

CANDIDATE GUIDANCE NOTES
FOR THE COMPLETION AND RETURN OF YOUR NOMINATION FORM

DEADLINE FOR RETURN OF NOMINATION FORMS

Your completed nomination form must be received by the **Returning Officer, Association of Electoral Administrators, PO Box 288, Letchworth Garden City SG6 9EP** no later than **noon on Tuesday 8 February 2011**. Any nomination forms received after this time and date will be ruled invalid. Please be aware that there is no discretion within the election rules to extend the time for delivery of nomination forms for delays as a result of postal disputes or for any other reason. For this reason you are encouraged to return your completed nomination form as soon as possible. You are also encouraged to keep a photocopy.

Nomination forms must be returned by post and must be signed by yourself. Please ensure that you send the signed **original** by post, do not send a photocopy of your completed form as your original signature must be visible for your nomination to be valid.

We would appreciate it if you could type or word process your election statement to avoid any doubt which may occur with handwritten statements. It would be helpful if you are able also to email your personal statement and photograph (see page 2 of the nomination form) to the Returning Officer at returning.officer@aea-elections.co.uk clearly indicating your name and the name of the Trust.

All parts of the form indicated with an * must be completed.

The safe return of your form is the responsibility of you: - **the candidate**. We strongly recommend its safe receipt by the Association of Electoral Administrators is checked by contacting the Association of Electoral Administrators on **Tel 01462 617125** or returning.officer@aea-elections.co.uk. All nomination forms received will be acknowledged as soon as is practicable by email or post.

Candidates should note that all elected Governors will be subject to standard CRB disclosure in line with the Trust's existing policy.

CANDIDATES' DETAILS

- ◆ In order to stand for election a candidate must:-
 1. Be a member of Frimley Park Hospital NHS Foundation Trust in the constituency and class for which they are standing and be over 16 years of age at the time of nomination.
 2. Not be prevented from being a member of the Council of Governors by paragraph 8 of Schedule 7 of the National Health Service Act 2006 or by any provision of the constitution of the Trust. (A copy of the constitution can be viewed from the Trust's website www.frimleypark.nhs.uk)
- ◆ You must complete all parts of the nomination form, as applicable, including the declaration of interests.
- ◆ Please ensure a daytime telephone number is provided at which you may be contacted in the event that there are any queries about the detail on your nomination paper. An email address is not compulsory but a useful means of contacting you should it be necessary.

Election Statement – Preparation Instructions

- You are asked to provide an election statement, on either page 2 of the nomination form, a separate sheet of paper (word processed if possible), or emailed as a word attachment (preferred) to returning.officer@aea-elections.co.uk clearly identifying to whom it relates. Failure to provide a statement will not invalidate your nomination. Your election statement should describe why you think you

should be elected and it will be reproduced and circulated to voters with the ballot paper. Questions have been included on the form to assist you.

- It must not exceed the word limit of 150 words. Please state the total number of words used at the end of your election statement.
- In the interests of fairness, your statement will be reproduced **EXACTLY** as it has been submitted. This means any grammatical or spelling errors **WILL NOT** be corrected. Please check your statement carefully before you submit it.
- It would help the Returning Officer if you could ensure that any handwriting is legible. The Returning Officer will not seek clarification of any illegible words and will make a best considered judgement of the same for reproduction in any documents sent to voters. The Returning Officer will not accept any responsibility for producing inaccurate information as a result of illegible handwriting.
- Election statements will be produced in sentence case so the Returning Officer will also make a best judgement as to how to reproduce election statements that are submitted written in upper case.
- Frimley Park Hospital NHS Foundation Trust and the Association of Electoral Administrators reserve the right to edit or refuse to publish any election statement if it is factually inaccurate or contains libelous material.

Detailed rules relating to statement preparation

- a) Every word no matter how small e.g. "I", "or", "and", "the" etc will be counted as one word.
- b) Numbers in a block will be treated as one word e.g. "1989", "1/128", "1988/89" and "1988/1989."
- c) Any acronyms or groups of initials will be treated as one word. For example NHS would count as one word. If, however, full titles for acronyms or groups of words are used then they will count as separate words. For example National Health Service will count as three words.
- d) Compound words or hyphenated words will be treated as one word.
- e) All biographical details will be printed using a common typeface and type size font.
- f) Selected words or sentences can be emboldened, capitalised, underlined or placed in italics.
- g) Entire election addresses submitted in any of these formats will, however, be reproduced in the common typeface and type size font detailed in Paragraph (e) above.
- h) The use of bullet points and numbering to make separate points is allowed, these will not be counted as words.
- i) Words or phrases can be centered or indented. Boxes around particular words or phrases will not, however, be reproduced.
- j) Your statement may be up to one hundred and fifty words (150 words) in length (subject to the definitions given in the points above). Any part of the statement exceeding that one hundred and fifty word limit shall not be reproduced, and the wording 'statement cut at word count' will be inserted at the end of the statement. Please note that the overall statement will be cut, not the answer to each question.

Provision of photograph

You may also provide a passport style photograph to be published in the election material with your statement. You may provide this in colour, but it will only be reproduced in black and white.

Please ensure that you write your name on the back and securely attach it to the nomination form as indicated on the form.

Declarations of Interests and Eligibility

- These sections must be completed for your nomination to be valid.

Additional Information

- ◆ Candidates will be listed in alphabetical order of surname on the ballot paper. A candidate's first name will also be listed but not their title.
- ◆ No details relating to educational, professional or distinguished awards and achievements received by a candidate will be published as part of their name on any paperwork published by the Returning Officer i.e. BSc, OBE etc. Should a candidate choose to include this information in the body of their election statement then this will be acceptable.

- ◆ The following information will be published on each candidate in the election paperwork which will be circulated with the ballot papers:-
 1. An election statement (if provided)
 2. Declaration of interests (compulsory)
 3. A photograph (if provided)
- ◆ Please ensure that you complete the form correctly and sign it, as failure to do so may invalidate your nomination.

If you require any further information on completing this nomination form, or would like to check that you have completed it correctly, before you formally submit your nomination, you are encouraged to contact Chris Solich on **Tel 01462 617125** or email returning.officer@aea-elections.co.uk.

GOVERNOR'S CODE OF CONDUCT

Your attention is drawn to the following code of conduct by which all Governors will be expected to abide. The declaration on your nomination form notes your agreement to this.

As a member of the Frimley Park Hospital NHS Foundation Trust I will:

- Actively support the vision and aims of Frimley Park Hospital NHS Foundation Trust in developing a successful NHS Foundation Trust.
- Act in the best interests of the Trust at all times.
- Contribute to the work of the Council of Governors in order to fulfil its role as defined in the Trust's Constitution.
- Recognise that the Council of Governors will not be involved in matters of day to day management such as setting budgets, staff pay and other operational matters.
- Value and respect Governor colleagues and all members of staff I come into contact with.
- Respect the confidentiality of information I receive in my role as a Governor.
- Act with integrity and objectivity and in the best interests of Frimley Park Hospital NHS Foundation Trust without any personal benefit.
- Attend the Council of Governors meetings, Members meetings and training events on a regular basis in order to carry out my role.
- Conduct myself in a manner that reflects positively on Frimley Park Hospital NHS Foundation Trust, acting as an ambassador of the Trust.
- Abide by the Trust's policies and procedures.

In undertaking the role of Governor of Frimley Park Hospital NHS Foundation Trust:

- I note Frimley Park Hospital NHS Foundation Trust is an apolitical organisation.
- If I am a member of any trade union, political party or other organisation, I recognise that should I be elected, I will not be representing those organisations (or the views of those organisations) but will be representing the constituency (patient, public or staff) that elect me.
- I will be honest and act with integrity and probity at all times.
- I will respect and treat with dignity and fairness, the public, patients, relatives and carers, NHS Staff and partners in other agencies.
- I will seek to ensure that my fellow Governors are valued as colleagues and that judgements about colleagues are consistent, fair and unbiased and are properly founded.
- I will show commitment to working as a team member by working with my colleagues in the NHS and the wider community.
- I will seek to ensure that members of the constituency I represent are properly informed and are able to influence services.
- I will seek to ensure that no one is discriminated against because of their religion, belief, race, colour, gender, marital status, disability, sexual orientation, age, social and economic status or national origin.
- I will at all times comply with the Standing Orders and Standing Financial Instructions of the NHS Foundation Trust.
- I will not make, permit or knowingly allow to be made, any untrue or misleading statement relating to my own duties or the functions of the NHS Foundation Trust.
- I will seek to ensure that the best interests of the public and patients are upheld in decision-making and that decisions are not improperly influenced by gifts or inducements.
- I will support and assist the Accountable Officer (Chief Executive) of the Foundation Trust in her/his responsibility to answer to the Regulator, Commissioners and the Public in terms of fully and faithfully

declaring and explaining the use of resources and the performance of the local NHS in putting national and local policy into practice and delivering targets.

- I will also uphold the Seven Principles of Public Life (Nolan) and the NHS Core Principles (see below).

The Seven Principles of Public Life

“Second Report of the Committee on Standards in Public Life” The Nolan Committee 1996

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might 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 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.

The NHS Core Principles

1. The NHS will provide a universal service for all based on clinical need, not ability to pay.
2. The NHS will provide a comprehensive range of services.
3. The NHS will shape its services around the needs and preferences of individual patients, their families and their carers.
4. The NHS will respond to different needs of different populations.
5. The NHS will work continuously to improve quality services and to minimise errors.
6. The NHS will support and value its staff.
7. Public funds for healthcare will be devoted solely to NHS patients.
8. The NHS will work together with others to ensure a seamless service for patients.
9. The NHS will help keep people healthy and work to reduce health inequalities.
10. The NHS will respect the confidentiality of individual patients and provide open access to information about services, treatment and performance.