

PROTOCOL

Governing Body Meetings in Public

The Governing Body of Merton CCG is committed to openness and transparency, and conducts as much of its business as possible in a session that members of the public are welcome to attend and observe, subject to available space.

The meeting, although held in public, is not a public meeting and as such there is no opportunity provided for the public to ask questions in that arena other than that offered at the discretion of the Chair.

Members of the public are welcome to submit any questions they may have to the Board Secretary tony.foote@mertonccg.nhs.uk and a written response will be provided if your question is not answered at the meeting.

Attendance at the CCG Governing Body Meeting

If you wish to attend, please contact the Board Secretary tony.foote@mertonccg.nhs.uk at least 24 hours in advance of 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 and we will do our best to assist you.

Please be aware that you will need to sign-in at reception upon arrival, for fire safety and security reasons. You will not be allowed access to the room until 5 minutes before the meeting starts. A member of staff will escort everyone to the meeting room.

Unfortunately, if members of the public arrive after the meeting has already started it may not be possible for them to join the meeting.

At the end of meeting, all members of the public will also be escorted back to the main entrance by a member of staff.

Agenda Papers

A copy of the agenda and papers for the meeting is normally published on the CCG website at <http://www.mertonccg.nhs.uk/about-us/Our-Governing-Body/Pages/Governing-Body-meetings.aspx> at least three 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.

Public Questions

To assist in the management of the agenda and meeting, individuals are encouraged to submit written questions to the Board Secretary tony.foote@mertonccg.nhs.uk at least 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 five 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 while also ensuring the meeting runs to time.

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 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.

Recording the Meeting

The Governing Body meeting is audio recorded as part of our commitment to make information as accessible as possible. The recording is added to our website a few days after the date of the governing body meeting.

The CCG accepts that the audio and/or video recording of public meetings can improve transparency and record keeping which is why the CCG has to date provided an audio recording of the meeting and from 1 April 2017 will also produce a video recording of the meeting. This will be uploaded to our *youtube* channel.

Once this arrangement is in place the CCG will not permit other filming or recording of the Governing Body meeting unless expressly agreed by the Chair in advance of the meeting and with prior agreement of *all* members of the public present at the meeting. Anyone found using such a device without prior agreement will be asked to cease recording and may be asked to leave the meeting.

Guidelines for filming (until 1 April 2017)

Until 1 April 2017 the CCG will accommodate members of the public who wish to film, photograph or record CCG meetings in so far as it does not disrupt business and respects the rights of individuals who may not wish to be filmed. Any member of the public wishing to film the meeting is required to make the request in writing at least 24 hours in advance.

The filming, photographing or audio recordings will only be made from the designated public seating area and may be taken from one fixed position, to prevent obstructing others from observing proceedings.

Attendees will be advised at the start that the meeting is being filmed, photographed or audio recorded, and given the name and contact details of the individual undertaking the recording.

Attendees will be advised at the start that the meeting is being filmed, photographed or audio recorded, and given the name and contact details of the individual undertaking the recording.

The Chair shall instruct that filming, photographing or audio recordings is stopped:

- During those parts of the meeting when the press and public have been excluded due to the nature of the business being discussed i.e. either exempt or confidential matters;
- If there is a public disturbance or suspension/adjournment of the meeting;
- If to his judgement the recording has become disruptive or distracting to the good order and conduct of the meeting;
- If the Chair determines that it has not been possible to obtain informed consent from a person with known learning disabilities or mental health issues or parental consent for a young person speaking.

In allowing this, the CCG asks those recording proceedings not to edit the film/recording/photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the CCG.

The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

As the CCG will be providing a film of the meeting from 1 April 2017, requests from members of the public to make their own filming or recording after this date will not normally be agreed to.

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 considers that those present are disrupting the proper conduct of the meeting or the business of the Governing Body.