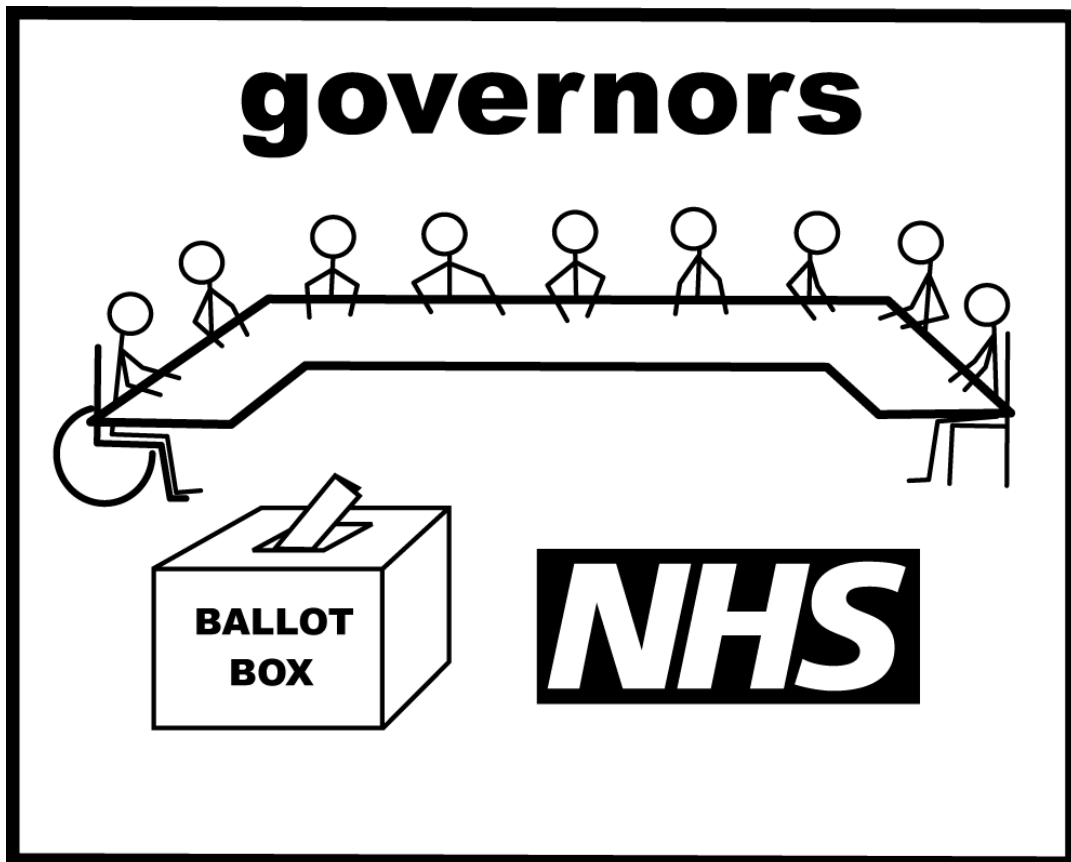
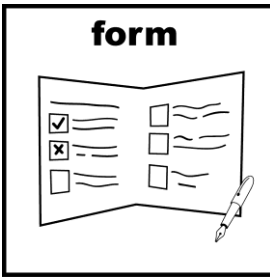


Leeds Partnerships NHS Foundation Trust

Nomination Form



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What this form is for

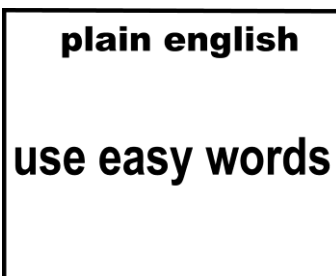
You can fill in this form if you want to become a governor.

Then sign it and send it back to the Association of Electoral Administrators in the envelope that came with it. Make sure you put enough stamps on the envelope to cover the cost of posting it back.

If you want any help with filling in this form you can ring the Association of Electoral Administrators on 01462 617125 or email at returning.officer@aea-elections.co.uk

You can ask friends or relatives to help you fill in the form. You may also have an advocate who can help you.

If you are having trouble finding someone to help you can ring the Membership Office on 0113 3055900 or email at FTmembership@leedspft.nhs.uk

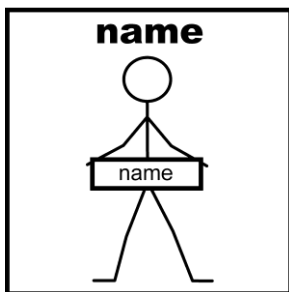


Why we have chosen to use an easy read form for everyone

The Trust wants to make sure that all members are treated in the same way.

We believe that members and governors should not be treated differently just because they find filling in forms difficult so we have decided to have one form for everyone.

About you



Name.....

Title.....
(For example Mr, Mrs, Miss, Dr)



Address.....

.....
.....
.....
.....

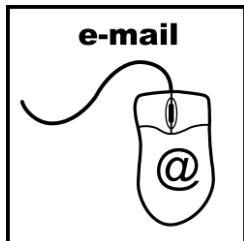
Post code.....



Phone number.....



Mobile number.....



Email address.....

We have asked for your address and phone number in case we need to get in touch with you.

We will not give your address or phone number to anyone else.

What type of governor do you want to be?

We are holding elections in some of our constituencies. These are listed below.

You can only stand for election as a governor for one of the constituencies listed below if you are a member of that constituency.

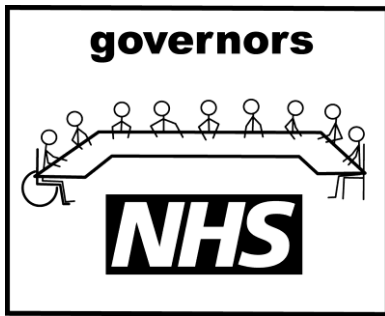
You must choose the right one. If you don't know you can ring the Membership Office on 0113 3055900.

Tick the box that describes the type of governor you can be.

- Service user who lives outside Leeds
 - Service user who lives in Leeds
 - Carer who lives in Leeds
-

- Public – Leeds East
 - Public – Leeds North West
 - Public – West
 - Public – Morley and Rothwell
-

- Staff - Clinical
- Staff – Non- clinical



Why do you want to be a governor?

You will need to write down why you would like to be a governor in the space on the next page.

You might also want to tell us what skills you have that will help you to be a governor.

This will be sent to the other members in your constituency so they can see if they want to vote for you.

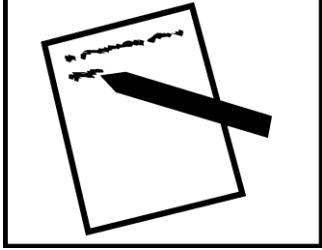
You are only allowed to write **100 words**, this means only the first 100 words will be sent out to people.

We cannot change what you write so please be careful that you don't make mistakes.

This must be your own work.

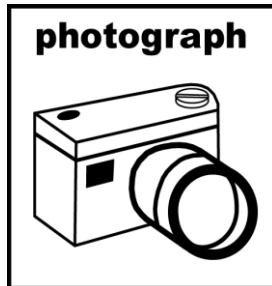
If what you write is not true the Trust can refuse to print what you have written.

write down



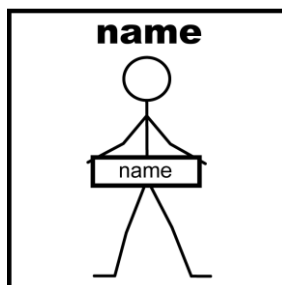
You can write here or type on a different piece of paper if you like.

A photograph of you



If you want to you can send a photograph so that people can see who you are.

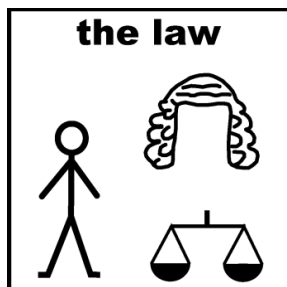
If you don't want to send a photograph we will print "photograph not received".



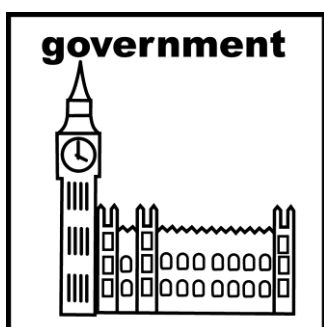
Please write your name on the back of the photograph and **glue** it here.
Do not use staples.



Declarations



The law says that we have to check

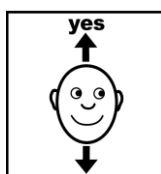


Are you are a member of a political party?

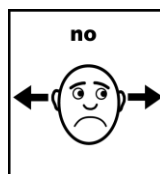
For example;

- The Conservative Party
- The Labour Party
- The Liberal Democrats

Please tick here

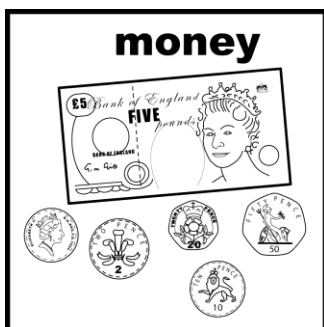


yes



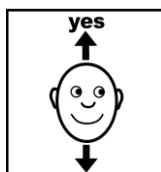
no

If yes which one?.....

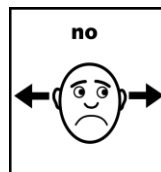


Do you have a financial or other interest in the Trust?

Please tick here



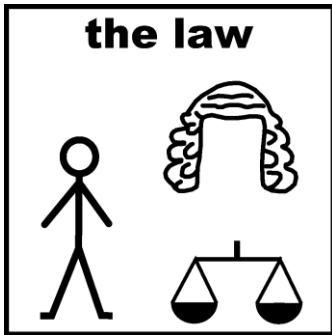
yes



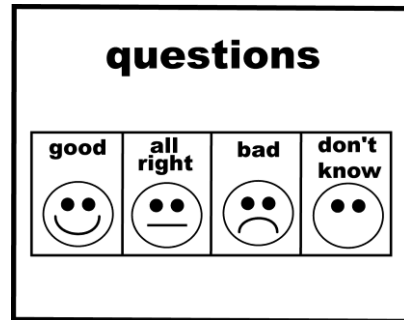
no

If yes, what

.....



Before you sign the form you need to look at the questions below.



Can you answer **YES** to **ALL** the three questions below?

Do you want to stand for election as a Governor?

Are you a member of Leeds Partnerships NHS Foundation Trust?

Are you a member of the constituency you have stated on page 6?

And can you answer **NO** to **ALL** the three questions below?

Are you bankrupt?

Have you made a formal arrangement or trust deed with people you owe money to?

In the last 5 years, have you been to prison for 3 months or more, or have you had a suspended sentence for 3 months or more?

I, the above named candidate, consent to my nomination and agree to stand for election to the board of governors in the constituency indicated on page 6 of this form. I also declare that I am eligible to stand and vote in the election for election for the constituency I stated earlier in this form.

I, the above named candidate, hereby declare that I am not:

A person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged.

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.

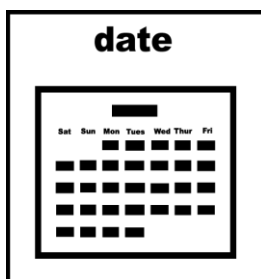
A person who within the preceding 5 years has been convicted of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) was imposed on him.

I also confirm that I have read all the reasons why the Trust says I can't be a governor on pages 15 and 16 and that there is no reason why I cant be.

I confirm that to the best of my knowledge, the information provided on (or in connection with) this form is accurate.



Signed.....



Date.....

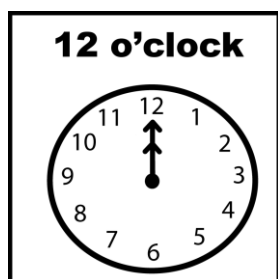
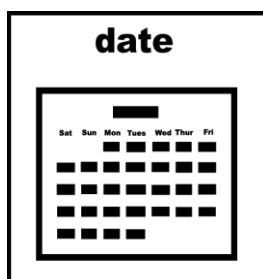
How to send your form back

When you have filled in the form put it in the addressed return envelope that came with the form.

Put enough stamps on the envelope to cover the cost of postage and post it back to the Association of Electoral Administrators at the following address:

Association of Electoral Administrators
The Returning Officer
PO Box 288,
Letchworth Garden City,
SG6 9EP

When to send your form back



Your form must reach the Association of Electoral Administrators by **12 noon on Tuesday 7 July 2009** or people will not be able to vote for you.

The Association of Electoral Administrators will let you know that your form has arrived.

If after three days they haven't told you that your form has arrived telephone the Association of Electoral Administrators on 01462 617125.

Guidance

Who can apply to be a governor?

To apply to be a governor you do not need to already have any special qualifications, skills or experience.

If you are elected the Trust will look at what training and support you need to carry out your role and help you to get it.

To start with you should be over 16, want to help the Trust's Board of Directors decide how services are going to be provided, and be able to give up some of your time to go to meetings and attend any training sessions you might need.

We will not stop you from being a governor because of your race, colour, religious belief, ethnic or national origin, sexual orientation, gender, disability or marital status.

But the law says there are reasons why you cannot be elected as a governor.

If you are bankrupt.

If you have made a formal arrangement or trust deed with people you owe money to.

If in the last 5 years, you have been to prison for more than 3 months, or had a suspended sentence for more than 3 months.

There are also some reasons why the Trust says you cannot be elected as a governor.

You are on the board of directors Leeds Partnerships NHS Foundation Trust.

You are a member of the board of directors, or a governor of a foundation trust, other NHS organisation or an organisation providing health services.

You are either married to, live with, or are a parent or child of a member of the board of directors of Leeds Partnerships NHS Foundation Trust

You are under the age of 16.

You are a member of a local authority overview and scrutiny committee and the Trust is accountable to that committee.

You are a member of a patient's forum or a similar statutory organisation.

You make a lot of written complaints to the Trust about the same thing and the Trust has decided these have been dealt with and have officially asked you to stop.

In the last 10 years you have been involved with or have carried out a serious incident involving assault, violence or harassment against a member of staff, volunteer or anyone else who works in the Trust.

In the last 10 years you have been told officially not to come into any of the Trust's buildings.

Your name is on the sex offenders' register, or you are subject to a sex offenders order.

You are not considered suitable to be a governor based on the outcome of a police check through the Criminal Records Bureau.

You have been dismissed from any NHS body except because of redundancy or ill health.

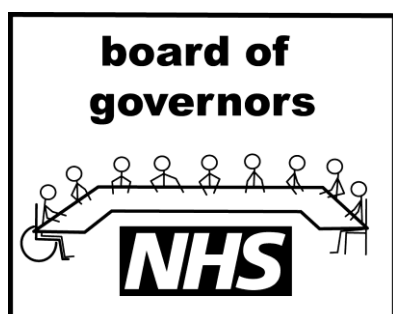
You have had your term of office as either a member of the board of directors, or governor of an NHS body terminated because you did not disclose an interest, did not attend meetings, or your appointment was not in the interests of the health service.

You have been disqualified from any healthcare profession and not been reinstated.

You have already been a governor with the Trust 3 times.

The Board of Governors of the Trust have dismissed you as a governor.

A full copy of the reasons why you cannot be elected as a governor is included further on in this guidance.



The board of governors

If you are elected you will be a governor for up to 3 years.

At the end of the three years you can stand for election again.

You can decide to stop being a governor at any time and then later if there is no reason why you cannot be a governor you will be able to stand for election again if you want.

You can only be a governor three times.

The board of governors will meet at least 5 times a year, but may meet more often if it needs to.

Governors will be expected to attend all formal public meetings.

If you are a member of the staff constituency and you want to be a governor you will need to make sure you have permission from your line manager to take leave under the special leave policy in case you need to take time off work to carry out your duties.

The times for the meetings will be arranged to make sure most governors can attend.

If you cannot attend meetings you will need to have a good reason and will need to let the Chairman know why.

The Trust cannot pay you for being a governor but will make sure travel costs and some other expenses are paid back to you.

Reasons why the Trust says you cannot be elected as a governor.

You may not be elected as a governor if:

You are the Chairman, or a non-executive or executive director of the Trust.

You are the Chairman, non-executive or executive director or Governor of another NHS Trust, any other NHS body, or a health service provider (unless you are appointed as a member of the Board of Governors by an appointing organisation which is a health service body or provider).

You are the spouse, partner, parent or child of the Chairman, non-executive or executive director of the Trust.

You are under the age of 16.

You are a member of a Local Authority Overview and Scrutiny Committee to which the Trust has formal accountability.

You are a member of a patients' forum or equivalent statutory organisation.

You are a vexatious complainant of the Trust, as defined by Trust policy

You have within the last 10 years been a perpetrator of or involved in a serious incident of assault or violence, or one or more incidents of harassment, against any of the Trust's employees or other person who exercise functions for the purposes of the Trust.

You have been excluded from any Trust premises within the last 10 years.

Your name has been placed on the registers of Schedule 1 Offenders Pursuant to the Sex Offenders Act 1977 and / or the Children and Young Persons Act 1933, or you are subject to a sex offenders order.

On the basis of disclosures obtained through an application to the Criminal Records Bureau, you are not considered suitable in accordance with the Trust's CRB Disclosure Policy.

You have been dismissed, otherwise than by reason of redundancy or ill health, from any health service body.

You are a person whose tenure of office as the Chairman, non-executive or executive director, or governor of a health service body has been terminated for non-attendance at meetings, or for non-disclosure of a pecuniary interest, or on the grounds that your appointment is not in the interests of the health service.

You have had your name removed, by a direction under section 46 of the National Health Service Act 1977 (as amended) from any list prepared under Part II of that Act or have otherwise been suspended or disqualified from any healthcare profession, and have not subsequently had your name included in such a list or had your suspension lifted or qualification re-instated (as applicable).

You have served a total of three terms of office on the Trust's Board of Governors. (For clarity one Term of Office shall be for up to three years, however, where a Governor holds a term of office for less than three years this shall be counted as one term of office).

You have had your term of office as a governor of the Trust terminated by the Board of Governors.

Leeds Partnerships NHS Foundation Trust require the information you provide to administer your nomination as a Governor. The Association of Electoral Administrators will gather and process this information on our behalf. Both LPFT and AEA will keep your information confidential and will only use it for the purpose of administering your nomination. Your information will be securely deleted when it is no longer required. Above all, we will handle your information according to your rights and our responsibilities under the Data Protection Act 1998, at all times.

