



Lancashire Teaching
Hospitals
NHS Foundation Trust

Hints and tips on submitting your Nomination Form

**Join our Council
of Governors**
Election 2026

Be part of our future

Hints and Tips on submitting your Nomination Form

Request a Nomination Form

The earlier you request your form, the better. Once you have the form read through it and check you understand everything you need to complete. If you have any questions that this document doesn't answer please contact Ciara Hutchinson at Civica Election Services (CES) on 020 8889 9203 or email ltl@cesvotes.com

Please ensure you complete your form by the deadline of 5pm on Tuesday 3 February 2026. We unfortunately cannot accept late nominations. Keep a copy of your form and call Civica Election Services to check your form has been received. You can email a scanned copy of your form to ftnominations@cesvotes.com. You can also complete the form online at www.cesvotes.com/lth2026

It is strongly advised you do this if sending your form back close to the deadline.

Declaration of Interests

Legally you have to declare if you have either a political, financial or other interest in the Trust.

Political Interest – You have to declare if you are a member of any political party (e.g. Conservative, Green Party, Labour etc.). This means that you pay a fee to that political party. You do not have to declare who you vote for.

Financial or other interest – You have to declare if you have any financial or other interest in the Trust. An example of this would be if you have any family members who work for the Trust or who work for a company that supplies goods and services to the Trust. If you are in the Staff constituency you do not need to declare that you are a member of staff.

If you are in any doubt whether you need to declare something please check with the Trust or Civica Election Services.

Instructions for preparing your Election Statement

Your election statement is important as it is your opportunity to set out why members should vote for you. We have prepared some guidelines to help you to prepare this below.

Guidance on the content of an Election Statement

Although there is no single correct or prescribed way to write a personal statement, there are some common pitfalls that can be avoided. These guidelines are to help you to identify what you need to cover and how best to achieve this.

Your statement is split into two sections: A brief summary of less than 50 words and a longer section of 200 words:

In less than 50 words describe why you would make a good governor of the Trust.

- Keep this brief and to the point
- This will be printed on the front of the election statement booklet, so write it on the assumption that voters may not read the rest of the statement.

In less than 200 words describe what skills and experience you believe you can bring to the role.

- This is the largest part of your statement, it is worth taking time to think about exactly what your skills and experience are.

For both parts of your statement, it is worth spending a little time to consider the following:

- Your own 'life experiences' (e.g. Health Service experience) and why you feel that these are relevant to a governor role. This is equally as relevant as academic qualifications.
- For those with academic skills, outline what they are and why they are relevant.
- For those with business / commercial experience, outline what this is and why it is relevant.
- What the role of the governor entails. Make sure that you are clear about the role and what it entails and make sure that your statement sticks within these boundaries. You can find further information in the 'Information pack for prospective governors' provided in the nomination pack.
- The Trust itself – research the past, the present situation and the future plans for the Trust. The more knowledgeable you are about the key issues the more weight your statement will have.

Your statement should create a 'word picture' of yourself that sets out:

- Your personal qualities that will make you a successful governor; this might include some of the following:
 - What you really care about
 - Any recognition / awards nominations you have received or any other personal successes
 - Any previous roles / experience of representing the interests of others
- What you have to offer that will be of benefit to the Trust, members and the wider community:
 - What you can contribute
 - What you personally hope to get out of being a governor
 - Why you believe that you should be elected

You may find it helpful to use the following headings to summarise your points:

- A brief self-introduction and summary of your background
- Describing any similar experience previously, for example
 - Community role(s)
 - Health visitor
 - Family carer
 - Previous trustee / governor experience
 - Other community involvement – such as magistrate
 - Other 'team player' experience
- Is there anything that gives you personal empathy with the Trust, for example, your healthcare experience?
- Are there any big strategic issues to which you are particularly eager to contribute to future thinking?
- Do you have any special skills that you can offer, for example, being adept at looking at issues through the eyes of others; being able to empathise with disadvantaged individuals?
- You might like to consider a closing summary, for example, 'The main benefit that I can bring to the Trust is...'

Some helpful hints:

- Overall, seek to convey an accurate portrayal of yourself and your personality so that you come across as an individual as well as a worthwhile prospective governor. However, remember that you do have a word count restriction, so try to avoid including information that is not relevant (e.g. 'I have three children, aged x, y and z as well as a cat called Furry' – unless you are doing so to support a particular point – such as providing personal care for family members with special needs)
- When setting out your profile, aim to avoid using any negative or 'apologetic' words such as
 - Although...
 - However...
 - But...
 - Nonetheless....
- Do not exaggerate but equally, do not play down your experiences through false modesty (for example 'I have played a small part in...' / 'I have made a modest contribution towards...' / 'I would be humbled by...')
- Consider using sub-headings to make your statement easy to read e.g.
 - I am...
 - I have been involved in...
 - My experience is...
 - The main skills that I can offer to the Trust are...
- Don't over promise. Promising to re-structure the whole NHS will not come across as believable. If you have researched the role you will know exactly what you can and can't do as a governor. Keep your statement believable and achievable.
- Write your statement clearly or if possible type it up. You can email an electronic copy of your statement to ftnominations@cesvotes.com
- Check your statement once finished for any errors. If you are typing your statement use the self checking facility. If possible get someone to read through your statement and check it. We print statements exactly as they are provided. So if you provide a statement with a spelling mistake, this is what will be printed and sent out to voters.

Word Limit

Remember to keep within the word limit. **50 words for part one and 200 for part two.** Any words that go over this limit will not be printed. The words 'Statement cut at the word limit' will be printed at the end of the statement. Please count your words before submitting.

Election Rules relating to word count and style

- Every word no matter how small, for example, "I", "or", "and", "the" will be counted as one word.
- Numbers in a block will be treated as one word e.g. "2000", "1/128", "2001/2" and "2001/2002."
- Any acronyms or groups of initials will be treated as one word. For example, 'CES' would count as one word. If, however, full titles for acronyms or groups of words are used, they will count as separate words. For example, Civica Election Services will count as three words.
- Compound words or hyphenated words, such as co-operation, will be treated as one word.
- Candidates' election statements will be printed using a common typeface and type size font.
- Selected words or sentences can be emboldened, capitalised, underlined or italicised. Entire election statements submitted in any of these formats will, however, be reproduced in the common typeface and type size font detailed in Paragraph (e) above.
- The use of bullet points and numbering to make separate points is allowed and these will not be counted as words.
- Words or phrases can be centred or indented. Boxes around particular words or phrases will not, however, be reproduced.

The word count function in software, such as Microsoft Word, provides a useful guide in preparing your election statement but does not take account of the election rules above. Therefore, we would recommend that you perform a manual count of your final statement before submission.

What will happen to your Election Statement

Your election statement will be reproduced by Civica Election Services (CES) who is conducting our elections and will be circulated to each member within the constituency that you are standing for, along with the ballot paper.

In the interest of fairness, CES makes every effort to ensure candidates' election statements are reproduced exactly as they have been submitted. Therefore, please check your election statement carefully for any grammatical or spelling errors before submitting it.

CES strongly encourages you to submit your election statement by email to ftnominations@cesvotes.com. Attach a printed copy of your election statement to your nomination form.

If you do not have access to a computer and/or email, and can only provide a hand-written election statement, please ensure it is clear and easy to read in order to avoid the possibility of error and misinterpretation. You can write it on a separate piece of paper and attach it to your nomination form or in the space provided on page 3 of the nomination form. The Trust reserves the right to edit or refuse to publish your election statement if it is factually inaccurate or contains libellous material. At the end of your statement, you should state the total number of words used. Your election statement must not exceed the word limit. If your election statement exceeds the word limit, it will be cut at the word limit and the words 'Statement cut at word limit' will be inserted.

Failure to provide an election statement by close of nominations will not invalidate your nomination but the words 'statement not received' will be published in the space where your statement would have appeared.

The following information will accompany your election statement

- your name as you wish it to appear. Your title will not appear on the ballot paper
- the constituency in which you are standing
- your declaration of interests.

Examples of Election Statements

The following statements are real examples submitted by prospective governors in FT elections in other Trusts.

Example 1: (Public)

Health Care is an important part of our lives. Providing the best health care possible, to enable patients to have a good quality of life, this is what I am passionate about. During my life, I have always committed time to helping others. I believe this is the intention of The NHS Foundation Trust. I want to be a part of that team.

What skills do you feel you could bring to this role?

I was employed by the Fire Service, 22 years within the Fire Control, progressing to the rank of Senior Fire Control Operator. Serving the community, committed, dealing efficiently with all emergencies. People's lives are precious, their safety comes first.

For many years I was a governor of the XXX School, also a volunteer within the Special Needs department. I was involved with the Fund raising for school projects.

At present I am a governor at the XXXX School and a member of the XXX Medical Centre Patients Group.

I took part in charity Bike rides, China, Russia and Israel, all were over 300miles. I know that I would be an asset to the Trust

Declaration of Interests:

- Political Party: XXX
- Financial or other interest in the Trust: XXX

Example 2: (Public)

I wish to join the Council of Governors at XXXX. I have no professional skills to bring to the Governing Body however what I have is experience, I was Vice chair of the XXX Council of Governors at XXX for 5 years. Politics was a subject I took at XXX on a 2 year course this I believe has laid down the foundation for me to see the finance side of big business and that these business ventures need a board to scrutinise their work; also sub groups to look into other ventures within these businesses. I am a Magistrate both in the Adult court and Family courts. I am autonomous I have a disability with arthritis however I am willing to be an asset to your team.

Declaration of Interests:

- Political Party: XXX
- Financial or other interest in the Trust: XXX

Example 3: (Public)

Why do you want to be a governor?

I believe that local people's views should be involved in the future development of their health services in terms of what is delivered, where it is delivered and how it is delivered.

I want to help to further develop a first class local health service across all sections i.e. primary, secondary and community so that local people receive a seamless integrated service.

I want to help deliver an increasingly effective communication network to keep local people informed of local health changes.

What skills do you feel you could bring to this role?

Knowledge

- As Vice – Chair of xxx till 31/3/'13 represented patients on a number of committees in the Trust, undertook Enter / View Assessments and raised patient concerns with the Trust
- Was a patient representative on the CCG through its development/accreditation so have knowledge of primary care
- Since 31/3/13 have continued my work with the Trust – am a trained PLACE Assessor and was part of the team who undertook the annual assessment and am currently the patient representative on the Nutrition Advisory Group.

Generic skills

- My professional career focussed on delivering service improvement this involved
- Public consultation to help develop policy and take feedback on its effectiveness
- Responsibility for managing external inspections and the implementation/review of actions resulting from them
- Undertaking internal reviews leading to changes to systems and processes and staff roles/responsibilities.

To deliver on these I had to

- listen, absorb and analyse data/information
- develop professional relationships
- develop consensus
- give constructive criticism
- challenge when necessary!!!

And above all have patience and perseverance in abundance.

Example 4: (Public)

Having been a patient representative on various NHS XXX user groups, as well as doing the same role for the procurement of new NHS services for the people of XXX, being a member of the link and XXX. All these experiences will be invaluable if elected to the board for the benefit of the patients young and old. In the current financial crisis for all the NHS trusts I see this role to be extremely important as there are hard decisions ahead. Having a cost neutral policy means savings without affecting services and improving them where ever possible, ensuring service quality is maintained within the realistic cost constraints. While serving on the board I would hope to assist the trust with other members through undoubtedly hard times and decisions ahead; to come out of it as one of the best trusts in the UK.

Declaration of Interests:

- Political Party: None
- Financial or other interest in the Trust: None

Example 5: (Public)

I am married with two daughters, two grandchildren and have lived in XXX for 29 years. My current interests include photography, caravanning, gardening and serving on my Doctors Patients Forum, of which I am a founder member.

My work career comprises:

- XXX Apprenticeship
- XXX
- Police Officer for 17 years.

During my time as an apprentice I worked in a large factory where I was trained in all aspects of heavy electro-mechanical engineering.

I have worked in all aspects of computing and believe that I have a logical and analytical mind which helps me in being able to tackle problems and solve them in an efficient way.

As a Police Officer I worked with people of all kinds and can relate to almost anyone. The major part of being a Police Officer is spent in dealing with people's problems. I had to retire from the Police due to ill health, at the time I was a Sergeant.

I was born the year that the NHS was created and over my life have had cause to use its resources on several

occasions. I can honestly say that these experiences have, on the whole, been very positive and have given me the greatest respect for all who work in the NHS.

Whilst I also accept that there are problems within the NHS I do, strongly, believe that these can be tackled to make the NHS more efficient.

I am very impressed how the XXX NHS Trust works and the improvements that have been made to the service provided, especially in these hard economic times.

If I am elected as a governor of the Trust I hope that I can bring a vast amount of life experience and common sense to the position which will enable me to make a positive contribution to the Trust's work as it moves forward. This, hopefully, should improve the facilities that will improve the lives of us all who use the Trust.

Declaration of Interests:

- Political Party: None
- Financial or other interest in the Trust: None

Example 6: (Staff)

I have worked in a variety of positions in the NHS since XXXX, clinically as a Registered Nurse for XXX and managerially as a Manager on various Wards. I believe strongly in giving something back to the Organisation with which I have worked and feel that the position of governor will allow me to influence how services are delivered in the future. With the experience I have gained, I am interested in supporting the Trust to maximise its services to improve the health of the local population.

If chosen as governor I will enthusiastically and conscientiously work with hospital staff, managers and service users to ensure that the care and services provided to patients is of the highest quality possible. I also recognise that representing the views of constituency members is paramount in the role of governor. I would like your support to bring about change and ensure we all receive a quality professional service and the best care possible from our local hospitals.

Declaration of Interests:

- Political Party: None
- Financial or other interest in the Trust: None

Example 7: (Staff)

Free health care for all is at the heart of the NHS, and is something I believe in passionately. Recent years have seen many changes to the ways in which health care is delivered.

The role of governors is to ensure that free health care is accessible to all – and meets the needs of local people.

High quality, well directed free health care is delivered within two important contexts: i) Meeting government targets ii) Running a financially sound business.

I should like to serve as a governor to contribute to ensuring the delivery of excellent health care by XXX FT.

My relevant qualifications are as follows:

- I have worked for the NHS for over 20 years
- I have witnessed excellent management practices and management practices that are less than acceptable
- As a psychologist working in mental health, I have been trained to balance a range of viewpoints, alongside keeping the needs of service users and carers central to the delivery of services
- I have contributed to professional regulation, which is relevant to the work of a governor
- I am a member of the XXX Committee for the Directorate in which I work
- My family background has equipped me to work across different cultural, racial and social backgrounds. Within our family, significant anniversaries are exciting!

Declaration of Interests:

- Political Party: None
- Financial or other interest in the Trust: None

Example 8: (Staff)

Quality care and a positive experience for both patients and staff have always been at the top of my agenda. I firmly believe and know that we do a lot of amazing work here. One of my goals is to raise the profile of the many compliments we get and to share these compliments across the organisation.

As a senior Matron (and aspiring chief exec!), I feel that I am ideally placed at the heart of the organisation to listen, and to hear the views of both staff and patients. I have worked in this organisation for 15 years and am extremely proud to be part of the XXX Team. It would be an honour to continue representing hospital, with the aim of ensuring the patient and staff voices are heard.

Declaration of Interests:

- Political Party: None
- Financial or other interest in the Trust: None