

<b>Reporting to:</b>	<b>Trust Board - 26<sup>th</sup> March 2015</b>
<b>Title</b>	Arrangements at Board meeting for Members of the Public
<b>Sponsoring Director</b>	Julia Clarke - Director of Corporate Governance
<b>Author(s)</b>	Julia Clarke - Director of Corporate Governance
<b>Previously considered by</b>	Executive Directors - March 2015
<b>Executive Summary</b>	<p>The Shrewsbury and Telford Hospital NHS Trust is an organisation committed to integrity and transparency. With this in mind, members of the public and representatives of the press are welcome to attend and observe meetings of the Trust Board that are held in public.</p> <p>This paper outlines the arrangements and terms and conditions that members of the public and representatives of the press attending any meeting are required to observe to ensure effective Board discussions and decision making and orderly meetings.</p>
<b>Strategic Priorities</b> 1. Quality and Safety  2a) Healthcare Standards: Operational Performance Standards  2b) Healthcare Standards: Service Reconfiguration  3. People and Innovation  4. Community and Partnership 5. Financial Strength: Sustainable Future	<input type="checkbox"/> Reduce harm, deliver best clinical outcomes and improve patient experience through our Quality Improvement Strategy  <input type="checkbox"/> To develop a transition plan, with supporting mitigation actions and contingency plans, that ensures the safety and short term sustainability of challenged clinical services (2014/15) <input type="checkbox"/> To address the existing capacity shortfall and process issues to consistently deliver national healthcare standards (2014/15) <input type="checkbox"/> To undertake a review of all current services at specialty level to inform future service and business decisions (2015/16) <input type="checkbox"/> Complete and embed the successful reconfiguration of Women and Children's services <input type="checkbox"/> Develop a sustainable long term clinical services strategy for the Trust to deliver our vision of future healthcare services through our Future Fit Programme <input type="checkbox"/> Develop our leaders and promote staff engagement to make our organisation a great place to work through our People Strategy <input type="checkbox"/> Develop a robust Investment Strategy to modernise our equipment and estate to support service transformation and increase productivity through the use of technology) <input checked="" type="checkbox"/> Embed a customer focussed approach and improve relationships with our GPs through our Stakeholder Engagement Strategy <input type="checkbox"/> Develop a transition plan that ensures financial sustainability and addresses liquidity issues pending the outcome of the Future Fit Programme
<b>Board Assurance Framework (BAF) Risks</b>	<input type="checkbox"/> If we do not deliver <b>safe care</b> then patients may suffer avoidable harm and poor clinical outcomes and experience <input type="checkbox"/> If we do not implement our <b>falls</b> prevention strategy then patients may suffer serious injury <input type="checkbox"/> If the local health and social care economy does not reduce the <b>Fit To Transfer (FTT)</b> waiting list from its current unacceptable levels then patients may suffer serious harm <input type="checkbox"/> Risk to <b>sustainability</b> of clinical services due to potential shortages of key clinical staff <input type="checkbox"/> If we do not achieve safe and efficient <b>patient flow</b> and improve our processes and capacity and demand planning then we will fail the national quality and performance standards <input checked="" type="checkbox"/> If we do not have a clear <b>clinical service vision</b> then we may not deliver the best services to patients <input type="checkbox"/> If we do not get good levels of <b>staff engagement</b> to get a culture of continuous improvement then staff morale and patient outcomes may not improve <input type="checkbox"/> If we are unable to resolve our (historic) shortfall in <b>liquidity</b> and the structural

	imbalance in the Trust's <b>Income &amp; Expenditure</b> position then we will not be able to fulfil our financial duties and address the modernisation of our ageing estate and equipment
<b>Care Quality Commission (CQC) Domains</b>	<input type="checkbox"/> Safe <input checked="" type="checkbox"/> Effective <input type="checkbox"/> Caring <input type="checkbox"/> Responsive <input checked="" type="checkbox"/> Well led
<input type="checkbox"/> Receive <input type="checkbox"/> Review <input type="checkbox"/> Note <input checked="" type="checkbox"/> Approve	<b>Recommendation</b> The Trust Board is asked to <b>APPROVE</b> the arrangements at Board meeting for Members of the Public

## Arrangements for Attending Meetings of the Board in Public

Shrewsbury and Telford Hospital NHS Trust is committed to transparency. With this in mind, members of the public and representatives of the press are welcome to attend and observe meetings of the Trust Board that are held in public.

To ensure effective Board discussions and decision making and orderly meetings, members of the public and representatives of the press attending any meeting are required to observe the following arrangements, terms and conditions.

1. Meetings of the Board held in public are **not** public meetings and members of the public and representatives of the press observing such Board meetings do not have automatic speaking rights. However, the Trust has made the following arrangements to ensure that questions and comments by the public and press representatives may be put to the Board.
2. Board agendas will include an item for "Questions from the Public and Representatives of the Press" at the conclusion of each Board meeting. Subject to the discretion of the Chairman of the meeting, any questions or comments by the public or representatives of the press will be reserved for this agenda item.
3. Appropriate seating arrangements will be made available for members of the public and representatives of the press observing each Board meeting held in public. Members of the public and representatives of the press will not be expected to sit at the boardroom table.
4. Any question or comment made by the public or representatives of the press should relate to an existing agenda item and/or relate to further clarification of an existing agenda item. Should a member of the public or representative of the press wish to raise another issue with the Trust, he/she should contact Julia Clarke, Director of Corporate Governance/Company Secretary for advice and assistance on how to do so.
5. Members of the public and representatives of the press are required to provide details of their name and, if appropriate, their organisation prior to posing a question or comment.
6. Members of the public and representatives of the press are advised that by asking a question or posing a comment at a Board meeting, their name, organisation (if applicable) and brief details of their question/comment may appear in the Board meeting minutes together with details of any response that they receive. Any member of the public or representative of the press who does not wish to be named or for their details to be recorded in this manner must advise Julia Clarke, Director of Corporate Governance/Company Secretary before leaving the meeting.
7. Subject to paragraph 8, members of the public and representatives of the press will generally be allowed a total of ten minutes per meeting to address the Board with questions/comments. The Chairman of the meeting may extend this time limit at his or her absolute discretion.
8. The Chairman of the meeting may limit or extend the overall public and press input on any agenda item, based on the number of members of the public and representatives of the press who wish to speak, the nature of the agenda item and the business to be conducted by the Board.

9. The decision of the Chairman of the meeting as to any issue of order, relevancy, regularity or any other matters shall be final.

10. No member of the public or representative of the press may record any part of the Board meeting, other than in writing, or make any oral report of the proceedings as they take place, without the prior agreement of the Board.

These arrangements, terms and conditions have been made by the Trust in accordance with SO 3.43 of the Board's Standing Orders and were agreed by the Board on 26 March 2015. They apply without prejudice to the Board's Standing Orders, including the ability of the Board to resolve that members of the public and representatives of the press must withdraw from the meeting due to the confidential nature of the business to be transacted and the Board's ability to resolve to exclude an individual to suppress or prevent disorderly conduct or other misbehaviour at a Board meeting. In the case of any conflict between these arrangements, terms and conditions and the Board's Standing Orders, the Board's Standing Orders shall prevail.