

CLINICAL COMMISSIONING GROUP (CCG)
PUBLIC GOVERNING BODY 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 aim to deliver efficient and effective high quality integrated health and social care, in order to improve the health and well-being of the population of Blackburn with Darwen and raise life expectancy in the Borough to the national average in the next 10 years'.

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 Governing Body 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). These are meetings held 'in public'; but are not public meetings, as observers are not directly involved in the business of the meetings. This protocol sets out how people can be involved when the CCG is holding a business meeting in public.

1. Meetings of the CCG Governing Body will commence at 1 p.m. and a period of up to 30 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 General Practitioner (GP) in the area, you should give your GP's address.
3. Questions/Statements should be addressed via the Chair.
4. By 5 p.m. on the Monday prior to the meeting, you should notify Pauline Milligan, Governing Body Secretary, tel: 01254 282118 or pauline.milligan1@nhs.net 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 Pauline Milligan 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. A list of speakers will be drawn up on a first come - first serve basis and handed to the Chair prior to the start of the meeting.
7. Copies of all questions / statements will be circulated to all Members and will be made available to the public attending the meeting.
8. 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.

9. 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.
10. Each question shall be put and answered without discussion - an answer may take the form of:-
 - A direct oral answer; or
 - A reference to a publication in which the information sought is contained; or
 - A written response following the meeting.
11. Nobody may submit more than one question or make more than one statement at the same meeting but a supplementary question may be asked for clarification. There should only be one speaker for each subject.
12. If, after the expiration of 30 minutes, questions remain unanswered, steps will be taken to forward a response, in the appropriate format, to enable the individual to access the information.
13. Questions from employees of the CCG on employment issues will not be permitted, as there are other avenues available to progress these matters.
14. 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; or
 - it requires the disclosure of confidential or exempt information.
15. The business meeting will follow on immediately after the expiry of the 30 minutes of questions.
16. At the conclusion of part one 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.
17. The above protocol applies only to business meetings of the Governing Body of the CCG 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.