be appointed.

**28.2** The appointment of the chief officer of the applicant NHS Trust as the initial Chief Executive of the Trust shall not require the approval of the Governors' Council.

**29 Board of Directors – disqualification criteria**

These are set out in the Standing Orders of the Board of Directors (Annex 7, section 2.11).

**30 Board of Directors – standing orders**

The Standing Orders for the practice and procedure of the Board of Directors, as may be varied from time to time with the approval of the Independent Regulator, are attached at Annex 7.

**31 Board of Directors – conflicts of interest of directors**

If a director has a pecuniary, personal or family interest, whether that interest is actual or potential and whether that interest is direct or indirect, in any proposed contract or other matter which is under consideration or is to be considered by the Board of Directors, the director shall disclose that interest to the members of the Board of Directors as soon as he becomes aware of it. The Standing Orders for the Board of Directors shall make provision for the disclosure of interests and arrangements for the exclusion of a director declaring any interest from any discussion or consideration of the matter in respect of which an interest has been disclosed.

**32 Board of Directors – remuneration and terms of office**

**32.1** The Governors' Council shall, at a general meeting of the Governors' Council, decide the remuneration and allowances, and other terms and conditions of office, of the Chairman and the other Non-executive directors.

**32.2** The Board of Directors shall establish a committee of non-executive directors to decide the remuneration and allowances,

and the other terms and conditions of office, of the Chief Executive and other executive directors.

### **33 External Expert Advisers**

- 33.1 The Trust may make arrangements, from time to time, to engage the assistance of external experts to advise the Board of Directors and/or the Governors' Council in the performance of their respective roles.
- 33.2 Such advisers do not need to be members of the Trust and do not have any executive authority to govern the Trust in any way.

### **34 Registers**

The Trust shall have:

- 34.1 a register of members showing, in respect of each member, the constituency to which he belongs and, where there are classes within it, the class to which he belongs;
- 34.2 a register of members of the Governors' Council;
- 34.3 a register of interests of Governors;
- 34.4 a register of directors; and
- 34.5 a register of interests of the directors.

### **35 Admission to and removal from the registers**

- 35.1 All members will be admitted to the Register of Members within 14 days of receipt of completed application forms.
- 35.2 All Governors will be admitted to the Register of Governors within 14 days of election or appointment.
- 35.3 All Directors will be admitted to the Register of Directors within 14 days of appointment.
- 35.4 Maintenance and update of entries onto these Registers is the responsibility of the Trust Secretary.
- 35.5 All other rules relating to maintenance and removal of registration from the Trust Registers are contained in the Board of Directors' Standing Orders (Annex 7, section 6).

## **36 Registers – inspection and copies**

- 36.1** The Trust shall make the registers specified in paragraph 34 above available for inspection by members of the public, except in the circumstances set out below or as otherwise prescribed by regulations.
- 36.2** The Trust shall not make any part of its registers available for inspection by members of the public which shows details of:
- 36.2.1** any member of the Patients' Constituency; or
  - 36.2.2** any other member of the Trust, if he so requests.
- 36.3** So far as the registers are required to be made available:
- 36.3.1** they are to be available for inspection free of charge at all reasonable times; and
  - 36.3.2** a person who requests a copy of or extract from the registers is to be provided with a copy or extract.
- 36.4** If the person requesting a copy or extract is not a member of the Trust, the Trust may impose a reasonable charge for doing so.

## **37 Documents available for public inspection**

- 37.1** The Trust shall make the following documents available for inspection by members of the public free of charge at all reasonable times:
- 37.1.1** a copy of the current constitution;
  - 37.1.2** a copy of the current authorisation;
  - 37.1.3** a copy of the latest annual accounts and of any report of the auditor on them;
  - 37.1.4** a copy of the latest annual report;
  - 37.1.5** a copy of the latest information as to its forward planning; and
  - 37.1.6** a copy of any notice given under section 52 of the 2006 Act.
- 37.2** Any person who requests a copy of or extract from any of the above documents is to be provided with a copy.

**37.3** If the person requesting a copy or extract is not a member of the Trust, the Trust may impose a reasonable charge for doing so.

**38** **Auditor**

**38.1** The Trust shall have an auditor.

**38.2** The Governors' Council shall appoint or remove the auditor at a general meeting of the Governors' Council.

**39** **Audit committee**

The Trust shall establish a committee of non-executive directors to perform such monitoring, reviewing and other functions as are appropriate.

**40** **Accounts**

**40.1** The Trust shall keep accounts in such form as the Independent Regulator may, with the approval of HM Treasury, direct.

**40.2** The accounts are to be audited by the Trust's auditor.

**40.3** The Trust shall prepare in respect of each financial year annual accounts in such form as the Independent Regulator may, with the approval of the HM Treasury, direct.

**40.4** The functions of the Trust with respect to the preparation of the annual accounts shall be delegated to the Accounting Officer.

**41** **Annual report and forward plans**

**41.1** The Trust shall prepare an Annual Report and send it to the Independent Regulator.

**41.2** The Trust shall give information as to its forward planning in respect of each financial year to the Independent Regulator.

**41.3** The document containing the information with respect to forward planning (referred to above) shall be prepared by the directors.

**41.4** In preparing the document, the directors shall have regard to the views of the Governors' Council.

**42 Meeting of Governors' Council to consider annual accounts and reports**

The following documents are to be presented to the Governors' Council at a general meeting of the Governors' Council:

- 42.1 the annual accounts;
- 42.2 any report of the auditor on them;
- 42.3 the annual report.

**43 Trust Secretary**

- 43.1 The Trust shall have a Trust Secretary who shall be an employee of the Trust but not a member of the Board of Directors or the Governors' Council.
- 43.2 The Trust Secretary is secretary to the Board of Directors and the Governors' Council and is responsible for providing advice on all corporate governance matters pertaining to the Trust.
- 43.3 Under the direction of the Chairman, the Trust Secretary is to ensure that there is good information flow between the Board of Directors and Governors' Council and their committees as well as to all directors and Governors.
- 43.4 The Trust Secretary is responsible for summoning and attending all members' meetings, meetings of the Governors' Council and the Board of Directors and keeping minutes of those meetings.
- 43.5 The Trust Secretary is responsible for keeping all the registers and books required to be kept by this constitution.
- 43.6 Subject to this constitution the Trust Secretary shall prepare and send to the Independent Regulator and any other statutory body all returns which are required to be made.
- 43.7 The appointment and removal of the Trust Secretary is a matter for the Chairman and Chief Executive jointly.

**44 Instruments**

- 44.1 The Trust shall have a seal.
- 44.2 The seal shall not be affixed except under the authority of the Board of Directors.

## 45 Indemnity

**45.1** Members of the Governors' Council and Board of Directors who act honestly and in good faith will not have to meet, out of their own personal resources, any personal civil liability which is incurred in the execution or purported execution of their functions unless they have acted recklessly. Any costs arising will be met by the Trust, except as a result of reckless acts or omissions.

**45.2** The Trust may make such arrangements as it considers appropriate for the provision of indemnity insurance or similar arrangements for the benefit of the Trust, Governors' Council or Board of Directors, to meet all or any liabilities which are properly the liabilities of the Trust under clause 45.1 above.

## 46 Amendment of Constitution

This Constitution may be amended after consultation with the Governors' Council and approval from the Board of Directors and must be submitted thereafter to the Independent Regulator for final approval.

## 47 Interpretation and definitions

Unless a contrary intention is evident or the context requires otherwise, words or expressions contained in this constitution shall bear the same meaning as in the National Health Service Act 2006.

Words importing the masculine gender only shall include the feminine gender; words importing the singular shall import the plural and vice-versa.

**the 2006 Act** is the National Health Service Act 2006.

**Monitor** is the Independent Regulator of NHS Foundation Trusts, pursuant to section 31 of the National Health Service Act 2006.

**terms of authorisation** are the terms of authorisation issued by Monitor under Section 35 of the 2006 Act.

**voluntary organisation** is a body, other than a public or local authority, the activities of which are not carried on for profit.

**the Accounting Officer** is the person who from time to time discharges the functions specified in paragraph 25(5) of Schedule 7 to the 2006 Act.

**Audit Committee** is a committee of non-executive directors of the Board charged with reviewing any aspect of the Trust's affairs and functions in order to provide appropriate assurance to the Board

## ANNEX 1 – THE PUBLIC CONSTITUENCY

(Paragraphs 6.1 and 6.3)

There are to be four areas within the constituency as follows:

| Area  | Number of Governors | Minimum Number of Members |
|---|---------------------|---------------------------|
| 1. North West London<br>Comprising the following electoral areas:<br>Harrow; Hillingdon; Brent; Ealing;<br>Hounslow; Westminster; Kensington & Chelsea and Hammersmith & Fulham.  | 1                   | 75                        |
| 2. Bedfordshire and Hertfordshire<br>Comprising the following electoral areas:<br>Bedford Borough; Bedford County; Luton Borough; Mid Bedfordshire; South Bedfordshire; Broxbourne; Dacorum; East Herts; Hertsmere; North Herts; St Albans; Stevenage; Three Rivers; Watford and Welwyn Hatfield.   | 1                   | 75                        |
| 3. South of England<br>Comprising the following electoral areas:<br>Southwark; Lambeth; Lewisham; Bromley; Greenwich; Bexley; Richmond Upon Thames; Wandsworth; Kingston upon Thames; Merton; Sutton; Croydon; Cherwell; Oxford City Council; Oxfordshire; South Oxfordshire; Vale of White Horse; West Oxfordshire; Aylesbury; Buckinghamshire; Chiltern; Milton Keynes; South Bucks; Wycombe; Bracknell Forest; Reading; Slough; West Berkshire; Windsor & Maidenhead; Wokingham; East Sussex; Brighton & Hove; Eastbourne; Hastings; Lewes; Rother; Wealden; West Sussex; Adur; Arun; Chichester; Crawley; Horsham; Mid Sussex; Worthing; Surrey; Elmbridge; Epsom & Ewell; Guildford; Mole Valley; Reigate & Banstead; Runnymede; Spelthorne; Surrey Heath; Tandridge; Waverley; Woking; Medway; Ashford; Canterbury City; Dartford, Dover; Gravesham; Maidstone; Sevenoaks; Shepway; Swale; Thanet; Tonbridge & Malling; Tunbridge Wells | 1                   | 75                        |
| 4. Rest of England & Wales<br>Comprising all other electoral wards and  | 1                   | 75                        |

|  |  |  |
|--|--|--|
| boroughs not included above in North West London, Bedfordshire & Hertfordshire and South of England. |  |  |
|--|--|--|

Governors elected in the public constituency shall be elected for 3 years (see paragraph 15) from the date of authorisation, with the exception of the successful candidates in the 'South of England' and 'Rest of England & Wales' areas in the initial (March 2007) elections, who will each be elected for 18 months from the date of authorisation (this is to ensure that not all Governors' terms of office expire at the same time).

## **ANNEX 2 – THE STAFF CONSTITUENCY**

(Paragraphs 7.4 and 7.5)

The minimum number of members in the staff constituency is 400.

The selection of Governors for this constituency shall be the five candidates polling the highest number of votes in the elections consistent with paragraph 47 of the model elections rules.

Staff members may vote for any candidate irrespective of their own or the candidate's hospital base.

Governors elected in the staff constituency shall be elected for 3 years from the date of authorisation (see paragraph 15), with the exception of the two successful candidates polling the fewest votes (i.e. the 4<sup>th</sup> and 5<sup>th</sup> highest-placed candidates) in the initial (March 2007) elections, who will each be elected for 18 months from the date of authorisation (this is to ensure that not all Governors' terms of office expire at the same time).

### ANNEX 3 – THE PATIENTS’ CONSTITUENCY

(Paragraphs 8.4 and 8.7)

| Class  | Number of Governors | Minimum number of Members |
|--|---------------------|---------------------------|
| Patients – North West London (as Annex 1)              | 2                   | 150                       |
| Patients – Bedfordshire and Hertfordshire (as Annex 1) | 2                   | 150                       |
| Patients – South of England (as Annex 1)               | 1                   | 75                        |
| Patients – Elsewhere                                   | 2                   | 150                       |
| Carers   | 1                   | 75                        |

Governors elected in the public constituency shall be elected for 3 years from the date of authorisation (see paragraph 15), with the exception of the successful candidates in the ‘North West London’, ‘Bedfordshire and Hertfordshire’ and ‘Elsewhere’ classes polling the fewest votes (i.e. the 2<sup>nd</sup> placed candidate in each class) in the initial (March 2007) elections, who will each be elected for 18 months from the date of authorisation (this is to ensure that not all Governors’ terms of office expire at the same time).

## ANNEX 4 – COMPOSITION OF GOVERNORS’ COUNCIL

(Paragraphs 10.2 and 10.3 and Notes 13 to 18)

The Governors’ Council of the Trust is to be made up of a total of 23 Governors comprised as follows:

### 17 elected Governors

- 4 Governors from the Public constituency drawn from the following geographical areas:
  - North West London 1 Governor
  - Bedfordshire and Hertfordshire 1 Governor
  - South of England 1 Governor
  - Rest of England & Wales 1 Governor
- 5 Governors from the Staff Constituency
- 8 Governors from the Patient Constituency drawn from the following patient classes:
  - ‘North West London’ Patient Class 2 Governors
  - ‘Bedfordshire and Hertfordshire’ Patient Class 2 Governors
  - ‘South of England’ Patient Class 1 Governor
  - ‘Elsewhere’ Patient Class 2 Governors
  - Carers’ class 1 Governor

### 6 appointed Governors

The following organisations will each be asked to nominate a member or officer to serve on the Governors’ Council

- Primary Care Trusts (PCTs)
  - Kensington & Chelsea PCT 1 Governor
  - Hillingdon PCT 1 Governor
- Local Authorities
  - Royal Borough of Kensington & Chelsea 1 Governor
  - London Borough of Hillingdon 1 Governor
- Higher Education Institutions (HEIs)\*
  - Academic partner chosen by the Board 1 Governor
  - Academic partner chosen by the Board 1 Governor

\* The Board of Directors will select which of the following HEIs to approach to appoint a Governor in advance of authorisation, and subsequently as vacancies arise:

- Imperial College
- University of London
- University of Oxford
- University of Cambridge
- National Institute for Health Research

The same academic partner may be approached to nominate both Governors.

## ANNEX 5 – THE MODEL RULES FOR ELECTIONS

(Paragraph 11.2)

***This Trust will adopt the 'first past the post' method under the model election rules for determining election results***

### *Part 1 - Interpretation*

1. Interpretation

### *Part 2 – Timetable for election*

2. Timetable
3. Computation of time

### *Part 3 – Returning officer*

4. Returning officer
5. Staff
6. Expenditure
7. Duty of co-operation

### *Part 4 - Stages Common to Contested and Uncontested Elections*

8. Notice of election
9. Nomination of candidates
10. Candidate's consent and particulars
11. Declaration of interests
12. Declaration of eligibility
13. Signature of candidate
14. Decisions as to validity of nomination papers
15. Publication of statement of nominated candidates
16. Inspection of statement of nominated candidates and nomination papers
17. Withdrawal of candidates
18. Method of election

### *Part 5 – Contested elections*

19. Poll to be taken by ballot
20. The ballot paper
21. The declaration of identity

### *Action to be taken before the poll*

22. List of eligible voters
23. Notice of poll
24. Issue of voting documents
25. Ballot paper envelope and covering envelope

### *The poll*

26. Eligibility to vote
27. Voting by persons who require assistance
28. Spoilt ballot papers
29. Lost ballot papers
30. Issue of replacement ballot paper
31. Declaration of identity for replacement ballot papers

### *Procedure for receipt of envelopes*

32. Receipt of voting documents
33. Validity of ballot paper
34. Declaration of identity but no ballot paper
35. Sealing of packets

### *Part 6 - Counting the votes*

36. Not used
37. Arrangements for counting of the votes
38. The count
39. Rejected ballot papers
40. Not used
41. Not used
42. Not used
43. Not used
44. Not used
45. Not used
46. Equality of votes

### *Part 7 – Final proceedings in contested and uncontested elections*

47. Declaration of result for contested elections
48. Declaration of result for uncontested elections

### *Part 8 – Disposal of documents*

49. Sealing up of documents relating to the poll
50. Delivery of documents
51. Forwarding of documents received after close of the poll
52. Retention and public inspection of documents
53. Application for inspection of certain documents relating to election

### *Part 9 – Death of a candidate during a contested election*

54. Countermand or abandonment of poll on death of candidate

*Part 10 – Election expenses and publicity*

*Expenses*

- 55. Expenses incurred by candidates
- 56. Expenses incurred by other persons
- 57. Personal, travelling, and administrative expenses

*Publicity*

- 58. Publicity about election by the corporation
- 59. Information about candidates for inclusion with voting documents
- 60. Meaning of “for the purposes of an election”

*Part 11 – Questioning elections and irregularities*

- 61. Application to question an election

*Part 12 – Miscellaneous*

- 62. Secrecy
- 63. Prohibition of disclosure of vote
- 64. Disqualification
- 65. Delay in postal service through industrial action or unforeseen event

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*Part 1 - Interpretation*

**1. Interpretation** – (1) In these rules, unless the context otherwise requires -

“corporation” means the public benefit corporation subject to this constitution;

“election” means an election by a constituency, or by a class within a constituency, to fill a vacancy among one or more posts on the Governors’ Council;

“the regulator” means the Independent Regulator for NHS foundation trusts; and

“the 2003 Act” means the Health and Social Care (Community Health and Standards) Act 2003.

(2) Other expressions used in these rules and in Schedule 1 to the Health and Social Care (Community Health and Standards) Act 2003 have the same meaning in these rules as in that Schedule.

*Part 2 – Timetable for election*

**2. Timetable** - The proceedings at an election shall be conducted in accordance with the following timetable.

| <b>Proceeding</b>  | <b>Time</b>  |
|--|--|
| Publication of notice of election  | Not later than the fortieth day before the day of the close of the poll.       |
| Final day for delivery of nomination papers to returning officer             | Not later than the twenty eighth day before the day of the close of the poll.  |
| Publication of statement of nominated candidates                             | Not later than the twenty seventh day before the day of the close of the poll. |
| Final day for delivery of notices of withdrawals by candidates from election | Not later than twenty fifth day before the day of the close of the poll.       |
| Notice of the poll   | Not later than the fifteenth day before the day of the close of the poll.      |
| Close of the poll  | By 5.00pm on the final day of the election.                                    |

**3. Computation of time** - (1) In computing any period of time for the purposes of the timetable -

- (a) a Saturday or Sunday;
- (b) Christmas day, Good Friday, or a bank holiday, or
- (c) a day appointed for public thanksgiving or mourning,

shall be disregarded, and any such day shall not be treated as a day for the purpose of any proceedings up to the completion of the poll, nor shall the returning officer be obliged to proceed with the counting of votes on such a day.

(2) In this rule, "bank holiday" means a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in England and Wales.

#### *Part 3 – Returning officer*

**4. Returning officer** – (1) Subject to rule 64, the returning officer for an election is to be appointed by the corporation.

(2) Where two or more elections are to be held concurrently, the same returning officer may be appointed for all those elections.

**5. Staff** – Subject to rule 64, the returning officer may appoint and pay such staff, including such technical advisers, as he or she considers necessary for the purposes of the election.

**6. Expenditure** - The corporation is to pay the returning officer –

- (a) any expenses incurred by that officer in the exercise of his or her functions under these rules,

- (b) such remuneration and other expenses as the corporation may determine.

**7. Duty of co-operation** – The corporation is to co-operate with the returning officer in the exercise of his or her functions under these rules.

*Part 4 - Stages Common to Contested and Uncontested Elections*

**8. Notice of election** – The returning officer is to publish a notice of the election stating –

- (a) the constituency, or class within a constituency, for which the election is being held,
- (b) the number of members of the Governors' Council to be elected from that constituency, or class within that constituency,
- (c) the details of any nomination committee that has been established by the corporation,
- (d) the address and times at which nomination papers may be obtained;
- (e) the address for return of nomination papers and the date and time by which they must be received by the returning officer,
- (f) the date and time by which any notice of withdrawal must be received by the returning officer
- (g) the contact details of the returning officer, and
- (h) the date and time of the close of the poll in the event of a contest.

**9. Nomination of candidates** – (1) Each candidate must nominate themselves on a single nomination paper.

(2) The returning officer-

- (a) is to supply any member of the corporation with a nomination paper, and
- (b) is to prepare a nomination paper for signature at the request of any member of the corporation,

but it is not necessary for a nomination to be on a form supplied by the returning officer.

**10. Candidate's particulars** – (1) The nomination paper must state the candidate's -

- (a) full name,
- (b) contact address in full, and

- (c) constituency, or class within a constituency, of which the candidate is a member.

**11. Declaration of interests** – The nomination paper must state –

- (a) any financial interest that the candidate has in the corporation, and
- (b) whether the candidate is a member of a political party, and if so, which party,

and if the candidate has no such interests, the paper must include a statement to that effect.

**12. Declaration of eligibility** – The nomination paper must include a declaration made by the candidate–

- (a) that he or she is not prevented from being a member of the Governors' Council by paragraph 8 of Schedule 1 of the 2003 Act or by any provision of the constitution; and,
- (b) for a member of the public or patient constituency, of the particulars of his or her qualification to vote as a member of that constituency, or class within that constituency, for which the election is being held.

**13. Signature of candidate** – The nomination paper must be signed and dated by the candidate, indicating that –

- (a) they wish to stand as a candidate,
- (b) their declaration of interests as required under rule 11, is true and correct, and
- (c) their declaration of eligibility, as required under rule 12, is true and correct.

**14. Decisions as to the validity of nomination** – (1) Where a nomination paper is received by the returning officer in accordance with these rules, the candidate is deemed to stand for election unless and until the returning officer-

- (a) decides that the candidate is not eligible to stand,
- (b) decides that the nomination paper is invalid,
- (c) receives satisfactory proof that the candidate has died, or
- (d) receives a written request by the candidate of their withdrawal from candidacy.

(2) The returning officer is entitled to decide that a nomination paper is invalid only on one of the following grounds -

- (a) that the paper is not received on or before the final time and date for return of nomination papers, as specified in the notice of the election,
  - (b) that the paper does not contain the candidate's particulars, as required by rule 10;
  - (c) that the paper does not contain a declaration of the interests of the candidate, as required by rule 11,
  - (d) that the paper does not include a declaration of eligibility as required by rule 12, or
  - (e) that the paper is not signed and dated by the candidate, as required by rule 13.
- (3) The returning officer is to examine each nomination paper as soon as is practicable after he or she has received it, and decide whether the candidate has been validly nominated.
- (4) Where the returning officer decides that a nomination is invalid, the returning officer must endorse this on the nomination paper, stating the reasons for their decision.
- (5) The returning officer is to send notice of the decision as to whether a nomination is valid or invalid to the candidate at the contact address given in the candidate's nomination paper.

#### **15. Publication of statement of candidates –**

- (1) The returning officer is to prepare and publish a statement showing the candidates who are standing for election.
- (2) The statement must show –
- (a) the name, contact address, and constituency or class within a constituency of each candidate standing, and
  - (b) the declared interests of each candidate standing,

as given in their nomination paper.

- (3) The statement must list the candidates standing for election in alphabetical order by surname.
- (4) The returning officer must send a copy of the statement of candidates and copies of the nomination papers to the corporation as soon as is practicable after publishing the statement.

#### **16. Inspection of statement of nominated candidates and nomination papers –**

- (1) The corporation is to make the statements of the candidates and the nomination papers supplied by the returning officer under rule 15(4) available for inspection by members of the public free of charge at all reasonable times.
- (2) If a person requests a copy or extract of the statements of candidates or their nomination papers, the corporation is to provide that person with the copy or extract free of charge.

**17. Withdrawal of candidates** - A candidate may withdraw from election on or before the date and time for withdrawal by candidates, by providing to the returning officer a written notice of withdrawal which is signed by the candidate and attested by a witness.

**18. Method of election –**

- (1) If the number of candidates remaining validly nominated for an election after any withdrawals under these rules is greater than the number of members to be elected to the Governors' Council, a poll is to be taken in accordance with Parts 5 and 6 of these rules.
- (2) If the number of candidates remaining validly nominated for an election after any withdrawals under these rules is equal to the number of members to be elected to the Governors' Council, those candidates are to be declared elected in accordance with Part 7 of these rules.
- (3) If the number of candidates remaining validly nominated for an election after any withdrawals under these rules is less than the number of members to be elected to be Governors' Council, then –
  - (a) the candidates who remain validly nominated are to be declared elected in accordance with Part 7 of these rules, and
  - (b) the returning officer is to order a new election to fill any vacancy which remains unfilled, on a day appointed by him or her in consultation with the corporation.

*Part 5 – Contested elections*

**19. Poll to be taken by ballot –**

- (1) The votes at the poll must be given by secret ballot.
- (2) The votes are to be counted and the result of the poll determined in accordance with Part 6 of these rules.

**20. The ballot paper –**

- (1) The ballot of each voter is to consist of a ballot paper with the persons remaining validly nominated for an election after any withdrawals under these rules, and no others, inserted in the paper.

- (2) Every ballot paper must specify –
  - (a) the name of the corporation,
  - (b) the constituency, or class within a constituency, for which the election is being held,
  - (c) the number of members of the Governors' Council to be elected from that constituency, or class within that constituency,
  - (d) the names and other particulars of the candidates standing for election, with the details and order being the same as in the statement of nominated candidates,
  - (e) instructions on how to vote,
  - (f) if the ballot paper is to be returned by post, the address for its return and the date and time of the close of the poll, and
  - (g) the contact details of the returning officer.
- (3) Each ballot paper must have a unique identifier.
- (4) Each ballot paper must have features incorporated into it to prevent it from being reproduced.

**21. The declaration of identity (public and patient constituencies) –**

- (1) In respect of an election for a public or patient constituency a declaration of identity must be issued with each ballot paper.
- (2) The declaration of identity is to include a declaration –
  - (a) that the voter is the person to whom the ballot paper was addressed,
  - (b) that the voter has not marked or returned any other voting paper in the election, and
  - (c) for a member of the public or patient constituency, of the particulars of that member's qualification to vote as a member of the constituency or class within a constituency for which the election is being held.
- (3) The declaration of identity is to include space for –
  - (a) the name of the voter,
  - (b) the address of the voter,
  - (c) the voter's signature, and
  - (d) the date that the declaration was made by the voter.

- (4) The voter must be required to return the declaration of identity together with the ballot paper.
- (5) The declaration of identity must caution the voter that, if it is not returned with the ballot paper, or if it is returned without being correctly completed, the voter's ballot paper may be declared invalid.

*Action to be taken before the poll*

**22. List of eligible voters –**

- (1) The corporation is to provide the returning officer with a list of the members of the constituency or class within a constituency for which the election is being held who are eligible to vote by virtue of rule 26 as soon as is reasonably practicable after the final date for the delivery of notices of withdrawals by candidates from an election.
- (2) The list is to include, for each member, a mailing address where his or her ballot paper is to be sent.

**23. Notice of poll -** The returning officer is to publish a notice of the poll stating–

- (a) the name of the corporation,
- (b) the constituency, or class within a constituency, for which the election is being held,
- (c) the number of members of the Governors' Council to be elected from that constituency, or class with that constituency,
- (d) the names, contact addresses, and other particulars of the candidates standing for election, with the details and order being the same as in the statement of nominated candidates,
- (e) that the ballot papers for the election are to be issued and returned, if appropriate, by post,
- (f) the address for return of the ballot papers, and the date and time of the close of the poll,
- (g) the address and final dates for applications for replacement ballot papers, and
- (h) the contact details of the returning officer.

**24. Issue of voting documents by returning officer –**

- (1) As soon as is reasonably practicable on or after the publication of the notice of the poll, the returning officer is to send the following documents to each member of the corporation named in the list of eligible voters–
  - (a) a ballot paper and ballot paper envelope,

- (b) a declaration of identity (if required),
  - (c) information about each candidate standing for election, pursuant to rule 59 of these rules, and
  - (d) a covering envelope.
- (2) The documents are to be sent to the mailing address for each member, as specified in the list of eligible voters.

## **25. Ballot paper envelope and covering envelope –**

- (1) The ballot paper envelope must have clear instructions to the voter printed on it, instructing the voter to seal the ballot paper inside the envelope once the ballot paper has been marked.
- (2) The covering envelope is to have –
- (a) the address for return of the ballot paper printed on it, and
  - (b) pre-paid postage for return to that address.
- (3) There should be clear instructions, either printed on the covering envelope or elsewhere, instructing the voter to seal the following documents inside the covering envelope and return it to the returning officer –
- (a) the completed declaration of identity if required, and
  - (b) the ballot paper envelope, with the ballot paper sealed inside it.

### *The poll*

## **26. Eligibility to vote –**

An individual who becomes a member of the corporation on or before the closing date for the receipt of nominations by candidates for the election, is eligible to vote in that election.

## **27. Voting by persons who require assistance –**

- (1) The returning officer is to put in place arrangements to enable requests for assistance to vote to be made.
- (2) Where the returning officer receives a request from a voter who requires assistance to vote, the returning officer is to make such arrangements as he or she considers necessary to enable that voter to vote.

## **28. Spoilt ballot papers**

- (1) – If a voter has dealt with his or her ballot paper in such a manner that it cannot be accepted as a ballot paper (referred to a “spoilt ballot paper”),

that voter may apply to the returning officer for a replacement ballot paper.

- (2) On receiving an application, the returning officer is to obtain the details of the unique identifier on the spoilt ballot paper, if he or she can obtain it.
- (3) The returning officer may not issue a replacement ballot paper for a spoilt ballot paper unless he or she –
  - (a) is satisfied as to the voter's identity, and
  - (b) has ensured that the declaration of identity, if required, has not been returned.
- (4) After issuing a replacement ballot paper for a spoilt ballot paper, the returning officer shall enter in a list ("the list of spoilt ballot papers") –
  - (a) the name of the voter, and
  - (b) the details of the unique identifier of the spoilt ballot paper (if that officer was able to obtain it), and
  - (c) the details of the unique identifier of the replacement ballot paper.

## **29. Lost ballot papers –**

- (1) Where a voter has not received his or her ballot paper by the fourth day before the close of the poll, that voter may apply to the returning officer for a replacement ballot paper.
- (2) The returning officer may not issue a replacement ballot paper for a lost ballot paper unless he or she –
  - (a) is satisfied as to the voter's identity,
  - (b) has no reason to doubt that the voter did not receive the original ballot paper, and
  - (c) has ensured that the declaration of identity if required has not been returned.
- (3) After issuing a replacement ballot paper for a lost ballot paper, the returning officer shall enter in a list ("the list of lost ballot papers") –
  - (a) the name of the voter, and
  - (b) the details of the unique identifier of the replacement ballot paper.

## **30. Issue of replacement ballot paper–**

- (1) If a person applies for a replacement ballot paper under rule 28 or 29 and a declaration of identity has already been received by the returning officer in the name of that voter, the returning officer may not issue a replacement ballot paper unless, in addition to the requirements imposed rule 28(3) or 29(2), he or she is also satisfied that that person has not already voted in the election, notwithstanding the fact that a declaration of identity if required has already been received by the returning officer in the name of that voter.
- (2) After issuing a replacement ballot paper under this rule, the returning officer shall enter in a list (“the list of tendered ballot papers”) –
  - (a) the name of the voter, and
  - (b) the details of the unique identifier of the replacement ballot paper issued under this rule.

**31. Declaration of identity for replacement ballot papers (public and patient constituencies) –**

- (1) In respect of an election for a public or patient constituency a declaration of identity must be issued with each replacement ballot paper.
- (2) The declaration of identity is to include a declaration –
  - (a) that the voter has not voted in the election with any ballot paper other than the ballot paper being returned with the declaration, and
  - (b) of the particulars of that member’s qualification to vote as a member of the public or patient constituency, or class within a constituency, for which the election is being held.
- (3) The declaration of identity is to include space for –
  - (a) the name of the voter,
  - (b) the address of the voter,
  - (c) the voter’s signature, and
  - (d) the date that the declaration was made by the voter.
- (4) The voter must be required to return the declaration of identity together with the ballot paper.
- (5) The declaration of identity must caution the voter that if it is not returned with the ballot paper, or if it is returned without being correctly completed, the replacement ballot paper may be declared invalid.

*Procedure for receipt of envelopes*

### **32. Receipt of voting documents –**

- (1) Where the returning officer receives a –
  - (a) covering envelope, or
  - (b) any other envelope containing a declaration of identity if required, a ballot paper envelope, or a ballot paper,before the close of the poll, that officer is to open it as soon as is practicable; and rules 33 and 34 are to apply.
- (2) The returning officer may open any ballot paper envelope for the purposes of rules 33 and 34, but must make arrangements to ensure that no person obtains or communicates information as to –
  - (a) the candidate for whom a voter has voted, or
  - (b) the unique identifier on a ballot paper.
- (3) The returning officer must make arrangements to ensure the safety and security of the ballot papers and other documents.

### **33. Validity of ballot paper –**

- (1) A ballot paper shall not be taken to be duly returned unless the returning officer is satisfied that it has been received by the returning officer before the close of the poll, with a declaration of identity if required that has been correctly completed, signed, and dated.
- (2) Where the returning officer is satisfied that paragraph (1) has been fulfilled, he or she is to –
  - (a) put the declaration of identity if required in a separate packet, and
  - (b) put the ballot paper aside for counting after the close of the poll.
- (3) Where the returning officer is not satisfied that paragraph (1) has been fulfilled, he or she is to –
  - (a) mark the ballot paper “disqualified”,
  - (b) if there is a declaration of identity accompanying the ballot paper, mark it as “disqualified” and attach it the ballot paper,
  - (c) record the unique identifier on the ballot paper in a list (the “list of disqualified documents”); and
  - (d) place the document or documents in a separate packet.

**34. Declaration of identity but no ballot paper (public and patient constituency) –**

Where the returning officer receives a declaration of identity if required but no ballot paper, the returning officer is to –

- (a) mark the declaration of identity “disqualified”,
- (b) record the name of the voter in the list of disqualified documents, indicating that a declaration of identity was received from the voter without a ballot paper; and
- (c) place the declaration of identity in a separate packet.

**35. Sealing of packets –**

As soon as is possible after the close of the poll and after the completion of the procedure under rules 33 and 34, the returning officer is to seal the packets containing–

- (a) the disqualified documents, together with the list of disqualified documents inside it,
- (b) the declarations of identity if required,
- (c) the list of spoilt ballot papers,
- (d) the list of lost ballot papers,
- (e) the list of eligible voters, and
- (f) the list of tendered ballot papers.

*Part 6 - Counting the votes*

**37. Arrangements for counting of the votes –** The returning officer is to make arrangements for counting the votes as soon as is practicable after the close of the poll.

**38. The count –** (1) The returning officer is to –

- (a) count and record the number of ballot papers that have been returned, and
- (b) count the votes according to the provisions in this Part of the rules.

(2) The returning officer, while counting and recording the number of ballot papers and counting the votes, must make arrangements to ensure that no person obtains or communicates information as to the unique identifier on a ballot paper.

(3) The returning officer is to proceed continuously with counting the votes as far as is practicable.

**39. Rejected ballot papers – (1) Any ballot paper –**

- (a) which does not bear the features that have been incorporated into the other ballot papers to prevent them from being reproduced,
- (b) on which votes are given for more candidates than the voter is entitled to vote,
- (c) on which anything is written or marked by which the voter can be identified except the unique identifier, or
- (d) which is unmarked or rejected because of uncertainty,

shall, subject to paragraphs (2) and (3) below, be rejected and not counted.

(2) Where the voter is entitled to vote for more than one candidate, a ballot paper is not to be rejected because of uncertainty in respect of any vote where no uncertainty arises, and that vote is to be counted.

(3) A ballot paper on which a vote is marked –

- (a) elsewhere than in the proper place,
- (b) otherwise than by means of a clear mark,
- (c) by more than one mark,

is not to be rejected for such reason (either wholly or in respect of that vote) if an intention that the vote shall be for one or other of the candidates clearly appears, and the way the paper is marked does not itself identify the voter and it is not shown that he or she can be identified by it.

(4) The returning officer is to –

- (a) endorse the word “rejected” on any ballot paper which under this rule is not to be counted, and
- (b) in the case of a ballot paper on which any vote is counted under paragraph (2) or (3) above, endorse the words “rejected in part” on the ballot paper and indicate which vote or votes have been counted.

(5) The returning officer is to draw up a statement showing the number of rejected ballot papers under the following headings –

- (a) does not bear proper features that have been incorporated into the ballot paper,
- (b) voting for more candidates than the voter is entitled to,
- (c) writing or mark by which voter could be identified, and
- (d) unmarked or rejected because of uncertainty,

and, where applicable, each heading must record the number of ballot papers rejected in part.

- 40. Not used
- 41. Not used
- 42. Not used
- 43. Not used
- 44. Not used
- 45. Not used

**46. Equality of votes** – Where, after the counting of votes is completed, an equality of votes is found to exist between any candidates and the addition of a vote would entitle any of those candidates to be declared elected, the returning officer is to decide between those candidates by a lot, and proceed as if the candidate on whom the lot falls had received an additional vote.

*Part 7 – Final proceedings in contested and uncontested elections*

**47. Declaration of result for contested elections** – (1) In a contested election, when the result of the poll has been ascertained, the returning officer is to –

- (a) declare the candidate or candidates whom more votes have been given than for the other candidates, up to the number of vacancies to be filled on the Governors' Council from the constituency, or class within a constituency, for which the election is being held to be elected,
- (b) give notice of the name of each candidate who he or she has declared elected–
  - (i) where the election is held under a proposed constitution pursuant to powers conferred on the Royal Brompton & Harefield NHS Trust by section 4(4) of the 2003 Act, to the chairman of the NHS Trust, or
  - (ii) in any other case, to the chairman of the corporation;  
and
- (c) give public notice of the name of each candidate whom he or she has declared elected.

(2) The returning officer is to make –

- (a) the total number of votes given for each candidate (whether elected or not), and
- (b) the number of rejected ballot papers under each of the headings in rule fpp39(5),

available on request.

**48. Declaration of result for uncontested elections** – In an uncontested election, the returning officer is to as soon as is practicable after final day for the delivery of notices of withdrawals by candidates from the election –

- (a) declare the candidate or candidates remaining validly nominated to be elected,
- (b) give notice of the name of each candidate who he or she has declared elected to the chairman of the corporation, and
- (c) give public notice of the name of each candidate who he or she has declared elected.

*Part 8 – Disposal of documents*

**49. Sealing up of documents relating to the poll** – (1) On completion of the counting at a contested election, the returning officer is to seal up the following documents in separate packets –

- (a) the counted ballot papers,
- (b) the ballot papers endorsed with “rejected in part”,
- (c) the rejected ballot papers, and
- (d) the statement of rejected ballot papers.

(2) The returning officer must not open the sealed packets of –

- (a) the disqualified documents, with the list of disqualified documents inside it,
- (b) the declarations of identity,
- (c) the list of spoilt ballot papers,
- (d) the list of lost ballot papers,
- (e) the list of eligible voters, and
- (f) the list of tendered ballot papers.

(3) The returning officer must endorse on each packet a description of –

- (a) its contents,
- (b) the date of the publication of notice of the election,
- (c) the name of the corporation to which the election relates, and
- (d) the constituency, or class within a constituency, to which the election relates.

**50. Delivery of documents** – Once the documents relating to the poll have been sealed up and endorsed pursuant to rule 49, the returning officer is to forward them to the Chairman of the corporation.

**51. Forwarding of documents received after close of the poll – Where –**

- (a) any voting documents are received by the returning officer after the close of the poll, or
- (b) any envelopes addressed to eligible voters are returned as undelivered too late to be resent, or
- (c) any applications for replacement ballot papers are made too late to enable new ballot papers to be issued,

the returning officer is to put them in a separate packet, seal it up, and endorse and forward it to the chairman of the corporation.

**52. Retention and public inspection of documents –** (1) The corporation is to retain the documents relating to an election that are forwarded to the Chairman by the returning officer under these rules for one year, and then, unless otherwise directed by the regulator, cause them to be destroyed.

(2) With the exception of the documents listed in rule 53(1), the documents relating to an election that are held by the corporation shall be available for inspection by members of the public at all reasonable times.

(3) A person may request a copy or extract from the documents relating to an election that are held by the corporation, and the corporation is to provide it, and may impose a reasonable charge for doing so.

**53. Application for inspection of certain documents relating to an election –** (1) The corporation may not allow the inspection of, or the opening of any sealed packet containing –

- (a) any rejected ballot papers, including ballot papers rejected in part,
- (b) any disqualified documents, or the list of disqualified documents,
- (c) any counted ballot papers,
- (d) any declarations of identity, or
- (e) the list of eligible voters,

by any person without the consent of the Regulator.

(2) A person may apply to the Regulator to inspect any of the documents listed in (1), and the Regulator may only consent to such inspection if it is satisfied that it is necessary for the purpose of questioning an election pursuant to Part 11.

(3) The Regulator's consent may be on any terms or conditions that it thinks necessary, including conditions as to –

- (a) persons,

- (b) time,
- (c) place and mode of inspection,
- (d) production or opening,

and the corporation must only make the documents available for inspection in accordance with those terms and conditions.

(4) On an application to inspect any of the documents listed in paragraph (1),  
–

- (a) in giving its consent, the regulator, and
- (b) and making the documents available for inspection, the corporation,

must ensure that the way in which the vote of any particular member has been given shall not be disclosed, until it has been established –

- (i) that his or her vote was given, and
- (ii) that the regulator has declared that the vote was invalid.

*Part 9 – Death of a candidate during a contested election*

**54. Countermand or abandonment of poll on death of candidate**

(1) If, at a contested election, proof is given to the returning officer's satisfaction before the result of the election is declared that one of the persons named or to be named as a candidate has died, then the returning officer is to

- (a) countermand notice of the poll, or, if ballot papers have been issued, direct that the poll be abandoned within that constituency or class, and
- (b) order a new election, on a date to be appointed by him or her in consultation with the corporation, within the period of 40 days, computed in accordance with rule 3 of these rules, beginning with the day that the poll was countermanded or abandoned.

(2) Where a new election is ordered under paragraph (1), no fresh nomination is necessary for any candidate who was validly nominated for the election where the poll was countermanded or abandoned but further candidates shall be invited for that constituency or class.

(3) Where a poll is abandoned under paragraph (1)(a), paragraphs (4) to (7) are to apply.

(4) The returning officer shall not take any step or further step to open envelopes or deal with their contents in accordance with rules 33 and 34, and is to make up separate sealed packets in accordance with rule 35.

(5) The returning officer is to –

- (a) count and record the number of ballot papers that have been received, and
  - (b) seal up the ballot papers into packets, along with the records of the number of ballot papers.
- (6) The returning officer is to endorse on each packet a description of –
- (a) its contents,
  - (b) the date of the publication of notice of the election,
  - (c) the name of the corporation to which the election relates, and
  - (d) the constituency, or class within a constituency, to which the election relates.
- (7) Once the documents relating to the poll have been sealed up and endorsed pursuant to paragraphs (4) to (6), the returning officer is to deliver them to the chairman of the corporation, and rules 52 and 53 are to apply.

### *Part 10 – Election expenses and publicity*

#### *Election expenses*

**55. Election expenses** – Any expenses incurred, or payments made, for the purposes of an election which contravene this Part are an electoral irregularity, which may only be questioned in an application to the regulator under Part 11 of these rules.

**56 Expenses and payments by candidates** - A candidate may not incur any expenses or make a payment (of whatever nature) for the purposes of an election, other than expenses or payments that relate to –

- (a) personal expenses,
- (b) travelling expenses, and expenses incurred while living away from home, and
- (c) expenses for stationery, postage, telephone, internet (or any similar means of communication) and other petty expenses, to a limit of £100.

**57. Election expenses incurred by other persons** – (1) No person may –

- (a) incur any expenses or make a payment (of whatever nature) for the purposes of a candidate's election, whether on that candidate's behalf or otherwise, or
- (b) give a candidate or his or her family any money or property (whether as a gift, donation, loan, or otherwise) to meet or

contribute to expenses incurred by or on behalf of the candidate for the purposes of an election.

(2) Nothing in this rule is to prevent the corporation from incurring such expenses, and making such payments, as it considers necessary pursuant to rules 58 and 59.

### *Publicity*

**58. Publicity about election by the corporation –** (1) The corporation may –

- (a) compile and distribute such information about the candidates, and
- (b) organise and hold such meetings to enable the candidates to speak and respond to questions,

as it considers necessary.

(2) Any information provided by the corporation about the candidates, including information compiled by the corporation under rule 59, must be –

- (a) objective, balanced and fair,
- (b) equivalent in size and content for all candidates,
- (c) compiled and distributed in consultation with all of the candidates standing for election, and
- (d) must not seek to promote or procure the election of a specific candidate or candidates, at the expense of the electoral prospects of one or more other candidates.

(3) Where the corporation proposes to hold a meeting to enable the candidates to speak, the corporation must ensure that all of the candidates are invited to attend, and in organising and holding such a meeting, the corporation must not seek to promote or procure the election of a specific candidate or candidates at the expense of the electoral prospects of one or more other candidates.

**59. Information about candidates for inclusion with voting documents -**

(1) The corporation must compile information about the candidates standing for election, to be distributed by the returning officer pursuant to rule 24 of these rules.

(2) The information must consist of –

- (a) a statement submitted by the candidate of no more than 250 words, and
- (b) a photograph of the candidate.

**60. Meaning of “for the purposes of an election”** - (1) In this Part, the phrase “for the purposes of an election” means with a view to, or otherwise in connection with, promoting or procuring a candidate’s election, including the prejudicing of another candidate’s electoral prospects; and the phrase “for the purposes of a candidate’s election” is to be construed accordingly.

(2) The provision by any individual of his or her own services voluntarily, on his or her own time, and free of charge is not to be considered an expense for the purposes of this Part.

*Part 11 – Questioning elections and the consequence of irregularities*

**61. Application to question an election** – (1) An application alleging a breach of these rules, including an electoral irregularity under Part 10, may be made to the regulator.

(2) An application may only be made once the outcome of the election has been declared by the returning officer.

(3) An application may only be made to the Regulator by -

- (a) a person who voted at the election or who claimed to have had the right to vote, or
- (b) a candidate, or a person claiming to have had a right to be elected at the election.

(4) The application must –

- (a) describe the alleged breach of the rules or electoral irregularity, and
- (b) be in such a form as the Regulator may require.

(5) The application must be presented in writing within 21 days of the declaration of the result of the election.

(6) If the Regulator requests further information from the applicant, then that person must provide it as soon as is reasonably practicable.

b. The Regulator shall delegate the determination of an application to a person or persons to be nominated for the purpose of the Regulator.

c. The determination by the person or persons nominated in accordance with Rule 61(7) shall be binding on and shall be given effect by the corporation, the applicant and the members of the constituency (or class within a constituency) including all the candidates for the election to which the application relates.

d. The Regulator may prescribe rules of procedure for the determination of an application including costs.

*Part 12 – Miscellaneous*

**62. Secrecy** – (1) The following persons –

- (a) the returning officer,
- (b) the returning officer’s staff,

must maintain and aid in maintaining the secrecy of the voting and the counting of the votes, and must not, except for some purpose authorised by law, communicate to any person any information as to –

- (i) the name of any member of the corporation who has or has not been given a ballot paper or who has or has not voted,
- (ii) the unique identifier on any ballot paper,
- (iii) the candidate(s) for whom any member has voted.

(2) No person may obtain or attempt to obtain information as to the candidate(s) for whom a voter is about to vote or has voted, or communicate such information to any person at any time, including the unique identifier on a ballot paper given to a voter.

(3) The returning officer is to make such arrangements as he or she thinks fit to ensure that the individuals who are affected by this provision are aware of the duties it imposes.

**63. Prohibition of disclosure of vote** – No person who has voted at an election shall, in any legal or other proceedings to question the election, be required to state for whom he or she has voted.

**64. Disqualification** – A person may not be appointed as a returning officer, or as staff of the returning officer pursuant to these rules, if that person is –

- (a) a member of the corporation,
- (b) an employee of the corporation,
- (c) a director of the corporation, or
- (d) employed by or on behalf of a person who has been nominated for election.

**65. Delay in postal service through industrial action or unforeseen event** – If industrial action, or some other unforeseen event, results in a delay in –

- (a) the delivery of the documents in rule 24, or
- (b) the return of the ballot papers and declarations of identity,

the returning officer may extend the time between the publication of the notice of the poll and the close of the poll, with the agreement of the Regulator.

**ANNEX 6 – STANDING ORDERS FOR THE PRACTICE AND  
PROCEDURE OF THE GOVERNORS' COUNCIL**

*Royal Brompton & Harefield NHS Foundation Trust*

**Standing Orders  
of the  
Governors' Council**

*March 2009*

## **SECTION A – STANDING ORDERS**

### **1 Statutory Framework**

Royal Brompton & Harefield NHS Foundation Trust (the Trust) is a Public Benefit Corporation which came into existence on **[date]** in accordance with the provisions of the National Health Service Act 2006 (The Act).

- 1.1 The principal place of business (headquarters) of the Trust is Royal Brompton Hospital, Sydney Street, London SW3 6NP.
- 1.2 A NHS Foundation Trust is established under the Act as a public benefit corporation, and day-to-day management of the organisation is with the Board of Directors who are governed by the constitution, regulated by the Independent Regulator of NHS Foundation Trusts (Independent Regulator) and accountable to Foundation Trust members through the Governors' Council
- 1.3 The functions of the Trust are conferred by the Act and all business is conducted in the name of the Trust.
- 1.4 As a body corporate, the Trust has powers to contract in its own name and to act as a corporate trustee. In the latter role it is accountable to the Charity Commission for those funds deemed to be charitable.
- 1.5 The Independent Regulator requires the Trust to adopt Standing Orders for the regulation of the proceedings and business of the Board in fulfilment of its requirements to be legally constituted.
- 1.6 The Trust is also bound by such other statutes and legal provisions that govern the conduct of its affairs.
- 1.7 The Trust remains part of the NHS and is subject to NHS standards, performance ratings and systems of inspection. It has the primary purpose of providing goods and services for the National Health Service in England.

### **2. The Governors' Council**

#### **2.1 Composition of the Governors' Council**

The composition of the Governors' Council shall be in accordance with paragraph 12 and Annex 4 of the Constitution of the Trust.

#### **2.2 Role of the Chairman**

The Chairman is not a member of the Governors' Council but presides at meetings of the Governors' Council and has a casting vote.

2.3 Where the Chairman of the Trust has died or has ceased to hold office, or where he has been unable to perform his duties as Chairman owing to illness or any other cause, the Senior Independent Director shall act as Chairman until a new Chairman is appointed or the existing Chairman resumes his duties, as the case may be; and references to the Chairman in these Standing Orders shall, so long as there is no Chairman able to perform his duties, be taken to include the Senior Independent Director.

2.4 Governors' Council – eligibility, disqualification and removal

2.4.1 The following may not become or continue as a member of the Governors' Council:

2.4.1.1 A person who is an executive or non-executive Director of the Trust or a Governor or director of any other NHS Foundation Trust or NHS Trust;

2.4.1.2 a person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged;

2.4.1.3 a person who has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;

2.4.1.4 a person who, within the preceding five years, has been convicted in the British Isles of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) was imposed on him;

2.4.1.5 A person who is the subject of a sex offender order;

2.4.1.6 A person who within the preceding two years has been dismissed, otherwise than by reason of redundancy, from any paid employment with a health service body;

2.4.1.7 A person who is deceased;

2.4.1.8 A person whose tenure of office as the chairman or as a member or director of any health service body has been terminated in the preceding two years on the grounds that their appointment is not in the best interests of the health service for non-attendance at meetings or for non-disclosure of a pecuniary interest;

2.4.1.9 A person who is incapable by reason of mental disorder, illness or injury of managing or administering his property or affairs;

2.4.1.10 A person who has issued a claim against the Trust and legal proceedings have ensued as a result of such claim or they are classed as a vexatious complainant;

2.4.1.11 A person who fails to abide by this constitution.

2.4.2 Governors must be at least 16 years of age at the date they are nominated for election or appointment.

2.4.3 A person holding office as a Governor shall immediately cease to do so if:

- 2.4.3.1 They resign by notice in writing to the Secretary;
  - 2.4.3.2 They fail to attend 2 meetings in any financial year, unless the other Governors are satisfied that the absences were due to reasonable causes and that the Governor will be able to start attending meetings within such a period as it considers reasonable;
  - 2.4.3.3 They cease to be a member of the Trust;
  - 2.4.3.4 As an appointed Governor, their appointment is withdrawn by their employer or they are no longer an employee of that organisation;
  - 2.4.3.5 They consistently refuse to comply with the Trust's training requirements;
  - 2.4.3.6 They fail to complete the required declaration accepting the code of conduct of Governors;
  - 2.4.3.7 They are removed from the Governors' Council by a resolution approved by not less than two-thirds of the remaining Governors present and voting at a General meeting of the Governors' Council on the grounds that
    - They have committed a serious breach of the code of conduct; or
    - They have acted in a manner detrimental to the interests of the Trust, and the Governors' Council consider that it is not in the best interests of the Trust for them to continue as a Governor.
- 2.4.4 Where an individual has been elected or appointed to be a Governor and he becomes disqualified from that appointment, he shall notify the Trust Secretary in writing of such disqualification as soon as practicable and in any event within 14 days of first becoming aware of those matters which render him disqualified.
- 2.4.5 If it comes to the notice of the Trust Secretary that the Governor is disqualified, whether at the time of the Governor's appointment or later, the Trust Secretary shall immediately declare that the individual in question is disqualified and give notice to him in writing to that effect as soon as practicable and in any event within 14 days of the date of the said declaration.
- 2.4.6 Upon the giving of notice under clauses 2.4.4 and 2.4.5 above that individual's tenure of office, if any, shall be terminated forthwith and he shall cease to be a Governor and his name shall be removed from the Register of Governors.

## 2.5 Governors' Council – Role and Functions

- 2.5.1 To appoint or remove the Chairman and the other Non-executive Directors of the Trust (but NB paragraph 25);
  - 2.5.2 To approve the appointment of the Chief Executive (but NB paragraph 28);
  - 2.5.3 To decide the remuneration and expenses and the other terms and conditions of the Non-executive Directors;
  - 2.5.5 To appoint or remove the Trust's Auditors;
  - 2.5.6 To receive and consider the Trust's annual accounts, any auditor's reports on those annual accounts and the annual report from the Board of Directors;
  - 2.5.7 To provide views to the Board of Directors in respect of the preparation of forward plans for each financial year (in line with paragraph 41 of the Constitution);
  - 2.5.8 To be consulted by the Board of Directors and provide a response on strategic matters affecting the Trust;
  - 2.5.9 To approve and review the membership strategy; and
  - 2.5.10 To exercise such other powers and to discharge such other duties as may be conferred on the Governors' Council under this constitution.
- 2.6 Subject to the Act and this constitution, the exercise of these powers may be delegated to a committee of Governors, or a committee so appointed under this paragraph may appoint a sub-committee.

## **3 Meetings of the Governors' Council**

### 3.1 Admission of the Public

Members of the public are entitled to attend all meetings of the Governors' Council except for special reasons where the Governors' Council resolves as follows:

- (a) that members of the public should be excluded from the remainder of a meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public; and/or
- (b) that in the interests of public order the meeting adjourn for a period to be specified in such resolution to enable the Governors' Council to complete business without the presence of the public.

3.2 Nothing in these Standing Orders shall require the Governors' Council to allow members of the public to record proceedings in any manner whatsoever, other than writing, or to make any oral report of proceedings as they take place, without the prior agreement of the Governors' Council.

### 3.3 Calling Meetings

- (1) Governors' Council meetings are to take place at least 4 times in a year at such time and place as the Chairman shall convene.
- (2) One third or more of the Governors' Council may requisition a meeting in writing. If the Chairman refuses or fails to call a meeting within seven days of a requisition being presented, the Governors signing the requisition may forthwith call a meeting.
- (3) The Governors' Council will publicise and hold an Annual Members' Meeting in accordance with the terms of the Constitution.
- (4) The Annual Members' Meeting will be convened by the Trust Secretary by order of the Governors' Council

### 3.4 Notice of Meetings and the Business to be transacted

- (1) Before each meeting of the Governors' Council, a written notice specifying the business proposed to be transacted shall be delivered to every Governor, or sent by post to the usual place of residence of each Governor, so as to be available to Governors at least three clear days before the meeting. The notice shall be signed by the Chairman or by an officer authorised by the Chairman to sign on their behalf. Want of service of such a notice on any Governor shall not affect the validity of a meeting.
- (2) In the case of a meeting called by Governors in default of the Chairman calling the meeting, the notice shall be signed by those Governors.
- (3) No business shall be transacted at the meeting other than that specified on the agenda, or emergency motions allowed under these standing orders.
- (4) Before each meeting of the Governors' Council a public notice of the time and place of the meeting, and the public part of the agenda, shall be displayed at the Trust's principal offices at least three clear days before the meeting

### 3.5 Agenda and Supporting Papers

- (1) The agenda and supporting papers will be sent to Governors six days before the meeting whenever possible, but will certainly be dispatched no later than three clear days before the meeting, save in emergency.
- (2) A Governor desiring a matter to be included on an agenda shall make the request in writing to the Chairman at least 10 clear days before the meeting. The request should include appropriate supporting information. Requests made less than 10 days before a meeting may be included on that agenda at the discretion of the Chairman.

### 3.6 Notice of Motion

A Governor desiring to move or amend a motion shall send a written notice thereof at least ten clear days before the meeting to the Trust Secretary, who shall insert in the agenda for the meeting all notices so received subject to the notice being permissible under the appropriate regulations. This paragraph shall not prevent any motion being moved during the meeting, without notice on any business mentioned on the agenda.

### 3.7 Withdrawal of Motion or Amendments

A motion or amendment once moved and seconded may be withdrawn by the proponent with the concurrence of the seconder and the consent of the Chair.

### 3.8 Motion to Rescind a Resolution

Notice of motion to amend or rescind any resolution (or the general substance of any resolution) which has been passed within the preceding six calendar months shall bear the signature of the Governor(s) who gives it and also the signature of four other Governors. When any such motion has been disposed of by the Trust, it shall not be competent for any Governor other than the Chair to propose a motion to the same effect within six months; however the Chair may do so if he considers it appropriate.

### 3.9 Motions

- (1) The mover of a motion shall have a right of reply at the close of any discussion on the motion or any amendment thereto.
- (2) When a motion is under discussion or immediately prior to discussion it shall be open to a Governor to move:
  - An amendment to the motion;
  - The adjournment of the discussion or the meeting;
  - That the meeting proceed to the next business;
  - The appointment of an ad hoc committee to deal with a specific item of business;
  - That the motion be now put.

- (3) No amendment to the motion shall be admitted if, in the opinion of the Chair of the meeting, the amendment negates the substance of the motion.

### 3.10 Chairman of meeting

- (1) At any meeting of the Governors' Council the Chairman, if present, shall preside. If the Chairman is absent from the meeting, the Senior Independent Director (if the Board has appointed one), if present, shall preside.
- (2) If the Chairman and Senior Independent Director are absent, and no other Non-executive Director has accepted to replace them, the Governors' Council meeting shall be chaired by whomsoever the majority of Governors present at a meeting shall appoint.

### 3.11 Voting

- (1) Decisions at a meeting shall be determined by a majority of the votes of the Governors present and voting on the question and in the case of the number of votes for and against a motion being equal the person presiding shall have a second or casting vote.
- (2) All decisions put to the vote shall, at the discretion of the Chairman of the meeting, be determined by oral expression or by a show of hands. A paper ballot may also be used if the majority of the Governors present so request.
- (3) If at least one third of the Governors present so request, the voting (other than the paper ballot) on any question may be recorded to show how each Governor present voted or abstained.
- (4) If a Governor so requests, his/her vote shall be recorded by name upon any vote (other than by paper ballot).
- (5) In no circumstances may an absent Governor vote by proxy. Absence is defined as being absent at the time of the vote.
- (6) A Governor may only vote if:
  - a. he or she has made a declaration of the particulars of his or her qualification to be a member of the Trust; and
  - b. he or she is not prevented from being a member of the Governors' Council under paragraph 2.4 above.

### 3.12 Minutes

- (1) The Minutes of the proceedings of a meeting shall be drawn up and maintained as a public record. They will be submitted for agreement at the next meeting where they will be signed by the presiding Chairman.

- (2) No discussion shall take place upon the Minutes except upon their accuracy or where the Chairman considers discussion appropriate. Any amendment to the Minutes shall be agreed and recorded at the next meeting.
- (3) Minutes shall be circulated in accordance with the Governors' wishes. The Minutes of the meeting shall be made available to the public except for those parts of the meeting or those meetings where the public have been excluded under Standing Order 3.1 above.

### 3.13 Record of Attendance

The names of the Governors present at the meeting shall be recorded in the Minutes.

### 3.14 Quorum

- (1) No business shall be transacted at a meeting unless at least one third of the total number of Governors (8) is present, of which at least one is a public Governor, at least one is a patient (or carer) Governor and at least one is a staff Governor. If at any meeting there is no quorum present within 30 minutes of the time fixed for the start of the meeting, the meeting shall stand adjourned for 7 days (or such other term as is required by the Trust Secretary). Upon reconvening, those present shall constitute a quorum.
- (2) If a Governor has been disqualified from participating in the discussion on any matter and/or from other voting on any resolution by reason of the declaration of a conflict of interest (Standing Order 5) he shall no longer count towards the quorum. If a quorum is then not available for the discussion and/or the passing of a resolution on any matter, that matter may not be discussed further or voted upon at that meeting. Such a position shall be recorded in the minutes of the meeting. The meeting must then proceed to the next business.

## **4. Delegation of Function and Status of Standing Orders**

- 4.1 Subject to the Act and this constitution, the Governors' Council may agree from time to time on the delegation of certain duties to committees or sub-committees which it has formally constituted. The terms of reference of these committees shall be clearly laid out and approved by the Governors' Council.
- 4.2 Subject to the Act and this constitution, delegation of certain duties to an individual Governor may occur upon the agreement of the Governors' Council in formal session.
- 4.3 If for any reason these Standing Orders are not complied with, full details of the non-compliance and any justification for non-compliance

and the circumstances around the non-compliance, shall be reported to the next formal meeting of the Governors' Council for action or ratification. All Members of the Governors' Council and staff have a duty to disclose any non-compliance with these Standing Orders to the Trust Secretary as soon as possible.

- 4.4 The Standing Orders of the Governors' Council, as far as they are applicable, shall apply with appropriate alteration to meetings of any committees established by the Governors' Council. In which case the term "Chairman" is to be read as a reference to the Chairman of the committee as the context permits, and the term "Member of the Governors' Council" is to be read as a reference to a member of the committee also as the context permits.

## **5. Declaration of Interests and Register of Interests**

- 5.1 The regulatory framework requires Governors to declare interests which are relevant and material to the Governors' Council of which they are a Member. These declarations should be made upon appointment or election, and upon any subsequent occasion that a conflict arises.

- 5.2 The following interests which should be regarded as "relevant and material" are to be entered into the Register of Interests

- a) Directorships, including non-executive directorships held in private companies or public limited companies (with the exception of those of dormant companies).
- b) Ownership or part-ownership of private companies, businesses or consultancies likely or possibly seeking to do business with the Trust or other NHS body.
- c) Majority or controlling share holdings in organisations likely or possibly seeking to do business with the Trust or other NHS body.
- d) A position of trust in a charity or voluntary organisation in the field of health and social care.
- e) Any connection with a voluntary or other organisation contracting for NHS services.
- f) To the extent not covered above, any connection with an organisation, entity or company considering entering into or having entered into a financial arrangement with the Trust, including, but not limited to, lenders or banks.
- g) Any other commercial interest in the decision before the meeting.

- 5.3 At the time Governors' interests are declared, they should be recorded in the Governors' Council minutes. Any changes in interests should be declared at the next Governors' Council meeting following the change occurring.
- 5.4 Governors' directorships of companies likely or possibly seeking to do business with the Trust or other NHS body should be published in the Trust's Annual Report. The information should be kept up to date for inclusion in succeeding annual reports.
- 5.5 During the course of a Governors' Council meeting, if a conflict of interest is established, the Governor concerned should withdraw from the meeting and play no part in the relevant discussion or decision.
- 5.6 If Governors' Council members have any doubt about the relevance of an interest, this should be discussed with the Chairman and or Trust Secretary.
- 5.7 The Trust Secretary will ensure that a Register of Interests is established to formally record Governors' declarations of interests. In particular, the Register will include details of all directorships and other relevant and material interests which have been declared by Governors, as defined in Standing Order 5.2.
- 5.9 These details will be kept up to date by means of a monthly review of the Register in which any changes to interests declared during the preceding month will be incorporated.
- 5.10 The Register will be available to the public and the Chairman will take reasonable steps to bring the existence of the Register to the attention of the local population and to publicise arrangements for viewing it.
- 5.11 In establishing, maintaining, updating and publicising the Register, the Trust shall comply with all guidance issued from time to time by the Independent Regulator

## **6. Standards of Business Conduct Policy**

- 6.1 Governors should comply with the Trust Principles (as set out in the Constitution), the FT Code of Conduct, the Trust's Code of Conduct, the Standing Financial Instructions prepared by the Director of Finance & Performance; the requirements of the regulatory framework, including the Constitution, and any guidance issued by the Independent Regulator.
- 6.2 Interest of Governors in Contracts  
If it comes to the knowledge of a Governor that a contract in which he has any pecuniary interest (not being a contract to which he is himself

a party), has been, or is proposed to be, entered into by the Trust he shall, at once, give notice in writing to the Trust Secretary of the fact that he is interested therein. In the case of persons living together as partners, the interest of one partner shall, if known to the other, be deemed to be also the interest of that partner.

- 6.3 A Governor should also declare to the Trust Secretary any other employment or business or other relationship of his, or of a cohabiting spouse, that conflicts, or might reasonably be predicted could conflict with the interests of the Trust. The Trust and the Regulatory Framework require declared interests, employment or relationships, to be entered in a register of Governors' interests.
- 6.4 Canvassing of Governors of the Trust or of any Committee of the Trust directly or indirectly for any appointment under the Trust shall disqualify the candidate from such appointment.
- 6.5 A Governor shall not solicit for any person any appointment under the Trust or recommend any person for such appointment: but this paragraph shall not preclude a Governor from giving written testimonial of a candidate's ability, experience or character for submission to the Trust.
- 6.6 Informal discussions outside appointments panels or committees, whether solicited or unsolicited, should be declared to the panel or committee.
- 6.7 Candidates for any staff appointment under the Trust shall, when making application, disclose in writing to the Trust whether they are related to any Governor. Failure to disclose such a relationship may disqualify a candidate and, if appointed, may render him liable to instant dismissal.
- 6.8 The Chairman and every Governor shall disclose to the Chief Executive any relationship between himself and a candidate of whose candidature that Governor is aware.
- 6.9 On appointment Governors should disclose to the Governors' Council whether they are related to any other Member of the Board or holder of any office in the Trust.

## **7. Compliance**

- 7.1 Governors agree to attend training programmes and induction programmes prepared for their benefit.
- 7.2 Governors must comply with the seven Nolan principles of behaviour in public life.

7.3 Governors must comply with the NHS Foundation Trust Code of Governance.

## **8 Resolution of Disputes between Governors' Council and Board of Directors**

8.1 It is the responsibility of the Board of Directors to direct the business of the Trust in accordance with the constitution. The powers of the Governors' Council are detailed in the constitution and in these Standing Orders for the Governors' Council. The Governors will also represent the views of the members of their constituencies and ensure the needs of the relevant health community are taken into account when advising on the Trust's strategic direction.

8.2 In situations where any conflict arises between the Governors' Council and the Board of Directors, the decision of the Senior Independent Director shall normally be final. However there may be circumstances where the Senior Independent Director feels unable to decide, owing to a conflict of interest. In such situations the Senior Independent Director will initiate an independent review to investigate and make recommendations. Normally this will be achieved by inviting the Chairman of another Foundation Trust to conduct the review and the choice of the individual will be agreed by both the Board of Directors and the Governors' Council.

## **9. Miscellaneous**

9.1 It is the duty of the Trust Secretary to ensure that existing Governors and all new appointees are notified of and understand their responsibilities within these Standing Orders.

9.2 Standing Orders shall be reviewed from time to time by the Governors' Council. The requirement for review extends to all documents having the effect as if incorporated into the Governors' Council Standing Orders. A proposed change to the Standing Orders shall be regarded as a change to the Constitution, and shall require the approval of the Independent Regulator.

9.3 These Standing Orders shall not be varied except in the following circumstances:

- (i) upon a notice of motion under Standing Order 3.6;
- (ii) upon a recommendation of the Chairman included on the agenda for the meeting;
- (iii) that two thirds of the Governors' Council members are present at the meeting where the variation or amendment is being discussed, and that at least half of those present and voting vote in favour of the amendment;
- (iv) providing that any variation or amendment does not contravene a statutory provision;

- (v) providing that the variation or amendment be submitted to the Independent Regulator for approval.

## SECTION B

### 1. INTERPRETATION AND DEFINITIONS FOR STANDING ORDERS

- 1.1 The Chairman of the Board shall be the final authority (save as otherwise permitted by law) at any meeting on the interpretation of Standing Orders. In this regard he should be advised by the Trust Secretary and be guided by the Constitution.
- 1.2 Words importing the masculine gender only shall include the feminine gender; words importing the singular shall include the plural and vice versa.
- 1.3 Definition of terms
- 1.3.1 "Accounting Officer" means the Chief Executive of the Trust as designated by the National Health Service Act 2006. He has the duty to prepare the accounts in accordance with the Act and the personal duty of signing the Trust accounts.
- 1.3.2 "The Act" means the National Health Service Act 2006.
- 1.3.3 "The Trust" means Royal Brompton & Harefield NHS Foundation Trust
- 1.3.4 "Governors' Council" and "Council" mean Governors of the Trust as set out in the Constitution and in accordance with the Act.
- 1.3.5 "Board of Directors" means the Chairman, Executive and Non-executive Directors of the Trust, as set out in the Constitution and in accordance with the Act.
- 1.3.6 "Chairman of the Board" is the person appointed by the Governors' Council to lead the Board of Directors and to ensure that it successfully discharges its overall responsibility for the Trust as a whole. The Chairman also presides at meetings of the Governors' Council. The expression "the Chairman of the Board" shall be deemed to include the Senior Independent Director of the Board if the Chairman is absent from the meeting or is otherwise unavailable.
- 1.3.7 "Chief Executive" means the chief officer of the Trust.
- 1.3.8 "Committee" means a committee or sub-committee created and appointed by the Governors' Council in accordance with the constitution.
- 1.3.9 "Committee members" means persons formally appointed by the Governors' Council to sit on or to chair specific committees.

- 1.3.10 "Constitution" means the most recently amended version of the constitution of the Royal Brompton & Harefield NHS Foundation Trust.
- 1.3.11 "Director of Finance" or "Director of Finance & Performance" means the Chief Financial Officer of the Trust.
- 1.3.12 "Funds held on trust" shall mean those funds which the Trust holds on date of incorporation, receives on distribution by statutory instrument or chooses subsequently to accept. Such funds may or may not be charitable.
- 1.3.13 "Officer" means employee of the Trust or any other person holding a paid appointment or office with the Trust.
- 1.3.14 "Trust Secretary" means a person appointed to act independently of the Governors' Council and the Directors to provide advice on corporate governance issues to the Governors' Council, the Chairman and the Directors, and to monitor the Trust's compliance with the law, Standing Orders, and other regulatory guidance.
- 1.3.15 "SOs" means Standing Orders.
- 1.3.16 "Senior Independent Director" means the non-executive Director appointed by the Board in consultation with the Governors' Council to be the first point of contact for concerns to be raised with the Board by the Governors; and/or to take on the Chairman's duties if the Chairman is absent for any reason.
- 1.3.17 "Audit & Risk Committee" means Audit Committee

**ANNEX 7 – STANDING ORDERS FOR THE PRACTICE AND PROCEDURE  
OF THE BOARD OF DIRECTORS**

**Royal Brompton & Harefield NHS Foundation  
Trust**

**Standing Orders  
of the  
Board of Directors**

*March 2009*

## SECTION A – STANDING ORDERS

### 1 Statutory Framework

Royal Brompton & Harefield NHS Foundation Trust (the Trust) is a Public Benefit Corporation, which came into existence on **[date]** in accordance with the provisions of the National Health Service Act 2006 (the Act).

- 1.1 The principal place of business (headquarters) of the Trust is Royal Brompton Hospital, Sydney Street, London SW3 6NP.
- 1.2 A NHS Foundation Trust is established under the Act as a public benefit corporation, governed by its constitution and accountable to its members through the Governors' Council and regulated by the Independent Regulator of NHS Foundation Trusts (Independent Regulator).
- 1.3 The functions of the Trust are conferred by the Act.
- 1.4 As a body corporate, the Trust has powers to contract in its own name and to act as a corporate trustee. In the latter role it is accountable to the Charity Commission for those funds deemed to be charitable.
- 1.5 The Independent Regulator requires the Trust to adopt Standing Orders for the regulation of the proceedings and business of the Board of Directors in fulfilment of its requirements to be legally constituted and the Trust must also adopt Standing Financial Instructions (SFIs) as an integral part of Standing Orders setting out the responsibilities of individuals.
- 1.6 The Trust will also be bound by such other statutes and legal provisions which govern the conduct of its affairs.
- 1.7 The Trust remains part of the NHS and is subject to NHS standards, performance rating and systems of inspection. It has the primary purpose of providing goods and services for the National Health Service in England.

### 2. The Board of Directors

- 2.1 The Composition of the Board of Directors shall be in accordance with the Act and as set out in the constitution.
- 2.2 Appointment of Chairman  
The Chairman shall be a non-executive director appointed by the Governors in accordance with the provisions set out in the constitution and the Standing Orders for the Governors' Council.

2.3 Terms of Office of the Chairman and Non-executive Directors  
The Governors' Council shall, at a general meeting of the Governors' Council, decide the remuneration and allowances, and other terms and conditions of office, of the Chairman and the other Non-executive directors.

2.4 Appointment and Powers of Senior Independent Director

- (1) The Chairman and members of the Board of Directors will, after consulting with the Governors' Council, appoint one of the Non-executive Directors to be Senior Independent Director, for such period as they may specify on appointing him, not exceeding the remainder of his term as a member of the Board.
- (2) Any member so appointed may at any time resign from the office of Senior Independent Director by giving notice in writing to the Chairman. The Chairman and members of the Board may thereupon, after consulting with the Governors' Council, appoint another non-executive Director as Senior Independent Director.
- (3) Where the Chairman of the Trust has died or has ceased to hold office, or where he has been unable to perform his duties as Chairman owing to illness or any other cause, the Senior Independent Director shall act as Chairman until a new Chairman is appointed or the existing Chairman resumes his duties; and references to the Chairman in these Standing Orders shall, so long as there is no Chairman able to perform those duties, be taken to include the Senior Independent Director.

2.5 Joint Directors

- (1) Where there is a joint appointment (e.g. job-share) to a post of Director those persons shall count, for the purpose of these Standing Orders, as one person.
- (2) Where the office of a member of the Board is jointly shared by more than one person:
  - (a) either or both of those persons may attend or take part in meetings of the Board;
  - (b) if both are present at a meeting they should cast one vote if they agree;
  - (c) in the case of disagreements no vote should be cast;
  - (d) the presence of either or both of those persons should count as the presence of one person for the purposes of Standing Order 3.11 Quorum.

## 2.6 Roles of members of the Board

- 2.6.1 The Board of Directors is appointed to exercise all of the powers of the Trust on its behalf.
- 2.6.2 Any of these powers may be delegated to a committee of Directors or to an Executive Director. A committee appointed under this paragraph may appoint a Sub-Committee.
- 2.6.3 An Audit (or Audit & Risk) committee shall be established which shall be made up of non-executive Directors who will monitor, review and carry out other functions in relation to the Auditor as appropriate.
- 2.6.4 It is for the non-executive directors to appoint or remove the Chief Executive and such appointment (but not removal) shall be subject to the approval of the Governors' Council (subject to paragraph 28).
- 2.6.5 A committee of the Chairman, Chief Executive and the other non-executive Directors is to appoint or remove the other executive directors.
- 2.6.6 The Board of Directors is to establish a remuneration committee of non-executive Directors to decide the remuneration and allowances and the other terms and conditions of office of the Executive Directors.
- 2.6.7 The Board of Directors, having regard to the views of the Governors' Council, is to prepare information relating to the Trust's forward planning in respect of each financial year to be given to the Independent Regulator.
- 2.6.8 The Board of Directors is to present to the Governors' Council at a General Meeting the annual accounts, any report of the Auditor on the annual accounts and the annual report.
- 2.6.9 The Board will function as a corporate decision-making body, Executive and Non-executive Members will be full and equal members. Their role as members of the Board of Directors will be to consider the key strategic and managerial issues facing the Trust in carrying out its statutory and other functions.

### 2.6.10 *Executive Directors*

Executive Directors shall exercise their authority within the terms of the constitution, these Standing Orders and Standing Financial Instructions and the Scheme of Delegation.

### 2.6.11 *Chief Executive*

The Chief Executive shall be responsible for the overall performance of the executive functions of the Trust. He is the **Accounting Officer** for the Trust and shall be responsible for ensuring the discharge of

obligations under Standing Financial Instructions and in line with the requirements of the NHS Foundation Trust Accounting Officer Memorandum as published by the Independent Regulator.

#### *2.6.12 Director of Finance*

The Director of Finance shall be responsible for the provision of financial advice to the Trust and to its members and for the supervision of financial control and accounting systems. He shall be responsible along with the Chief Executive for ensuring the discharge of obligations under relevant Standing Financial Instructions.

#### *2.6.13 Non-executive Directors*

The non-executive Directors shall not be granted, nor shall they seek to exercise, any individual executive powers on behalf of the Trust. They may however, exercise collective authority when acting as members of or when chairing a committee of the Trust which has delegated powers.

#### *2.6.14 Chairman*

The Chairman shall be responsible for the operation of the Board and chair all meetings of the Board of Directors and Governors' Council, when present. The Chairman must comply with the terms of appointment, constitution and with these Standing Orders. The Chairman shall work in close harmony with the Chief Executive and the Trust Secretary and shall ensure that key and appropriate issues are discussed by the Board in a timely manner with all the necessary information and advice being made available to the Board to inform the debate and ultimate resolutions.

### 2.7 Corporate role of the Board

- (1) All business shall be conducted in the name of the Trust.
- (2) All funds received in trust shall be held in the name of the Trustees as corporate trustee.
- (3) The powers of the Trust established under statute shall be exercised by the Board except as otherwise provided for in Standing Order No. 5.
- (4) The Board shall define and regularly review the functions it exercises on behalf of the Trust.

### 2.8 Schedule of Matters reserved to the Board and Scheme of Delegation

The Board has resolved that certain powers and decisions may only be exercised by the Board in formal session. These powers and decisions are set out in the 'Schedule of Matters Reserved to the Board' and shall have effect as if incorporated into the Standing Orders. Those powers,

which it has delegated to officers and other bodies, are contained in the Scheme of Delegation.

2.9 Interaction/Relationship between the Board of Directors and the Governors' Council

It is the responsibility of the Board to direct the business of the Trust in accordance with the constitution. The powers of the Governors' Council are detailed in the constitution and in the Standing Orders for the Governors' Council. The Governors will also represent the views of the members of their constituency and ensure the needs of the local health community are taken into account when advising on the Trust's strategic direction.

2.10 Conflict Resolution Between Board of Directors and Governors' Council

In situations where any conflict arises between the Governors' Council and the Board of Directors, the decision of the Senior Independent Director shall normally be final. However there may be circumstances where the Senior Independent Director feels unable to decide owing to a conflict of interest. In such situations he will initiate an independent review to investigate and make recommendations. Normally this will be achieved by inviting the Chairman of another Foundation Trust to conduct the review and the choice of the individual will be agreed by both the Board of Directors and the Governors' Council.

2.11 Disqualification criteria for Board of Directors

The following may not become or continue as a member of the Board of Directors:

- 2.11.1 a person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged;
- 2.11.2 a person who has made a composition or arrangement with, or granted a Trust deed for, his creditors and has not been discharged in respect of it;
- 2.11.3 a person who within the preceding five years has been convicted in the British Isles of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) was imposed on him;
- 2.11.4 a person who is currently sitting as a member of the Governors' Council;
- 2.11.5 a person who is the subject of a disqualification order under the Company Director's Disqualification Act 1986;
- 2.11.6 in the case of a non-executive director, if they are no longer a member of a public or patient constituency ;
- 2.11.7 a person whose tenure of office as a Chairman or as a member or director of a health service body has been

terminated within the preceding two years 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;

- 2.11.8 a person who has been dismissed within the preceding two years from any paid employment with a health service body otherwise than by reason of redundancy;
- 2.11.9 a person who is incapable, by reason of mental disorder, illness or injury, of managing or administering his property and affairs;
- 2.11.10 a person who fails to attend three consecutive Board of Director meetings and the Board of Directors in formal meeting decide that the absence is not reasonable and can no longer be sustained;
- 2.11.11 a person who has issued a claim against the Trust and legal proceedings have ensued as a result of such claim or they are classed as a vexatious complainant.
- 2.11.12 A person who fails to abide by the constitution.

### **3. Board Meetings**

#### **3.1 Calling meetings**

- (1) Ordinary meetings of the Board shall be held at regular intervals at such times and places as the Board may determine.
- (2) The Chairman of the Trust may call a meeting of the Board at any time.
- (3) One third or more members of the Board Directors may requisition a meeting in writing. If the Chairman refuses or fails to call a meeting within seven days of a requisition being presented, the Directors signing the requisition may forthwith call a meeting.

#### **3.2 Notice of Meetings and the Business to be transacted**

- (1) Before each meeting of the Board a written notice specifying the business proposed to be transacted shall be delivered to every Director, or sent by post to the usual place of residence of each Director, so as to be available at least three clear days before the meeting. The notice shall be signed by the Chairman or by an officer authorised by the Chairman to sign on their behalf. Want of service of such a notice on any member shall not affect the validity of a meeting.
- (2) In the case of a meeting called by Directors in default of the Chairman calling the meeting, the notice shall be signed by those Directors.

- (3) No business shall be transacted at the meeting other than that specified on the agenda, or emergency motions allowed under Standing Order 3.6.
- (4) Failure to serve such a notice on more than three Directors will invalidate the meeting. A notice shall be presumed to have been served at the time at which the notice would be delivered in the ordinary course of the post.

### 3.3 Agenda and Supporting Papers

- (1) The agenda and supporting papers will be sent to Directors six days before the meeting whenever possible, but will certainly be dispatched no later than three clear days before the meeting, save in emergency.
- (2) The Board may determine that certain matters should appear on every agenda for a meeting and shall be addressed prior to any other business being conducted. (Such matters may be identified within these Standing Orders or following subsequent resolution shall be listed in an Appendix to the Standing Orders).
- (3) A member of the Board desiring a matter to be included on an agenda shall make the request in writing to the Chairman at least 10 clear days before the meeting. The request should include appropriate supporting information. Requests made less than 10 days before a meeting may be included on the agenda at the discretion of the Chairman.

### 3.4 Petitions

Where a petition has been received by the Trust the Chairman shall include the petition as an item for the agenda of the next meeting.

### 3.5 Notice of Motion

A Director of the Trust desiring to move or amend a motion shall send a written notice thereof at least ten clear days before the meeting to the Chairman, who shall insert in the agenda for the meeting all notices so received subject to the notice being permissible under the appropriate regulations. This paragraph shall not prevent any motion being moved during the meeting, without notice on any business mentioned on the agenda subject to Standing Order 3.8.

### 3.6 Withdrawal of Motion or Amendments

A motion or amendment once moved and seconded may be withdrawn by the proponent with the concurrence of the seconder and the consent of the Chairman.

### 3.7 Motion to Rescind a Resolution

Notice of motion to amend or rescind any resolution (or the general substance of any resolution) which has been passed within the preceding six calendar months shall bear the signature of the

Director(s) who gives it and also the signature of four other Directors. When any such motion has been disposed of by the Trust, it shall not be competent for any Director other than the Chairman to propose a motion to the same effect within six months; however the Chairman may do so if he considers it appropriate.

### 3.8 Motions

- (1) The mover of a motion shall have a right of reply at the close of any discussion on the motion or any amendment thereto.
- (2) When a motion is under discussion or immediately prior to discussion it shall be open to a Director to move:
  - an amendment to the motion;
  - the adjournment of the discussion or the meeting;
  - that the meeting proceed to the next business; (\*)
  - the appointment of an ad hoc committee to deal with a specific item of business;
  - that the motion be now put. (\*)
  - a motion resolving to exclude the public (including the press).

\* In the case of sub-paragraphs denoted by (\*) above to ensure objectivity motions may only be put by a Director who has not previously taken part in the debate.
- (3) No amendment to the motion shall be admitted if, in the opinion of the Chairman of the meeting, the amendment negates the substance of the motion.

### 3.9 Chairman of meeting

- (1) At any meeting of the Board the Chairman, if present, shall preside. If the Chairman is absent from the meeting, the Senior Independent Director if present, shall preside.
- (2) If the Chairman and Senior Independent Director are absent, such member (who is not also an Executive Director of the Trust) as the members present shall choose shall preside.

### 3.10 Chairman's ruling

The decision of the Chairman of the meeting on questions of order, relevancy and regularity (including procedure on handling motions) and their interpretation of the Standing Orders and Standing Financial Instructions, at the meeting, shall be final.

### 3.11 Quorum

- (1) No business shall be transacted at a meeting unless at least one-third of the whole number of the Chairman and other members of the Board (including at least one Non-executive Director and one Executive Director) are present. This requirement for at least one Executive

Director to form part of the quorum for the Board shall not apply where the Executive Directors have been excluded from the meeting as a class (e.g. when the Board considers the recommendations of the Remuneration Committee). The above requirement for at least one Non-executive Director to form part of the quorum of the Board shall not apply where the Non-executive Directors are excluded from a meeting as a class (e.g. when the Board considers provisions of the Constitution relating to the interests of the Non-executive Directors as a class).

- (2) An Officer in attendance for an Executive Director but without formal 'acting-up' status may not count towards the quorum.
- (3) If the Chairman or a Director has been disqualified from participating in the discussion on any matter and/or from voting on any resolution by reason of a declaration of a conflict of interest (see SO No.7) that person shall no longer count towards the quorum. If a quorum is then not available for the discussion and/or the passing of a resolution on any matter, that matter may not be discussed further or voted upon at that meeting. Such a position shall be recorded in the minutes of the meeting. The meeting must then proceed to the next business.

### 3.12 Voting

- (1) Every question put to a vote at a meeting shall be determined by a majority of the votes of members present and voting on the question including the Chairman. In the case of an equal vote, the person presiding (i.e. the Chairman of the meeting) shall have a second and casting vote.
- (2) At the discretion of the Chairman all questions put to the vote shall be determined by oral expression or by a show of hands, unless the Chairman directs otherwise, or it is proposed, seconded and carried that a vote be taken by paper ballot.
- (3) If at least one third of the members present so request, the voting on any question may be recorded so as to show how each member present voted or did not vote (except when conducted by paper ballot).
- (4) If a member so requests, their vote shall be recorded by name.
- (5) In no circumstances may an absent member of the Board vote by proxy. Absence is defined as being absent at the time of the vote.
- (6) A manager who has been formally appointed to act up for an Executive Director during a period of incapacity or temporarily to fill an Executive Director vacancy shall be entitled to exercise the voting rights of the Executive Director.

- (7) A manager attending the Board meeting to represent an Executive Director during a period of incapacity or temporary absence without formal 'acting-up' status may not exercise the voting rights of the Executive Director. An Officer's status when attending a meeting shall be recorded in the minutes.
- (8) For the voting rules relating to joint members see Standing Order 2.5.

### 3.13 Suspension of Standing Orders

- (1) Except where this would contravene any statutory provision or any guidance issued by the Independent Regulator any one or more of the Standing Orders may be suspended at any meeting, provided that at least two-thirds of the whole number of the members of the Board are present (including at least one Executive and one Non-executive Director) and that at least two-thirds of those members present signify their agreement to such suspension. The reason for the suspension shall be recorded in the Board's minutes.
- (2) A separate record of matters discussed during the suspension of Standing Orders shall be made and shall be available to the Chairman and members of the Trust.
- (3) No formal business may be transacted while Standing Orders are suspended.
- (4) The Audit Committee shall review every decision to suspend Standing Orders.

### 3.14 Record of Attendance

The names of the Chairman and Directors and officers present at the meeting shall be recorded.

### 3.15 Minutes

- (1) The minutes of the proceedings of a meeting shall be drawn up and submitted for agreement at the next ensuing meeting where they shall be signed by the person presiding at it.
- (2) No discussion shall take place upon the minutes except upon their accuracy or where the Chairman considers discussion appropriate. Any amendment to the minutes shall be agreed and recorded at the next meeting.
- (3) Minutes shall be circulated in accordance with the Directors' wishes. When providing a record of a public meeting, the minutes shall be made available to the public.

## **4. APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES**

### **4.1 Appointment of Committees**

- (1) In accordance with the constitution and subject to the regulatory framework set by the Independent Regulator the Board may make arrangements for the exercise of any of its functions by committee or sub-committee.
- (2) The Trust shall determine the membership and terms of reference of committees and sub-committees and shall, if it requires to, receive and consider reports of such committees.

### **4.2 Applicability of Standing Orders and Standing Financial Instructions to Committees**

The Standing Orders and Standing Financial Instructions of the Trust, as far as they are applicable, shall as appropriate apply to meetings and any committees established by the Board. In such cases the term "Chairman" is to be read as a reference to the Chairman of a committee as the context permits, and the term "member" is to be read as a reference to a member of a committee also as the context permits.

### **4.3 Terms of Reference**

Each such committee shall have such terms of reference and powers and be subject to such conditions (as to reporting back to the Board), as the Board shall decide and shall be in accordance with any legislation and guidance issued by the Independent Regulator. Such terms of reference shall have effect as if incorporated into the Standing Orders.

### **4.4 Delegation of powers by Committees to Sub-Committees**

Where committees are authorised to establish sub-committees they may not delegate executive powers to the sub-committee unless expressly authorised by the Board.

### **4.5 Approval of Appointments to Committees**

- (1) The Board shall approve the appointments to each of the committees which it has formally constituted. The Chairman of each Board sub-committee shall be a Non-executive Director.
- (2) Where the Board determines, and regulations permit, that persons who are neither Directors nor officers of the Trust shall be appointed to a committee, the terms of such appointment shall be determined by the Board, subject to the payment of travelling and other expenses in accordance with sums determined by the Board.

### **4.6 Committees established by the Board**

The committees, sub-committees, and joint-committees established by the Board are:

**1. Audit Committee**

In line with the Act an Audit Committee (**or Audit & Risk Committee**) of Non-executive Directors will be established and constituted to provide the Board with an independent and objective review of its financial systems, financial information and compliance with laws, guidance, and regulations governing the Trust. The Terms of Reference will be approved by the Board and reviewed on a periodic basis.

**2. Remuneration Committee**

In line with the Act a Remuneration Committee of Non-executive Directors will be established and constituted to decide the remuneration and allowances and the other terms and conditions of office of the Executive Directors.

The purpose of the Committee will be to advise the Board about appropriate remuneration and terms of service for the Chief Executive and other Executive Directors including:

- (i) all aspects of salary (including any performance-related elements/bonuses);
- (ii) provisions for any other benefits, including pensions and cars;
- (iii) arrangements for termination of employment and other contractual terms.

**3. Other Committees**

The Board may also establish such other committees as required to discharge the Trust's responsibilities

**4.7 Confidentiality**

A member of a committee shall not disclose a matter dealt with by or brought before the committee without its permission until the committee has reported back to the Board or shall otherwise have concluded the matter.

A Director of the Trust or a member of a committee shall not disclose any matter reported to the Board or otherwise dealt with by the committee notwithstanding that the matter has been reported or action has been concluded if the Board or committee shall resolve that it is confidential.

## **5. Arrangements for the Exercise of Trust Functions by Delegation**

### **5.1 Delegation of Functions to Committees, Officers or other bodies**

The Board may make arrangements for the exercise of any of its functions by a committee or sub-committee appointed by virtue of Standing Order 4, or by a Director or officer of the Trust subject to the constitution and such restrictions and conditions as the Trust thinks fit.

### **5.2 Emergency Powers and urgent decisions**

The powers which the Board has reserved to itself within these Standing Orders (see Standing Order 2.9) may in emergency or for an urgent decision be exercised by the Chief Executive and the Chairman after having consulted at least two Non-executive Directors. The exercise of such powers by the Chief Executive and Chairman shall be reported to the next formal meeting of the Board in the next formal meeting of the Board for ratification.

### **5.3 Delegation to Committees**

The Board shall agree from time to time to the delegation of executive powers to be exercised by other committees, or sub-committees which it has formally constituted. The constitution and terms of reference of these committees, or sub-committees and their specific executive powers shall be approved by the Board.

### **5.4 Delegation to Officers**

- (1) Those functions of the Trust which have not been retained as reserved by the Board or delegated to other committees, sub-committees or joint committees shall be exercised on behalf of the Trust by the Chief Executive. The Chief Executive shall determine which functions he will perform personally and shall nominate officers to undertake the remaining functions for which he will retain accountability to the Board.
- (2) The Chief Executive shall prepare a Scheme of Delegation identifying his/her proposals which shall be considered and approved by the Board. The Chief Executive may periodically propose amendment to the Scheme of Delegation which shall be considered and approved by the Board.
- (3) Nothing in the Scheme of Delegation shall impair the discharge of the direct accountability to the Board of the Director of Finance or other Executive Director to provide information and advise the Board in accordance with any statutory requirement or guidance from the Independent Regulator. Outside these requirements the Director of Finance shall be accountable to the Chief Executive.

### **5.5 Schedule of Matters Reserved to the Board and Scheme of Delegation**

The arrangements made by the Board as set out in the "Reservation of Powers to the Board" and "Delegation of Powers" shall have effect as if incorporated in these Standing Orders.

## 5.6 Duty to report non-compliance with Standing Orders and Standing Financial Instructions

If for any reason these Standing Orders are not complied with, full details of the non-compliance and any justification for non-compliance and the circumstances around the non-compliance, shall be reported to the next formal meeting of the Board for action or ratification. All members of the Board and staff have a duty to disclose any non-compliance with these Standing Orders to the Chief Executive or Trust Secretary as soon as possible.

## 6. **Declaration of Interests and Register of Interests**

### 6.1 Requirements for Declaring Interests and applicability to Board Members

The Act requires Board Members to declare interests which are relevant and material to the Board of which they are a member. All existing Board members should declare such interests. Any Board members appointed subsequently should do so on appointment.

### 6.2 Relevant and material interests

Interests which should be regarded as "relevant and material" are:

- (i) Directorships, including Independent Directorships held in private companies or plcs (with the exception of those of dormant companies);
- (ii) Ownership, part-ownership or directorship of private companies, businesses or consultancies likely or possibly seeking to do business with the Trust or any other NHS body;
- (iii) Majority or controlling share holdings in organisations likely or possibly seeking to do business with the Trust or any other NHS body;
- (iv) A position of authority in a charity or voluntary organisation in the field of health and social care;
- (v) Any connection with a voluntary or other organisation contracting for NHS services or commissioning NHS services;
- (vi) Research funding/grants that may be received by an individual or their department;
- (vii) Interests in pooled funds that are under separate management;
- (viii) To the extent not covered above, any connection with an organisation, entity or company considering entering into or having entered into a financial arrangement with the Trust, including but not limited to lenders or banks;
- (ix) Membership of clubs, societies or organisations whose purpose may include furthering the business or personal interests of their members by undeclared or informal means. Such organisations

include Masonic lodges and religious societies whose membership consists of professional and business people.

- (x) Any member of the Board who comes to know that the Trust has entered into or proposes to enter into a contract in which he/she or any person connected with him/her (as defined in these Standing Orders) has any pecuniary interest, direct or indirect, shall declare his/her interest by giving notice in writing of such fact to the Trust as soon as practicable.

### 6.3 Advice on Interests

- (1) If Directors have any doubt about the relevance of an interest, this should be discussed with the Chairman of the Trust or with the Trust Secretary.
- (2) Financial Reporting Standard No 8 (issued by the Accounting Standards Board) specifies that influence rather than the immediacy of the relationship is more important in assessing the relevance of an interest. The interests of partners in professional partnerships including general practitioners should also be considered.

### 6.4 Recording of Interests in Board minutes

- (1) At the time Board members' interests are declared, they should be recorded in the Board minutes.
- (2) Any changes in interests should be declared at the next Board meeting following the change occurring and recorded in the minutes of that meeting.

### 6.5 Publication of declared interests in Annual Report

Board members' directorships of companies likely or possibly seeking to do business with the NHS should be published in the Trust's annual report. The information should be kept up to date for inclusion in succeeding annual reports.

### 6.6 Conflicts of interest which arise during the course of a meeting

During the course of a Board meeting, if a conflict of interest is established, the Board member concerned should withdraw from the meeting and play no part in the relevant discussion or decision.

### 6.7 Interests of Directors' spouses or partners

There is no requirement for the interests of directors' spouses or partners to be declared. However SO 6.3 which is based on the regulations requires that the interest of Directors' spouses or partners (if living together) in contracts should be declared. Therefore the interests of Directors' spouses and co-habiting partners should be regarded as relevant.

## 6.8 Register of Interests

- (1) The Trust Secretary will ensure that a Register of Interests is established to formally record declarations of interests of Board or Committee members. The Register will include details of all relevant and material interests (as defined in SO 6.2) which have been declared by both Executive and Non-executive Directors.
- (2) These details will be kept up to date by means of a monthly review of the Register by the Trust Secretary in which any changes to interests declared during the preceding month will be incorporated.
- (3) The Register will be available to the public in accordance with the Act and the constitution. In establishing, maintaining, updating and publicizing the Register the Trust shall comply with all guidance issued from time to time by the Independent Regulator.

## 6.9 Standards of Business Conduct

- (1) All Trust staff and members must comply with the Trust's Standards of Business Conduct and any guidance issued by the Independent Regulator
- (2) Canvassing of and Recommendations by Members in Relation to Appointments
  - i) Canvassing of Directors or officers of the Trust or of any Committee of the Trust directly or indirectly for any appointment under the Trust shall disqualify the candidate from such appointment. The contents of this paragraph of the Standing Order shall be included in application forms or otherwise brought to the attention of candidates.
  - ii) A Director or officer shall not solicit for any person any appointment under the Trust or recommend any person for such appointment; but this paragraph of this Standing Order shall not preclude a member from giving written testimonial of a candidate's ability, experience or character for submission to the Trust.
  - iii) Informal discussions outside appointment panels or committees, whether solicited or unsolicited, should be declared to the panel or committee.
- (3) Relatives of Members or Officers
  - i) Candidates for any staff appointment under the Trust shall, when making an application, disclose in writing to the Trust whether they are related to any member or the holder of any office under the Trust. Failure to disclose such a relationship shall disqualify a candidate and, if appointed, render him liable to instant dismissal.
  - ii) The Chairman and every Director and officer of the Trust shall disclose to the Board any relationship between himself and a candidate of whose candidature that member or officer is aware. It

shall be the duty of the Chief Executive to report to the Trust Board any such disclosure made.

iii) On appointment, members (and prior to acceptance of an appointment in the case of Executive Directors) should disclose to the Trust whether they are related to any other member or holder of any office under the Trust.

(4) Directors must comply with the seven Nolan principles of public life.

## **7. Custody of Seal, Sealing of Documents and Signature of Documents**

### **7.1 Custody of Seal**

The common seal of the Trust shall be kept by the Chief Executive or a nominated Manager by him in a secure place.

### **7.2 Sealing of Documents**

The Seal of the Trust shall not be fixed to any documents unless the sealing has been authorized by a resolution of the Board or of a committee thereof, or where the Board has delegated its powers. The fixing of the Seal of the Trust shall be authenticated by the signature of the Chairman or Senior Independent Director in the absence of the Chairman, and of either the Chief Executive or another Executive Director.

### **7.3 Register of Sealing**

An entry of every sealing shall be made and numbered consecutively in a book provided for that purpose, and shall be signed by the persons who shall have approved and authorized the document and those who attested the seal. A report of all sealing shall be made to the Board at least quarterly. (The report shall contain details of the seal number, the description of the document and the date of sealing).

### **7.4 Signature of documents**

(1) Where any document will be a necessary step in legal proceedings on behalf of the Trust, it shall be signed by the Chief Executive (unless any statute or regulation otherwise requires or authorizes) or the Board shall have given the necessary authority to some other Executive Director for the purpose of such proceedings.

(2) In land transactions, the signing of certain supporting documents will be delegated to Managers and set out clearly in the Scheme of Delegation but will not include the main or principal documents effecting the transfer (e.g. sale/purchase agreement, lease, contracts for construction works and main warranty agreements or any document which is required to be executed as a deed).

- (3) The Chief Executive or nominated officers shall be authorized, by resolution of the Board, to sign on behalf of the Trust any agreement or other document (not required to be executed as a Deed) the subject matter of which has been approved by the Board or committee or sub-committee to which the Board has delegated appropriate authority.

## **8. Miscellaneous**

### **8.1 Standing Orders to be given to Directors and Officers**

It is the duty of the Chief Executive to ensure that existing Directors and officers and all new appointees are notified of and understand their responsibilities within Standing Orders and Standing Financial Instructions. Updated copies shall be issued to staff designated by the Chief Executive. New Directors shall be informed in writing and shall receive copies where appropriate of Standing Orders.

### **8.2 Documents having the standing of Standing Orders**

Standing Financial Instructions and Reservation of Powers to the Board and Delegation of Powers shall have effect as if incorporated into Standing Orders.

### **8.3 Review of Standing Orders**

Standing Orders shall be reviewed from time to time by the Board of Directors. The requirement for review extends to all documents having the effect as if incorporated in Standing Orders. A proposed change to the Standing Orders (see 8.4) shall be regarded as a change to the Constitution, and shall require the approval of the Independent Regulator.

### **8.4 Variation and amendment of Standing Orders**

These Standing Orders shall not be varied except in the following circumstances:

- (i) upon a notice of motion under Standing Order 3.5;
- (ii) upon a recommendation of the Chairman or Chief Executive included on the agenda for the meeting;
- (iii) that two thirds of the Board members are present at the meeting where the variation or amendment is being discussed, and that at least half of the Trust's Non-executive Directors vote in favour of the amendment;
- (iv) providing that any variation or amendment does not contravene a statutory provision;
- (v) providing that the variation or amendment be submitted to the Independent Regulator for approval.

### **8.5 Dispute resolution**

Questions and disputes regarding the interpretation of these Standing Orders and the procedure to be followed at meetings of the Board of Directors shall be resolved in accordance with the procedure set out in the Constitution.

## SECTION B

### 1. INTERPRETATION AND DEFINITIONS FOR STANDING ORDERS

- 1.1 The Chairman of the Trust shall be the final authority (save as otherwise permitted by law) at any meeting on the interpretation of Standing Orders. In this regard he should be advised by the Chief Executive or Trust Secretary.
- 1.2 Words importing the masculine gender only shall include the feminine gender; words importing the singular shall include the plural and vice versa.
- 1.3 Definition of terms:
- 1.3.1 "**Accounting Officer**" means the Chief Executive of the Trust as designated by the National Health Service Act 2006. He has the duty to prepare the accounts in accordance with the Act and the personal duty of signing the Trust accounts.
- 1.3.2 "**Trust**" means Royal Brompton & Harefield NHS Foundation Trust
- 1.3.3 "**Board**" means the Board of Directors of the Trust as set out in the constitution and in accordance with the Act.
- 1.3.4 "**Chairman of the Board**" is the person appointed by the Governors' Council in accordance with the constitution to lead the Board and to ensure that it successfully discharges its overall responsibility for the Trust as a whole. The Chairman also presides at meetings of the Governors' Council. The expression "the Chairman of the Board" shall be deemed to include the Senior Independent Director of the Trust if the Chairman is absent from the meeting or is otherwise unavailable.
- 1.3.5 "**Chief Executive**" means the chief officer of the Trust.
- 1.3.6 "**Committee**" means a committee or sub-committee created and appointed by the Board in accordance with the constitution.
- 1.3.7 "**Committee members**" means persons formally appointed by the Board to sit on or to chair specific committees.
- 1.3.8 "**Director of Finance**" or "**Director of Finance & Performance**" means the Chief Financial Officer of the Trust.
- 1.3.9 "**Funds held on trust**" shall mean those funds which the Trust holds on date of incorporation, receives on distribution by statutory instrument or chooses subsequently to accept. Such funds may or may not be charitable.

- 1.3.10 "**Officer**" means employee of the Trust or any other person holding a paid appointment or office with the Trust.
- 1.3.11 "**Trust Secretary**" (or "**Director of Corporate & Legal Affairs**") means a person appointed to act independently of the Board to provide advice on corporate governance issues to the Board and the Chairman (and the Governors' Council) and monitor the Trust's compliance with the law, Standing Orders, and other relevant guidance.
- 1.3.12 "**SOs**" means Standing Orders.
- 1.3.13 "**Senior Independent Director**" means the Non-executive Director appointed by the Board in consultation with the Governors' Council to act as first point of contact with the Governors' Council; and to take on the Chairman's duties if the Chairman is absent for any reason.
- 1.3.14 "**Audit & Risk Committee**" means Audit Committee.

## **Code of Conduct – Standards for NHS Staff**

### **The Nolan Principles - The Seven Principles of Public Life**

#### **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 benefits for themselves, their family or their friends.

#### **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.

#### **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.

#### **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.

#### **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.

#### **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.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

# **AUTHORISATION OF ROYAL BROMPTON & HAREFIELD NHS FOUNDATION TRUST**

## **Schedule 2**

Mandatory Goods and Services

Year: 2009-10  
Trust: Royal Brompton & Harefield NHS Foundation Trust

| Code         | Specialty                                   | Emergency Spells | Elective Spells | Day case Spells | A&E Attendances | Outpatient Attendances | Critical Care Bed Days | Unbundled IP HRGs Treatments | OP Test Tests | Ward Attenders Ward Attenders | Exclusions Treatments | Excess Beddays Outliers | PTS Outliers | Survivors Spells | Other (8) Spells | Other (9) Spells |
|--------------|---|------------------|-----------------|-----------------|-----------------|------------------------|------------------------|------------------------------|---------------|-------------------------------|-----------------------|-------------------------|--------------|------------------|------------------|------------------|
| 100          | General surgery                             | 3                | 5               | -               | -               | 52                     | 126                    | 2                            | -             | -                             | -                     | 6                       | -            | -                | -                | -                |
| 120          | Ear, nose and throat (ENT)                  | -                | -               | -               | -               | 1,158                  | -                      | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| 140          | Oral surgery                                | -                | -               | -               | -               | 194                    | -                      | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| 170          | Cardiothoracic surgery                      | -                | -               | -               | -               | 213                    | -                      | -                            | -             | 2                             | -                     | -                       | -            | -                | -                | -                |
| 171          | Paediatric surgery                          | 2                | 5               | -               | -               | -                      | 101                    | -                            | -             | -                             | -                     | 17                      | -            | -                | -                | -                |
| 190          | Anaesthetics                                | -                | 14              | 18              | -               | -                      | 20                     | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| 192          | Critical care medicine                      | 27               | 18              | 2               | -               | 656                    | 854                    | 6                            | -             | -                             | 237,203               | 23                      | -            | -                | -                | -                |
| 300          | General medicine                            | -                | -               | -               | -               | 71                     | -                      | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| 303          | Clinical haematology                        | -                | -               | -               | -               | 4,418                  | -                      | -                            | -             | -                             | 105,465               | -                       | -            | -                | -                | -                |
| 314          | Rehabilitation                              | -                | -               | -               | -               | 2,780                  | -                      | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| 320          | Cardiology                                  | 2,370            | 3,787           | 1,425           | -               | 45,464                 | 3,009                  | 220                          | -             | 203                           | 2,375,939             | 1,898                   | -            | -                | -                | -                |
| 321          | Paediatric cardiology                       | 160              | 473             | 260             | -               | 6,803                  | 182                    | -                            | -             | -                             | 70,375                | 55                      | -            | -                | -                | -                |
| 340          | Thoracic medicine                           | 600              | 3,335           | 7,694           | -               | 40,851                 | 891                    | 21                           | -             | 9                             | 2,611,267             | 1,903                   | -            | -                | -                | -                |
| 361          | Nephrology                                  | -                | -               | -               | -               | 306                    | -                      | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| 400          | Neurology                                   | -                | -               | -               | -               | 165                    | -                      | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| 713          | Psychotherapy                               | -                | -               | -               | -               | 105                    | -                      | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| 172          | Cardiac Surgery                             | 634              | 1,838           | -               | -               | 6,394                  | 10,949                 | 149                          | -             | 18                            | 245,909               | 1,424                   | -            | -                | -                | -                |
| 173          | Thoracic Surgery                            | 795              | 878             | 62              | -               | 2,741                  | 1,955                  | 90                           | -             | 32                            | -                     | 395                     | -            | -                | -                | -                |
| 174          | Transplant                                  | 28               | 42              | -               | -               | 222                    | -                      | -                            | -             | -                             | 962,717               | -                       | -            | 848              | -                | -                |
| 191          | Pain Management                             | -                | -               | -               | -               | 93                     | -                      | -                            | -             | -                             | 227,518               | -                       | -            | -                | -                | -                |
| 215          | Paediatric Other                            | -                | 8               | -               | -               | 14                     | 79                     | -                            | -             | -                             | -                     | 11                      | -            | -                | -                | -                |
| 221          | Paediatric Surgery                          | 68               | 200             | 5               | -               | 24                     | 1,561                  | 5                            | -             | -                             | -                     | 43                      | -            | -                | -                | -                |
| 222          | Paediatric Thoracic Surgery                 | 5                | 17              | -               | -               | -                      | 38                     | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| 242          | Paediatric Intensive Care                   | 110              | 11              | -               | -               | -                      | 714                    | 8                            | -             | -                             | -                     | 141                     | -            | -                | -                | -                |
| 258          | Paediatric Respiratory Medicine             | 90               | 996             | 188             | -               | 3,750                  | 718                    | -                            | -             | -                             | 441,746               | 440                     | -            | -                | -                | -                |
| IMAG         | Diagnostic Imaging                          | -                | -               | -               | -               | 3,681                  | -                      | 3,077                        | 11,348        | -                             | -                     | -                       | -            | -                | -                | -                |
| RHT          | Rehabilitation                              | -                | -               | -               | -               | 383                    | -                      | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| MEDC         | Medtronic                                   | -                | -               | -               | -               | 594                    | -                      | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| CF           | Cystic Fibrosis                             | -                | -               | -               | -               | 3,555                  | -                      | -                            | -             | -                             | -                     | -                       | -            | -                | -                | -                |
| 3DM          | 3D Mapping Catheter                         | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 395                   | -                       | -            | -                | -                | -                |
| AICD         | Automatic Implantable Cardiac Defibrillator | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 357                   | -                       | -            | -                | -                | -                |
| ASD          | Occluder Septal Device                      | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 180                   | -                       | -            | -                | -                | -                |
| BIVENT       | Cardiac Resynchronisation Therapy (Bi Vent) | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 59                    | -                       | -            | -                | -                | -                |
| CPAP         | CPAP  | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 72,772                | -                       | -            | -                | -                | -                |
| ENDO         | Endobronchial Valves                        | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 9,061                 | -                       | -            | -                | -                | -                |
| LER          | Loop Event Recorder                         | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 52                    | -                       | -            | -                | -                | -                |
| PAV          | Percutaneous Aortic Valve                   | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 44                    | -                       | -            | -                | -                | -                |
| PPV          | Percutaneous Pulmonary Valve                | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 8                     | -                       | -            | -                | -                | -                |
| VENT         | Home Ventilator                             | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 16,270                | -                       | -            | -                | -                | -                |
| 915          | Pharmacy                                    | -                | -               | -               | -               | -                      | -                      | -                            | -             | -                             | 73,792                | -                       | -            | -                | -                | -                |
| <b>Total</b> |   | <b>4,890</b>     | <b>11,626</b>   | <b>9,653</b>    | <b>-</b>        | <b>124,684</b>         | <b>21,197</b>          | <b>3,576</b>                 | <b>11,348</b> | <b>264</b>                    | <b>7,451,129</b>      | <b>6,354</b>            | <b>-</b>     | <b>848</b>       | <b>-</b>         | <b>-</b>         |

# **AUTHORISATION OF ROYAL BROMPTON & HAREFIELD NHS FOUNDATION TRUST**

## **Schedule 3**

Mandatory Education and Training

**Royal Brompton & Harefield NHS Foundation Trust  
Mandatory Education and Training Services**

| Commissioning body         | Educational body                 | Contract Length              | Expiry date of contract       | Student group              | Type of training           | Number of Students | Contract Value   |
|----------------------------|----------------------------------|------------------------------|-------------------------------|----------------------------|----------------------------|--------------------|------------------|
|                            |                                  | (Years)                      |                               |                            |                            |                    | (£000s)          |
| (note 1)<br>London Deanery | (note 2)<br>University of London | (note 3)<br>Annual - Ongoing | (note 4)<br>Annually in March | (note 5)<br>Junior Doctors | (note 6)<br>Postgraduate M | (note 7)<br>114    | (note 8)<br>4366 |
| NHS London                 | Buckinghamshire New              | Annual - Ongoing             | 3 year programme              | Healthcare Assis           | Dip HE - Adult             | 3                  | 54               |
| NHS London                 | LPET                             | Annual - Ongoing             | 1 year programme              | Pharmacists                | Pharmacy Pre R             | 4                  | 40               |
| NHS London                 | Kingsway                         | Annual - Ongoing             | 2 year programme              | Pharmacists                | Pharmacy Techs             | 2                  | 9                |

|              |   |
|--------------|---|
| <b>Notes</b> | <p><b>This sheet is for mandatory services. Therefore the applicant should include only services for third parties where a contract has been signed (or is understood to be going to be signed) with the relevant commissioners or other third parties.</b></p> <p>1 Specify commissioning body or third party e.g. WDC.</p> <p>2 Specify accrediting educational body, e.g. university</p> <p>3 Specify contract length in years</p> <p>4 Specify expiry date of contract</p> <p>5 Specify student group for which the education/training is to be provided, e.g. medical students</p> <p>6 Specify type of training</p> <p>7 Specify student number</p> <p>8 Specify per annum contract value in £1000s</p> |
|--------------|---|

**AUTHORISATION OF ROYAL BROMPTON & HAREFIELD NHS FOUNDATION TRUST**

**Schedule 4**

Private Health Care

## **AUTHORISATION OF ROYAL BROMPTON & HAREFIELD NHS FOUNDATION TRUST**

### **PRIVATE HEALTH CARE**

In 2002/03 the proportion of the total patient income derived from private health charges was 14.4%.

Pursuant to section 44 of the Act and Condition 10 of this Authorisation the proportion of total income of the Trust in any financial year derived from private charges shall not be greater than 14.4%.

#### **DEFINITION:**

Private patient income

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Total patient  
related income

# **AUTHORISATION OF ROYAL BROMPTON & HAREFIELD NHS FOUNDATION TRUST**

## **Schedule 5**

Limit on Borrowing

## **AUTHORISATION OF ROYAL BROMPTON & HAREFIELD NHS FOUNDATION TRUST**

### **PRUDENTIAL BORROWING LIMIT**

Pursuant to section 46 of the Act and the Prudential Borrowing Code, the Prudential Borrowing Limit for the year 2009/10 is the sum of the following:

- (i) Maximum cumulative long term borrowing (Tier 1): £47.1 million;
- and
- (ii) Approved working capital facility: not to exceed £18.0 million.

# **AUTHORISATION OF ROYAL BROMPTON & HAREFIELD NHS FOUNDATION TRUST**

## **Schedule 6**

### Information

Full details of the information which the Trust shall disclose to Monitor directly and to any third parties as may be specified by the Secretary of State and as may be varied from time to time are set out on Monitor's website at [www.monitor-nhsft.gov.uk](http://www.monitor-nhsft.gov.uk).