

## Protocol for submitting questions to the Board of NHS Cheshire and Merseyside

The Board of NHS Cheshire and Merseyside holds its meeting in public, which members of the public are welcome to attend and observe.

Prior to the start of each meeting held in public of the Board there will be a total period of 30 minutes allocated for members of the public to speak to the Board. Individual members of the public may speak for up to 2 minutes, but the Chair will have discretion to vary this requirement where they consider it appropriate. Members of the public wishing to speak to the Board are required to provide notice of this at **least three clear working days** in advance of the meeting and individuals should outline what it is they would like to speak to the Board about. Notification of a request to speak to the Board should be submitted to [Board@cheshireandmerseyside.nhs.uk](mailto:Board@cheshireandmerseyside.nhs.uk).

Questions from members of the public who are unable to attend meetings of the Board and with regards to an agenda item being discussed at a meeting will also be accepted in advance of the relevant meeting.

These questions will be responded to by the Board in writing following its meeting to the individual(s) who submitted the question(s) and also published on the ICB website.

If you would like to raise a question with regards to an agenda item, this needs to be submitted in writing to [Board@cheshireandmerseyside.nhs.uk](mailto:Board@cheshireandmerseyside.nhs.uk) no later than three working days prior to the meeting.

Questions to the Board will need to be limited to one question per person / organisation. No more than three sub-questions relating to the main question will be considered, and the questions should be no more than 100 words in length.

This will ensure we can respond to questions in a thorough and concise manner.

Questions must only relate to matters within the powers and functions of the Board.

Questions shall not be responded to if the Board Chair deems that the question:

- relates to quasi-judicial matters e.g. (current or potential legal proceedings or consultations)
- relates to confidential or exempt matter
- is not about a matter for which the Board has responsibility
- is defamatory, frivolous, factually incorrect or offensive
- is substantially the same as a question put to a meeting of the Board in the previous six months, however the individual will be directed to the associated response that the Board has published on the ICB website
- is directly about party political matters
- is formed to make a statement rather than to receive information.

A response will be provided by the Board in writing (within 20 working days following the date of the meeting), and a copy of the response will be sent to all members of the Board and published on the ICB website.