

Governing Body Meetings – Guidance for members of the public including media.

Introduction.

NHS Liverpool CCG holds its monthly Governing Body meeting in public, ordinarily in the CCG Headquarters, The Department, 2 Renshaw Street, Liverpool, L1 2SA. Members of the public, staff and press are welcome to attend these public meetings, but please note that although held in public they are not a public meeting.

Meeting dates, times and the venue are published on the CCG's website. The date and time of a meeting is also displayed at the CCG's Headquarters at least three clear days before the meeting.

If you have any particular needs with regards to access or assistance, such as wheelchair access or an induction loop please contact the CCG offices on 0151 296 7000 and we will do our best to assist you.

On arrival.

Upon arrival please report to the CCG reception on the third floor of the building, where you will be required to sign in for fire safety and security reasons.

Agenda Papers.

A copy of the agenda and papers for the meeting is normally published on the CCG website at www.liverpoolccg.nhs.uk five working days before the meeting. A small supply of paper copies will be available at the meeting, however if more members of the public attend you may be asked to share papers.

Identifying Governing Body members.

The Chair will ask members to introduce themselves at the beginning of each meeting. A name plate for each member will also be displayed on the table to help you see who is speaking during the meeting.

The Governing Body Discussion.

The Governing Body members will have been provided with copies of the agenda and papers at the same time as they are published on the CCG's website and will therefore have had the opportunity to consider the papers prior to the meeting. The Governing Body will consider the items on the agenda in turn and each paper includes a summary cover sheet, which makes recommendations for the meeting to consider. For some items there may be a presentation whereas for others this may not be necessary. The members may not actively discuss each item in detail; this does not mean that the item has not received careful consideration but means that the members have no further questions on the matter and do not wish to challenge the recommendation(s). A formal vote will not be taken if there is a general consensus on a suggested course of action.

As the meetings are not public meetings, but meetings held in public, members of the public and media can observe the business of the meeting but cannot take part in the debate, unless specifically invited to do so by the Chair.

Exceptionally, there may be items of a confidential nature on the agenda of a meeting. If this is the case, the Chair may determine to exclude members of the public and media from discussions on such agenda items.

Minutes.

A record of the issues discussed and decisions taken at the meeting will be set out in the minutes, which members will be asked to approve as a correct record at its next meeting. Please note that the minutes will not be a verbatim record of everything that was discussed at the meeting.

The minutes as presented to the next meeting of the Governing Body for approval are added to the CCG's website once approved.

Public Questions.

Up to 30 minutes will be allocated at the end of each meeting for public questions. This will provide members of the public, staff or media with the opportunity to ask questions or comment on the agenda and the issues discussed.

To assist in the management of the agenda and meeting, individuals are encouraged to submit written questions in advance to the Board Administrator Paula Jones (Paula.Jones@liverpoolccg.nhs.uk), 48 hours

before the meeting. This will greatly assist the CCG in responding to questions where possible at the meeting.

The maximum amount of time for any one individual to raise a question or speak on a topic is three minutes. It is necessary to impose such a timeframe so as to ensure that those who wish to speak are given a fair opportunity to do so. Where possible a response will be given to questions at the meeting, however if the matter is complex or requires the consideration of further information a written response to questions will be provided within 10 working days. If the number of questions raised exceeds the time allocated, questions will be taken on a first come, first served basis and any remaining questions subsequently addressed in writing.

Please note that questions will not be allowed if they relate to private and/or confidential matters, for example because they involve a named individual such as a patient, member of staff, partner or contractor to the CCG, or where the matter would compromise commercial or legal confidentiality.

The Chair reserves the right to move the meeting on if he / she judges that no further progress is likely to result from further discussion or questioning, or to ensure that the meeting can be conducted on time.

Public Order.

The Chair may at any time require the public or individual members of the public or media to leave the meeting or may adjourn the meeting to a private location if he / she considers that those present are disrupting the proper conduct of the meeting or the business of the Governing Body.

Please note that the use of mobile phones or other electronic devices during the meeting will not be permitted if their use is deemed disruptive to the meeting. This is for the benefit of all present.

Recording Devices.

The use of any recording devices, including mobile phones is expressly forbidden without the prior agreement of the Chair. Anyone found using such a device will be asked to cease recording and may be asked to leave the meeting.

(Valid from 1st September 2016 to 31st March 2017)