

Sussex Partnership NHS Foundation Trust: Guidance for public board meetings:

1. Introduction

Board meetings of Sussex Partnership NHS Foundation Trust are open to members of the public. This guidance provides information about how these meetings work and how members of the public can get involved.

2. Attendees

The Board of Directors is made up of 7 Non-Executive Directors, including the Chairman; 6 Executive Directors, including the Chief Executive; and 4 non-voting directors. At each meeting the names of each board member is displayed on the table to enable observers to identify who is speaking.

3. Agenda and papers

The agenda and minutes for the meeting are available in advance, usually not less than 5 working days before, by visiting our website www.sussexpartnership.nhs.uk or by contacting the Corporate Governance Manager (details are set out below). Some copies will also be available at the meeting.

4. Private Board Meeting

Some items to be discussed at the Board are confidential. These items are dealt with in a separate private session, which will take place after the public meeting. It is the Board's policy to hold as much business as possible in open Board meetings. The private meeting is **not** open to the public for specific reasons, such as:

- matters concerning individual patients, carers or members of staff
- matters that are commercially confidential or potentially commercially sensitive for either the Trust or a third party
- Any matters pertaining to litigation or potential litigation

5. Decisions

The Board of Directors consider each item on the agenda in turn. The accompanying paper includes a recommendation for the Board (for example; to note, to approve, or to agree). Board members will not hold a formal vote if there is a general consensus on a recommended course of action.

6. Minutes of the meeting

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.

7. Public questions

Members of the public will be given the opportunity to ask questions, but may not take part in the Board discussion. Normally the Chair will ask members of the public about these at the beginning of the public meeting, so that they can be picked up by directors at the relevant time. Any questions must be based on the agenda items. We ask that members of the public notify the trust in advance about a question they might like to ask, so that any necessary enquiries can be made in order to enable a full answer to be given. In the event that the question cannot be answered at the meeting it may need to be deferred to the next meeting or provided to the member of the public in correspondence.

8. Filming and Live Streaming

For Board meetings held on Trust premises these are filmed and live streamed on Facebook and we keep an archive of the films available on our website. The Patient Story part of the meeting will not be live streamed and members of the public who attend the meetings in person will not be filmed.

There may be occasions where it will not be possible to successfully live stream a meeting due to technical difficulties on the day, we will do our utmost to avoid and resolve any issues but where these circumstances occur we apologise in advance.

9. Contact details

For further information, please contact:

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