

MEETINGS OF THE BOARD IN PUBLIC:

GUIDANCE NOTES FOR MEMBERS OF THE PUBLIC

- 1.1 Board meetings of Somerset NHS Foundation Trust are open to the press and public. This sheet provides some information about how Board meetings work and how you can get involved.
- 1.2 Name plates for each board member are displayed on the table in front of the member to enable you to identify board members. Depending on the venue, a microphone and speaker system is used at Board meetings and access to a hearing loop, which links into the system, will need to be requested at least 24 hours prior to the meeting.

2. AGENDA AND PAPERS

- 2.1 The agenda and papers for the meeting may be inspected from three days in advance of the meeting by visiting the website [Somerset NHS Foundation Trust - Trust board meetings](#) or by contacting the Secretary to the Trust or the Management Office (see below). Hard copies of the agenda and papers are not available at the meeting but can be requested in advance of the meeting – please allow at least 24 hours for this request to be processed.

Some items are confidential (for example if they concern an individual) - these are dealt with in part B of the meeting, and the Board will pass a resolution requiring the public to withdraw.

3. MEMBERS' INTERESTS

- 3.1 All members of the Board are required to declare if they have any interests which are relevant to the work of the Trust and these are recorded in a register which is noted at the start of each Board meetings - it is also published on the 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.

4. PUBLIC QUESTIONS

- 4.1 At the start of the meeting, the Chair will ask members of the public whether they wish to raise any questions and if so, under which agenda item. Answers to questions will, where possible, be given under the relevant agenda item. If it is not possible to provide an immediately answer, an answer will be given at the next meeting or provided in writing as soon

as possible. The amount of time available for any member of the public to speak is three minutes, with a total duration of 10 minutes for any one item.

- 4.2 If you do wish to ask any questions relating to items on the agenda, could you please complete a Public Questions form and hand this to the Secretary of the Trust before the start of the meeting. Alternatively, you can email your question to companysecretary@somersetft.nhs.uk in advance of the meeting. You must direct your questions and comments through the Chair. You may not take direct part in the debate.
- 4.3 If a group of people wish to make the same point, this will be dealt with by the Chair asking subsequent speakers whether they simply agree with what the first speaker has said, or whether there is anything that they wish to add. If the Chair considers that a point is being unnecessarily repeated they may ask the speaker to finish.
- 4.4 If there are many people present at the meeting for one particular item on the agenda for that meeting, the Chair may adjourn the meeting to allow views to be expressed more freely. If a large number of people attending the meeting wish to present a view on a particular item on the agenda, a representative should be nominated to present the views of the group. An issue will not be deferred because members of the public cannot be present for the meeting. If the Chair considers that the business of the Board is being disrupted by members of the public, the Chair has power to require the individuals to leave the meeting.

5. DEBATE

- 5.1 The Board considers 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; 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.

6. MINUTES

- 6.1 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 meeting of the Board 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 Secretary to the Trust or the Management Office (see below).

7. CONTACT DETAILS

7.1 For further information, please contact:

Secretary to the Trust
Somerset NHS Foundation Trust
Management Suite
Yeovil District Hospital
Higher Kingston
Yeovil
BA21 4AT

Management Office
Somerset NHS Foundation Trust

Email: companysecretary@somersetft.nhs.uk

website: www.somersetft.nhs.uk