

Meetings of the Board held in Public Guidance Notes for Members of the Public

1 Introduction

Board meetings of Northern Devon Healthcare NHS Trust are open to staff, the press and the public, including representatives from groups. This guidance provides information regarding how these meetings are facilitated.

2 Attendees

Name plates for Board members are displayed on the table in front of each member to enable you to identify who is speaking. At the beginning of the meeting, the Chairman will ask the Board to introduce themselves.

Board meetings are held in the Chichester Boardroom at the North Devon District Hospital. If you have particular requirements in respect of access or assistance (e.g. wheelchair access, induction hearing loop), please contact the Trust Secretary for details.

3 Agenda and Papers

The agenda and papers for the meeting are available approximately one week prior to the meeting being held via the Trusts website www.northdevonhealth.nhs.uk.

Some items for discussion may be deemed confidential, ie if they contain patient identifiable information or commercially sensitive information. These items will be dealt with in the confidential session of the meeting and the Board will pass a resolution requiring the public to withdraw.

4 Members Interests

All members of the Board are required to declare any interest i.e. pecuniary (financial) interests relevant to the work of the Trust. These are recorded in a register which is available on our website at www.northdevonhealth.nhs.uk.

5 Questions from the Public

In order to manage meetings effectively, no provision is given for members of the public to ask questions during the meeting. A total of 10 minutes will be allocated at the end of the meeting to provide an opportunity for members of the public to speak.

At Board meetings, persons may only speak on matters which are before that meeting for decision. Where possible, a response will be given to questions at the time unless further information is required. Responses in that instance will be given in writing within three working weeks of the Board meeting.

Questions will also not be allowed if they relate to items which are confidential in nature, e.g. because they involve a named individual who is a patient, partner or contractor of Northern Devon Healthcare NHS Trust, or because they might compromise the commercial confidentiality of a contractor of Northern Devon Healthcare NHS Trust.

Where the number of questions received exceeds the time allocated, the questions will be taken on a first come, first served basis until the time allocation is used. Questions can be

deferred to the next meeting only if they remain relevant to the subsequent Board agenda. Any questions not heard at the meeting and that cannot be deferred, will have a written response within three working weeks of the Board meeting.

If you do not wish to speak at the meeting, you may submit a written question to the Trust Secretary - a Board Question Form is available for your convenience. This must be received by the Trust Secretary at least two working days before the Board meeting. This will enable Board members to be sufficiently prepared to respond to your question.

A written response will be given within three working weeks following receipt of the written question, unless it has been dealt with at the Board meeting.

The Chairman reserves the right to move the meeting on where he or she judges that no further progress is likely to result from further discussion, or simply to ensure that the meeting can be concluded on time.

If the Chairman considers that the business of the Board is being disrupted by members of the public, staff or the press, the Chairman has the power to require the public, staff and the press to leave the meeting or to adjourn the meeting to a private location.

6 Minutes

A record of issues discussed, debate and decisions taken at the meeting will be formally recorded in a set of minutes. These will be formally approved as a correct record at its next meeting. The final approved minutes are added to the Trust's website within five working days following approval by the Board.

7 Contact Details

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