

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 Friday 20 May 2016**. 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 2016.

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:-

Staff Governor

Medical (1 seat)

Ancillary, Administration & Other (1 seat)

Nursing (2 seats)

Clinical Scientist & Allied Health

Professional (1 seat)

Public Governor

Rest of England (1 seat)

By-Election (1 seat)

Erdington, Hodge Hill, Ladywood,

Yardley, Perry Barr & Sutton Coldfield

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 for Staff Governor	Important notes for prospective candidates for Public Governor
<p>To be eligible to stand in this election, candidates must:</p> <ul style="list-style-type: none"> • be aged 16 years or over, and • must be employed by the Trust under a contract of employment which has no fixed term, or a fixed term of at least 12 months, or been continuously employed by the Trust for at least 12 months; or • not employed by the Trust but exercise functions for the purposes of the Trust for at least 12 months and: <ul style="list-style-type: none"> ○ 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. 	<p>To be eligible to stand in this election, candidates must:</p> <ul style="list-style-type: none"> • be aged 16 years or over, and • live outside the Birmingham area (electoral wards); and • live within England; and • not be employed by the Trust or be a member of the Staff or Patient constituencies; and: <ul style="list-style-type: none"> ○ 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 or Public Governor?

What special skills can you bring to the role?

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

Word Count:

(Remember Max allowed 250 words)

Passport-
sized
Photograph

Your Name _____

Important notes for prospective candidates on completing Section Two

Content of Statement

- Your election statements should state why you think you should be elected to represent the local community in the constituency area. It will be reproduced for circulation 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 will 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;
- (h)Staff candidates only - members of the medical staff class must be fully registered persons within the meaning of the Medicines Act 1956 and must hold a license to practice.

Members of the nursing staff class must hold a professional registration with the Nurse and Midwives Council or are non-registered nursing staff.

Members of the clinical professions allied to healthcare class must be members of the staff constituency who are other registered clinical professionals who are not members of the classes specified above.

Members of the corporate and support services staff member class are members of the staff constituency who do not come under any of the above.

The period of appointment for the Staff Governor & Public (Rest of England) seat will be for a full three-year term, which is due to commence on 4 July 2016, the Public seat for Erdington, Hodge Hill, Ladywood, Yardley, Perry Barr & Sutton Coldfield constituency is due to commence on 4 July 2016 but will only run until 30 June 2017.

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 Constituency Rest of England area (Public Governor) Staff Constituency (Staff Governor) 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

All candidates for Staff Governor must be members of the staff constituency he/she represents.

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 by emailing members@uhb.nhs.uk, 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