

Guidance for members on public meetings of the Board

Board meetings of Northumbria Healthcare NHS Foundation Trust are open to the public. This guidance provides information regarding how these meetings are facilitated.

Attendees

Due to restrictions on space and in order to maintain appropriate arrangements for all meetings, members of the public (including press) are required to inform the Trust Secretary of their attendance at least three working days prior to the meeting.

Name badges for each Board member are displayed on the tables in front of each member to enable you to identify who is speaking at each meeting.

Agenda and papers

The agenda and papers for the meeting are available five working days prior to the day of the meeting on our website at www.northumbria.nhs.uk. Hard copies of papers can be requested by contacting the Trust Secretary on 0191 2031656.

Some items for discussion may be deemed confidential, i.e. if they contain patient identifiable information or commercially sensitive information. These items will be dealt with in a closed meeting.

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.northumbria.nhs.uk. Board members are also required to state at the start of each meeting if they have an interest in the items for discussion at the meeting.

Public questions

In order to manage meetings effectively, no provision is given for members of the public to ask questions during the meeting. Members of the public are in attendance as observers and should anyone have any questions pertaining to the agenda, they may submit a written question via the Trust Secretary.

Verbal responses to written questions will be provided at the meeting under Any Other Business however, in circumstances where a response will take longer than anticipated, the requestor will receive a written response within five working days of submission of the question.

If the Chairman considers that the business of the Board is being disrupted by members of the public, the Chairman has the power to ask those individuals to leave the meeting.

Minutes

A record of items discussed, debate and actions taken at the meeting will be formally recorded in a set of minutes. These will be formally approved and recorded as such at the meeting. The minutes, as presented to the next meeting will be available on our website at www.northumbria.nhs.uk and are available as hard copy from the Trust Secretary.