

Information on attending meetings of the Board of Directors

1. Introduction

Board meetings of Oxleas NHS Foundation Trust are open to the public and press. This guidance provides information about how these meetings work and how members of the public and staff can get involved. Dates, times and venues of our meetings are published on our website.

2. Attendees

The Board of Directors is made up of the Chair, 6 non executive and 6 executive members. The names of each board member are displayed on the table to enable the audience to identify who is speaking at each meeting. Members of our Council of Governors regularly observe our meetings. Seats are available in the meeting room for staff, members of the public and press.

3. Agenda and papers

The agenda and minutes for the meeting are available in advance by visiting our website (<http://www.oxleas.nhs.uk/>) or by contacting the Trust Secretary (details are set out overleaf). Agenda items will not be deferred because members of the public cannot be present at the meeting.

4. Part II of the meeting

Some items to be discussed at the Board are confidential. These items are dealt with in a separate session called Part II of the meeting. Part II is **not** open to the public or the press for special reasons. Items that will be dealt with in Part II of the meeting are:

- Any matters relating to information that may be adjudged "protected" under the Data Protection Act 1998 such as those matters concerning individual patients, carers or members of staff
- Any matters that may be exempt from disclosure under the Freedom of Information Act such as those 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 considers 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. The approved minutes are then added to the Trust's website.

7. Public questions

Members of the public will be given the opportunity to ask questions or make comments at the end of the meeting but they may not take part in the Board debate. It may not be possible for an answer to be given immediately to all the questions asked. In these cases, written answers will be given within seven days. The amount of time available for any member of the public to speak is three minutes and the total duration of comments by members of the public is 30 minutes. Any question not included within the 30 minutes should be given to the Trust Secretary who will respond in writing within ten working days of the meeting. If the Chair considers that the business of the Board is being disrupted by members of the public, the Chair has power to require them to leave the meeting.

8. Contact details

For further information, please contact:

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