

## **BOARD MEETINGS**

### **GUIDANCE NOTES FOR MEMBERS OF THE PUBLIC**

#### **Introduction**

From 1 July 2022, the statutory responsibilities for the commissioning of local health services became the responsibility of Integrated Care Boards (ICBs).

#### **Practical information about getting involved in the meeting**

Members of the public are welcome to attend the meetings of the NHS Somerset Integrated Care Board to listen to the items being discussed and there is an opportunity to ask questions during the Public Questions slot.

Name plates for each Board member are displayed on the table in front of the member to enable you to identify who is speaking at each Meeting.

Attendance is possible either in person or virtually via MS Teams. If you would like to attend, please send a request in advance by email to: [julie.hutchings@nhs.net](mailto:julie.hutchings@nhs.net). For those wishing to attend virtually, an MS Teams link will be sent prior to the meeting. At present, meetings will not be recorded for viewing at a later stage.

Copies of the agenda and papers will be available from about five days before the meeting on the NHS Somerset website at [Board papers and meetings - NHS Somerset](#) or by contacting the NHS Somerset Corporate Affairs Office on 01935 384105. In the interests of sustainability, hard copy papers will no longer be provided to the meeting.

#### **Public Questions**

A slot for Public Questions is set aside during the meeting where you can ask questions or make comments on matters within NHS Somerset Integrated Care Board's areas of responsibility. It is essential that sufficient time remains for the conduct of normal ICB Board business and the opportunity for questions will be time limited. Questions should therefore be succinct (and to a maximum of two minutes).

If a question is particularly complex, it may be necessary to provide a general response to the question at the meeting, with a more detailed response given in writing following the meeting.

You must direct your questions and comments through the Chair. You may not take direct part in the debate. If the Chair considers that a point is being unnecessarily repeated, they may ask the speaker to finish.

Questions can either be read out by yourself or the Chair and verbal responses will be provided during the meeting where possible. Questions and responses will then be recorded in the Board minutes and published on the website with the papers for the next Board meeting. If you are unable to attend the meeting and the timescale in seeing the response will cause an issue, please contact [julie.hutchings@nhs.net](mailto:julie.hutchings@nhs.net)

In order to respond as fully as possible, we ask that questions are submitted using the [Public Questions form](#) and sent to [julie.hutchings@nhs.net](mailto:julie.hutchings@nhs.net) by midday on the Monday preceding the meeting.

The Chair reserves the right to refuse any written question that is:

- Confidential or sensitive
- An individual complaint or matter relating to an individual's healthcare
- Deemed to be overly political, defamatory or vexatious
- Substantially the same as a question that has previously been answered.

### **Meeting etiquette**

Members of the public who have registered in advance to attend the virtual meeting will be sent a link by email to join the meeting

- If you have pre-registered and received the link, please do not forward the link to anyone else: members of the public who have not registered in advance will not be admitted and we will be unable to admit anyone who attempts to join anonymously. This is a practical measure, both to protect other attendees and to protect the reputation of our virtual meetings in public
- Our platform for virtual meetings in public is MS Teams
- If possible, please join the meeting five minutes or so in advance of the advertised start time, to enable the meeting to start promptly
- When joining the meeting, please ensure your camera and microphone are switched off and remain so as the meeting proceeds
- You can leave the meeting at any time. To leave the meeting, click the red 'hang-up' button
- Please do not use the chat bar as this is not being used as part of meeting proceedings
- If you wish to raise any questions after the meeting, please do so by completing a [Public Questions form](#) and emailing this to [julie.hutchings@nhs.net](mailto:julie.hutchings@nhs.net)
- Please note that members of the public who attend a meeting in public – either in person or virtually - do so in an observer capacity. They do not have an automatic right to speak or take part in the discussions
- If the Chair considers that the business of the meeting is being disrupted by any member of the public, the Chair has the power to close the meeting. In this instance, the meeting will continue in closed session

### **Recording of meetings**

Meetings are recorded for minute taking purposes only and the recordings are destroyed immediately afterwards.

If members of the press or public wish to record the meeting in any way - film, audio, notes, photograph, tweet, blog etc - we ask that this be declared at the beginning of the meeting.

The ICB respects the right of members of the public not to have their name appear in the public record, nor to be identified, if that is their preference. If you wish to record the meeting we will not object, but your declaration will ensure that members of the public are aware and can act accordingly.

The ICB reserves the right to request that recording is stopped if the recording equipment is found to interfere with the microphones and the hearing loop which is available for the hard of hearing. Mobile telephones should therefore be switched off where possible.

## **Debate**

The ICB Board will consider the items on the agenda in turn. Each paper includes a recommendation as to what the Board should decide. For some items there may be a presentation; for others this may not be necessary. The Board may not actively discuss every item - this does not mean that they have not received careful consideration; rather, it means that no-one wants to challenge the recommendations. A formal vote will not be taken if there is a general consensus on a suggested course of action.

## **Members' interests**

All members of the Board are required to declare if they have any interests which are relevant to the work of the organisation and these are recorded on a Register which is noted at the start of each meeting. It is also published on the NHS Somerset website. Members are also required to state at the start of the meeting if they have an interest in the items under discussion. Special rules govern whether a member who has declared an interest may take part in the discussion.

## **Minutes**

A record of the issues discussed and decisions taken at the meeting will be set out in the minutes, which the Board will be asked to approve as a correct record at its next meeting.

The minutes as presented to the next Board meeting for approval are added to the website at the same time as the papers for that meeting. Prior to that, details of the decisions taken can be obtained from the NHS Somerset Head Office (see below).

## **Accessibility**

If you are unable to access information or raise questions digitally, then we will find a way of taking your question in paper form and responding to you. If you need information in a different format like an accessible PDF, large print, easy read, audio recording or braille, please email [somicb.communications@nhs.net](mailto:somicb.communications@nhs.net) or call [01935 384022](tel:01935384022).

## **Contact details**

For further information, please contact:

NHS Somerset  
Corporate Affairs Office  
Wynford House  
Lufton Way  
Yeovil  
BA22 8HR

Tel: 01935 384105  
Email: [julie.hutchings@nhs.net](mailto:julie.hutchings@nhs.net)  
Website: [Homepage - NHS Somerset](#)

## PUBLIC QUESTIONS FORM

A slot for Public Questions is set aside during the meeting where you can ask questions or make comments on matters within NHS Somerset Integrated Care Board's areas of responsibility. To ensure that the Board can complete its agenda, the opportunity for questions will be time limited and questions should therefore be succinct (and to a maximum of two minutes).

In order to respond as fully as possible, could you please set out an outline of the query below and email your question to [julie.hutchings@nhs.net](mailto:julie.hutchings@nhs.net) by midday on the Monday preceding the meeting.

The Chair reserves the right to refuse any written question that is: confidential or sensitive; an individual complaint or matter relating to an individual's healthcare, deemed to be overly political, defamatory or vexatious; or substantially the same as a question that has previously been answered.

<b>Meeting:</b>	
<b>Venue:</b>	
<b>Question:</b>	
<b>Name:</b>	
<b>Organisation (if applicable):</b>	
<p>Public Questions, together with NHS Somerset's response, will be included in the published minutes of the meeting. If, as the person raising the question, you are happy for your name to be included in the published minutes, please tick the box. If you leave the box blank, the published minutes will still include your question and NHS Somerset's response, but your name will be anonymised.</p> <p><input type="checkbox"/> Please tick ✓ the box to indicate you are happy for your name to be included in the published minutes</p>	