

**NHS Shropshire CCG Governing Body
Meeting in Public Guidance**

1. Purpose

1.1 The purpose of this paper is to support public understanding of the role of Shropshire CCG Governing Body and how members of the public can become involved when the CCG is holding a Governing Body meeting in public.

2. About Shropshire Clinical Commissioning Group (CCG)

2.1 NHS Shropshire Clinical Commissioning Group's main role is to plan and buy high quality, value-for-money health care services from a range of healthcare providers on behalf of Shropshire people. The mission of Shropshire CCG is:

'To have the courage to develop a health system that empowers the delivery of excellent outcomes founded on individual relationships which nurture compassion, respect and dignity'

2.2 We are a 'membership organisation'. Our membership consists of the 41 GP Practices that serve the county's population. This means the family doctors (GPs), and the other health professionals who work in our practices, such as nurses, are members of the CCG.

2.3 We have a Governing Body which meets in public and makes the important decisions for our organisation. Most of our Governing Body members are local doctors who continue to work in our communities, treating people. Part of their working week is dedicated to the CCG to help us develop our plans and services.

2.4 We also work closely with other local NHS organisations as well as partners such as Shropshire Council, voluntary organisations and other groups that represent local people.

2.5 Shropshire CCG has responsibility for:

- Commissioning high quality healthcare services for people in Shropshire
- Working effectively with our partner organisations;
- Listening to and working with the public and our patients;
- Delivering more health services in community settings;
- Making the best use of our resources to ensure we have a sustainable financial future.

2.6 The CCG's overall objective is to promote good governance and proper stewardship of public resources in pursuance of its goals and in meeting its statutory duties.

2.7 One aspect of this is holding meetings of our Governing Body in public which ensures openness and transparency for all commissioning plans and decisions made by the CCG.

3. **Governing Body Members**

3.1 The Governing Body which oversees the work of Shropshire CCG is made up of the following voting members:

- GPs
- Chairs of our three Locality Committees
- Accountable Officer
- Chief Financial Officer
- Senior Nurse
- Secondary Care Doctor
- Lay Members

3.2 Other CCG representatives also attend these meetings, who are non-voting.

4. **About Governing Body Meetings**

4.1 The CCG holds at least six Governing Body meetings a year in public. The meetings are held in a variety of venues around Shropshire. Details of dates and venues for meetings in the current year can be found on the CCG's website at:

<http://www.shropshireccg.nhs.uk/get-involved/meetings-and-events/governing-body-meetings/>

Or on request from:

Corporate Services Officer
Shropshire CCG
Somerby Suite
William Farr House Site
Mytton Oak Road
Shrewsbury
Shropshire SY3 8XL

4.2 In addition to the meetings held in public the CCG also holds an Annual General Meeting (AGM) in public in the summer each year.

4.3 All meetings are advertised in the local press; in Reception at the CCG's Head Office and on the website www.shropshireccg.nhs.uk

4.4 The Governing Body 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. This enables members of the public to attend and hear the Governing Body discuss the decision making process.

4.5 The Governing Body meeting is held 'in public', but it is not a public meeting and as such there is no opportunity provided for the public to ask questions other than that offered at the discretion of the Chair. However, members of the public are welcome to submit any questions they may have in writing. The process for submitting questions is outlined in section 5 below.

4.5 Issues of a confidential or a sensitive nature will be considered in Part 2 of the Governing Body meeting, where members of the public and co-opted members will not be present. In adherence to the Nolan Principles, issues considered in Part 2 are kept to a minimum.

5. **Process for Submitting Public Questions**

5.1 To assist in the management of the agenda and meeting, we request that **all questions are made in writing at least 48 hours prior to the Governing Body meeting**. These can be submitted either by email or post, as follows:

By Email: SHRCCG.ShropshireCCG@nhs.net

or

By Post: The Chair, Shropshire CCG, Somerby Suite, William Farr House, Mytton Oak Road, Shrewsbury, Shropshire, SY3 8XL

5.2 Responses to questions will be made in writing to the questioner within 10 working days, summarised verbally at the meeting and the summary included in the Governing Body minutes.

5.3 If the questioner is not in attendance at the meeting, answers to their questions will be sent via email or post. Questions and answers, whether read out or not, will be included in the minutes of the meeting.

5.4 Questions made by members of the public should:

- only relate to the statutory duties which the CCG has responsibility for
- only relate to items on the meeting agenda
- be questions, no statements should be made
- not be substantially the same question as a question that has already been asked in the previous 6 months. If the Chair feels it is substantially the same they can refer the person to the original response

5.5 The Chair can reject a question at their discretion, if:

- it is not a matter for which the CCG has responsibility
- it is defamatory, libelous, frivolous, offensive or inappropriate
- it is substantially the same question as one received at a previous meeting within past 6 months
- answering requires disclosure of commercially confidential information
- it is politically motivated
- the discretion to defer the answer for further information or advice is required

6. Recording the Meeting

- 6.1 Governing Body meetings are 'live streamed' as part of the CCG's commitment to make information as accessible as possible. Links to the recording will be added to the CCG's website a few days after the date of the meeting.
- 6.2 Notification to participants and attendees shall be given with the publication of meeting papers. Any objections must be notified to the Chair in advance of the meeting for resolution prior to the meeting.
- 6.3 The CCG does 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.

7. Media

- 7.1 Representatives of the media are welcome to attend the public session of the Governing Body meeting. Please note as this is a meeting held in public no filming will be permitted, as set out in the CCG's Constitution. Any questions regarding this should be directed to the CCG's Head of Communications & Engagement in the first instance.

8. Etiquette

- 8.1 The Chair is in control of the meeting and will conduct the meeting in line with the CCG's Constitution. We request that all service users, families and members of the public attending our meetings respect the ruling of the person chairing the meeting in relation to the conduct of the meeting.

9. Public Order

- 9.1 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.

10. Agenda Papers for the Meeting

- 10.1 Agenda papers will be available 5 days before the meeting and can be viewed, downloaded or printed from the CCG's website:

<http://www.shropshireccg.nhs.uk/get-involved/meetings-and-events/governing-body-meetings/>

- 10.2 There will be a limited number of paper copies of the agenda only available at the meeting.

11. Attendance at the CCG Governing Body Meeting

11.1 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.

12. Alternative Opportunities to Engage with Shropshire CCG

12.1 Public engagement and involvement is vital to the CCG, we want to involve the public in our planning and decision making processes. We are committed to providing opportunities for you to have your say, in the knowledge that your opinions will be listened to and acted upon.

12.2 We have developed, and continue to develop, alternative opportunities to engage with our service users, families, membership and the public. These include:

- GP Patient Participation Group
- Shropshire Patients Group
- Communications and Engagement Team
- Shropshire Healthwatch
- In writing to the Chair/Lay Member for patient and public involvement
- Patient Advice Liaison Service (PALS)
- Complaints Services
- Patient Experience Lead
- Young Health Champions
- Community Events

12.3 For further details please see the 'Get Involved' section of our website www.shropshireccg.nhs.uk or alternatively email SHRCCG.ShropshireCCG@nhs.net

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