

Facilities & time off guide

**Join our Council
of Governors**
Election 2026

Be part of our future

This guidance outlines the facilities available for elected staff governors and specifies the nature of activities for which it would be reasonable for time off to be granted. It augments the organisation's constitution, existing governance arrangements and the Code of Conduct for governors.

Welcome

1. Aim of this document

- 1.1. This document aims to:
 - (a) outline the facilities that Lancashire Teaching Hospitals NHS Foundation Trust will provide to staff governors;
 - (b) specify the commitments of the staff governors for which it would be reasonable for time off to be granted.

2. General facilities

- 2.1 Provided reasonable notice is given, provision will be made wherever possible for meetings to take place between staff governors and the employees they represent on Trust premises.
- 2.2 Reasonable access to and use of a telephone and personal computer will be given. This should be arranged locally in consultation with the staff governor's manager.
- 2.3 The Trust accepts that from time to time it will be reasonable to provide facilities for typing and photocopying in connection with governors' duties.

3. Time off with pay

- 3.1 The Trust will grant reasonable time off with pay, subject to service needs, for staff governors to carry out the following duties when they occur within the employee's contracted hours:
 - (a) Attendance at formal meetings and workshops of the council of governors
 - (b) Attendance at the annual members' meeting
 - (c) Attendance at meetings of the governor's chosen sub-group(s)
 - (d) Attendance at training and development sessions
 - (e) Reasonable time for communicating with the staff members they represent
- 3.2 Staff governors should seek permission from their manager before leaving the workplace for governor duties and this permission shall be granted in circumstances specified in paragraph 3.1 above.

They shall clearly state the purpose as requiring time off for their governor duties, and their manager shall keep a record of the duration of the leave and the purpose.
- 3.3 If additional meetings, events or situations arise which are not detailed in paragraph 3.1 above and are felt by the staff governor to be necessary to be carried out during standard working hours, this should initially be discussed with their manager. Where agreement cannot be reached on time off, this should be referred to the Company Secretary who will discuss the matter with the Chair.

4. Duties outside standard working hours

- 4.1 The Trust's constitution confirms that members of the council of governors will not receive remuneration and therefore staff governors will not receive payment for duties outside their normal working hours.

5. General conditions relating to facilities and time off

- 5.1 Disputes relating to facilities and time off shall be addressed with the Chair, through the Company Secretary.
- 5.2 Staff governors shall not unduly or unnecessarily prolong the time they are absent from work on governor activities.