

Sussex Partnership NHS Foundation Trust: Guidance for public Council of Governors meetings:

1. Introduction

Council of Governors 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 Council of Governors is made up of the Chair and 34 governors; 26 elected governors and 8 appointed governors. At each meeting the names of each governor is displayed on the table to enable members of the public 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 <https://www.sussexpartnership.nhs.uk/council-governors-meetings> or by contacting the Corporate Governance Administrator (details are set out below). Some copies will also be available at the meeting.

4. Private Council of Governors Meetings

Some items to be discussed at the Council of Governors are confidential. These items are dealt with in a separate private session, which will take place after the public meeting. It is the Council's policy to hold as much business as possible in open Council of Governors 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 Council of Governors considers each item on the agenda in turn. The accompanying paper includes a recommendation for the Council (for example; to note, to approve, or to agree). Council 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 Council 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 Council 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. Contact details

For further information, please contact:

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