

## **Healthwatch Worcestershire**

### **Rules for good governance of a Public Board Meeting**

Healthwatch Worcestershire will publish the time, date and venue of a Public Board Meeting 28 days in advance of the meeting.

The agenda for a Public Board Meeting and any supporting papers will be published, when possible, on the Company's website 7 working days in advance of the date of the meeting. Copies of the agenda and supporting papers will be made available at the meeting on prior request.

Agenda items will be matters, which in the opinion of the Directors, are of interest to patients, service users, carers and the public who live or work in Worcestershire.

A Board meeting in public will normally be scheduled for 120 minutes of which 30 minutes will be allocated for public participation.

In order for the Board to provide an effective response to matters addressed to the Board the Directors request that the Company Secretary/Chief Operating Officer should be given a minimum of 2 working days' notice, together with a written summary of the issue in no more than 500 words. This does not preclude a member of the public addressing the Board without notice with permission of the Chairman.

Questions and comment must be relevant to the local Healthwatch activities and should not be of a political or lobbying nature.

The Public Board Meeting is not an appropriate venue in which to discuss sensitive personal data such as detailed personal medical histories and these and similar matters can be discussed with Healthwatch Worcestershire confidentially.

A member of the public will be expected to limit their contribution to a maximum of 5 minutes. This can be extended at the discretion of the Chairman.

Those attending or participating in a Board meeting in public will be expected to conduct themselves in an appropriate manner and respect the dignity of others whether they are at the meeting or not. The Chairman reserves the absolute right to request a member of the public to cease their contribution or to leave the meeting if their conduct disrupts the business of the meeting.

Notes of a Public Board Meeting will be prepared for approval at the subsequent Public Board Meeting and will then be published on the Company's website.

### **Webcasting**

Healthwatch Worcestershire will webcast certain meetings where there is an item of significant interest to the population of Worcestershire and facilities exist to do so.

At the start of each meeting to be filmed an announcement will be made that the meeting is or may be webcast. It will also be announced that the Chair may terminate or suspend the webcasting of the meeting should the Chair consider this necessary to maintain the proper running of the meeting.

## **Social Media**

The Directors and those attending a Board meeting in public should be aware of the potential for those attending to publicly comment on the business of the meeting using social media channels such as Twitter.

A third party may film a Public Board Meeting so long as it does not cause disruption to the business or conduct of the meeting. Anyone wishing to film or record a Public Board Meeting may do so from an area in the room which will be agreed with the Chairman so as not to intimidate those attending the meeting.

### **DOCUMENT DETAILS:**

**APPROVED ON: 19.02.2016**

**Last REVIEWED: 13.01.2017**

**REVIEW BY: 13.01.2020**

**LEAD DIRECTOR: Jo Ringshall**

**AUTHOR: Simon Adams**

### **Version Control**

<b>Version</b>	<b>Reason for Amendments</b>	<b>Amendments Made By</b>	<b>Date</b>
1	Policy approved	SA	19.02.2016
2	Board decision to amend in light of experience in 2016	SA	13.01.2017