

Nomination Form

Nominations Close

Completed forms must be sent to: The Returning Officer, **Idox Elections, 25D Bishop Street, Londonderry, BT48 6PR**. Nominations **MUST** be received by **12 noon Thursday 15 May 2014**. Any forms received after this date and time will be declared invalid.

- All sections of this form **MUST** be completed or your nomination will be invalid.
- Please read the guidance notes at the end of each section to help you complete the form correctly.

Section One – Candidate's Details

I hereby declare that I am a member of University Hospitals Birmingham NHS Foundation Trust and wish to stand as a Candidate in the forthcoming election for the Council of Governors 2014.

PLEASE USE BLOCK CAPITALS

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

Full Name

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

Contact Address:

Contact Phone Number:

Postcode:

Email:

I wish to stand as a Governor in the following constituency of which I am a member:-

Public Governor (1Seat)**Patient Governor (2 seats)**

Northfield

Patient Governor

Selly Oak

Hall Green

Edgbaston

Erdington, Hodge Hill,

Ladywood, Perry Barr,

Sutton Coldfield & Yardley

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

Are you a member of a political party? **Yes / No**

If Yes, please specify which one:

Do you have any financial or other interests in University Hospitals Birmingham NHS Foundation Trust? **Yes / No**

If Yes, please give brief details:

Important notes for prospective candidates on completing Section One

To be eligible to stand in this election, candidates must:

- be aged 16 years or over, and
- if applying to be a Public Governor, live within the appropriate electoral ward
- if applying as a Patient Governor – live outside the Birmingham area (electoral wards), and have been a patient at UHBFT or the carer of a patient at UHBFT since 1 April 2001.
- not be employed by the Trust or be a member of the Staff constituencies; and:
 - have made an application for membership to the Trust; or
 - been invited by the Trust to become a member and have not declined this invitation within 14 days of issue.
- Meet all the criteria of eligibility as specified in Section Three.

Section Two - Candidate Statement

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

- Candidate's name and address
- A statement from the candidate (see important notes below)
- Declaration of interests

- | | |
|--|---|
| • I am providing an election statement to support my nomination. | Yes / No (please delete as applicable) |
| • I am emailing a copy of my election statement to: nhs@idoxgroup.com | Yes / No (please delete as applicable) |
| • I have attached a passport photograph (see below) | Yes / No (please delete as applicable) |
| • I am emailing a passport photograph (see below) | Yes / No (please delete as applicable) |

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

Why do you want to be a Staff Governor?

What special skills can you bring to the role?

(Remember, if you can, please email your statement and photograph to nhs@idoxgroup.com)

Continue on a separate sheet if necessary

Word Count:

(Remember Max allowed 250 words)

Passport-sized
Photograph

Your Name _____

Important notes for prospective candidates on completing Section Two

Content of Statement

- Election Statements should state why the candidate thinks that they should be elected to represent the local community in the constituency area. It will be reproduced to be circulated to all voters along with the ballot paper.
- The statement must not exceed 250 words. Any statement received that exceeds 250 words will be edited at the cut-off point of 250 words.
- University Hospitals Birmingham NHS Foundation Trust reserves the right to edit or not publish any statement that exceeds the word limit or, to their reasonable belief, contains material intended to deceive or is defamatory or offensive in nature.
- Failure to provide a statement does not invalidate a candidate and their nomination remains valid. The words 'statement not received' will be published in the Candidate's Statements.
- Failure to provide a photograph does not invalidate a candidate and their nomination remains valid. The words 'photograph not received' will be published in the Candidate's Statements.

Word Limit

- All words must be counted. For example 'I', 'we' and 'etc' must be counted as one word.
- Any numbers in a block may be treated as one word. For example '25/12/2008'.
- We would strongly advise all candidates not to use acronyms or initials. For example 'UHB NHSFT' is better written as 'University Hospitals Birmingham NHS Foundation Trust'.
- Compound or hyphenated words such as 'co-operation' will be treated as one word.
- The Candidate's Statements will be printed using a common typeface and font size to ensure a consistent approach.
- Bullet points and numbering references are permitted and will not be counted as words.

Section Three: Eligibility of Candidate

University Hospitals Birmingham NHS Foundation Trust constitution and governance arrangements do not allow members to stand for election to the Council of Governors if that person :

- (a) is under 16 years of age;
- (b) made a false application for membership;
- (c) made a false statement in the process of being nominated, elected or appointed as a Governor;
- (d) ceases to be a Member of the constituency or area/class of the constituency s/he represents;
- (e) has been adjudged bankrupt or his/her estate has been sequestrated and in either case that person has not been discharged;
- (f) has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;
- (g) has within the preceding five years been convicted in the UK of any offence, and a sentence of imprisonment (whether suspended or not) for a period of three months or more (without the option of a fine) was imposed on him/her;
- (h) has within the preceding two years been dismissed, from any paid employment of the Trust, any of its Subcontractors or any other NHS Organisation, save where such dismissal is on the grounds of redundancy or is determined to have been unfair by a competent tribunal;
- (i) is a person whose tenure of office as the chairman or as a member or director of an NHS Organisation has been terminated on the grounds that his appointment is not in the interests of the health service, for non attendance at meetings, or for non-disclosure of a pecuniary interest;
- (j) is an Executive or Non-Executive Director of the Trust, or a governor, director, chairman or chief executive of another NHS Foundation Trust.

The period of appointment will be for a full three-year term, which is due to commence on 1 July 2014.

Section Four: Declaration of Candidate

I declare that I am eligible as a member of the University Hospitals Birmingham Foundation Trust as at the date of the notice of election and that I am a member of the Public – Rest of England Constituency for which I am seeking election. I declare that I am not prevented from being a Member by paragraph 7.15 (Disqualification) of the Constitution and that I am not prevented from becoming Governor by paragraph 8 of schedule 7 of the National Health Service Act 2006.

I confirm that, to the best of my knowledge, the information provided on (or in conjunction with) this form is true and correct.

Signature of Candidate:

Date:

Section Five: Membership

If you are not a member you must apply immediately to validate this nomination and allow it to continue. Members can join by completing and submitting the form available through the Trust's website at <http://www.uhb.nhs.uk/Home/GetInvolved/Members> or directly from Sarah Snowden, Corporate Affairs & Governor Liaison Manager on 0121 371 4323.

Important notes for all prospective candidates

- It is the responsibility of candidates to ensure that this form arrives before the Closing Date. We recommend that you confirm its safe receipt by contacting the Returning Officer: Idox Elections, 25D Bishop Street, Londonderry, BT48 6PR. Tel: 028 7137 1111.
- All nomination forms will be acknowledged within two working days, of its receipt, by e-mail or first class post to the address provided.
- If you need any further advice or information about completing this form please contact Sarah Snowden, Corporate Affairs & Governor Liaison Manager on 0121 371 4323.

Simple checklist for candidates

- | | |
|--|--------------------------|
| Have you completed all parts of Section One? | <input type="checkbox"/> |
| Have you completed all parts of Section Two? | <input type="checkbox"/> |
| Have you attached a photo, if you intend to include one? | <input type="checkbox"/> |
| Have you signed and dated the declaration in Section Four? | <input type="checkbox"/> |

Request Constitution/Election Rules

If you would like a copy of the Constitution/Election rules emailed or posted to you, please tick the box

Emailed

Posted