

PUBLIC PRIMARY CARE CO-COMMISSIONING COMMITTEE MEETINGS

PROTOCOL FOR QUESTIONS / STATEMENTS FROM MEMBERS OF THE PUBLIC

As set out in its constitution, the mission of NHS Blackburn with Darwen Clinical Commissioning Group (CCG) is; “to deliver effective, efficient, high quality, safe, integrated care. This will improve the health and wellbeing of the population of Blackburn with Darwen and help people live better for longer, reducing health inequalities and improving outcomes in the borough”.

To this end the group will promote good governance and proper stewardship of public resources in pursuance of its goals and in meeting its statutory duties. One aspect of this is holding meetings of its Primary Care Co-commissioning Committee in public (except where the group considers that it would not be in the public interest in relation to all or part of a meeting). This protocol sets out how people can become involved when the CCG is holding a business meeting in public.

1. Meetings of the Blackburn with Darwen Primary Care Co-commissioning Committee will commence at 10.30am and a period of up to 20 minutes at the beginning of the meeting will be made available for questions or statements to be submitted by members of the public who either live or are registered with a GP within the Borough of Blackburn with Darwen.
2. You will be asked to give your name and address. If you do not live in the Borough, but are registered with a GP in the area, you should give your GP's address.
3. Questions/Statements should be addressed via the Chair.
4. By 5pm on the Monday prior to the meeting, you should notify Hannah Sellers, CCG Development Officer by telephone on 01254 282100 or via email at hannah.sellers@blackburnwithdarwenccg.nhs.uk of your intention to speak and provide details of your name and address, or that of your GP. In addition, you must provide details of the question or statement. If you have any pecuniary interest in the subject of the question, this should be declared.
5. Please let Hannah Sellers know if you require assistance in presenting the question. If you have need for a translator or British Sign Language Interpreter, you will need to give 48 hours' notice
6. If a member of the public would like to ask a question about an item on the agenda they can do so by indicating this to the Chair at the start of the meeting. If the answer cannot be provided immediately then a written response will be provided following the meeting.
7. A list of speakers will be drawn up on a first come - first serve basis and handed to the Chair at the start of the meeting.
8. Copies of all questions / statements that are being asked in advance will be circulated to all members and will be made available to the public attending the meeting. All questions and responses will be recorded in the minutes.
9. Anyone giving notice of their intention to speak will be shown to a seat at the meeting table when the question / statement is to be submitted.

10. Each member of the public called will have up to 5 minutes to speak. However, consideration will be given to the individual's needs and reasonable adjustment will be put in place in order to assist them to ask their question. The time allocation will be reviewed on this basis. The question / statement must be exactly as submitted.
11. Each question shall be put and answered without discussion - an answer may take the form of:
 - a direct verbal answer
 - a reference to a publication in which the information sought is contained
 - a written response following the meeting
12. The Chair will encourage no more than one question for each agenda item or make more than one statement at the same meeting but a supplementary question may be asked for clarification. There should ideally only be one speaker for each subject.
13. If, after the expiration of 20 minutes, questions remain unanswered, steps will be taken to forward a response, in the appropriate format, to enable the individual to access the information.
14. Questions from employees of the CCG on employment issues will not be permitted as there are other avenues available to progress these matters.
15. Questions from Member GP Practices about contractual matters will not be permitted as there are other avenues available to progress these matters.
16. The Chair may reject a question or statement if:
 - he / she feels that insufficient detail has been provided to enable a proper response to be provided
 - it is not about a matter for which the CCG has a responsibility or which affects the Borough
 - it is defamatory, frivolous or offensive
 - it is substantially the same as a question which has been put at a meeting of the Blackburn with Darwen Health and Well-Being Board or other local forum in the past six months
 - it requires the disclosure of confidential or exempt information.
17. The business meeting will follow on immediately after the expiry of the 20 minutes of questions.
18. At the conclusion of part 1 of the meeting, if a resolution is passed to exclude the public from the remainder of the business the meeting will be adjourned for a brief period whilst the public withdraw.
19. The above protocol applies only to public meetings of the Primary Care Co-commissioning Committee and there will be other meetings to which the public will be invited. These public meetings will provide further opportunities for people to contribute opinions and ideas to assist the CCG achieve its mission.