



ICS Board Meeting Protocol

15 March 2019

1. Context

The ICS Board meetings are “a meeting held in public”, not a public meeting – members of the public can attend but it is not an open forum for contributions from the floor nor a meeting where citizens can bring agenda items.

2. Publication of Papers and Minutes

All papers for the meeting will be published on the ICS website and those of partner organisations at the same time as circulation to members: at least 5 days in advance of the meeting. The ratified minutes of the meeting will be published within a week of the subsequent meeting.

At least 5 days notice of the meeting agenda and papers will be given unless an item of business is considered sufficiently urgent to justify shorter notice. The Board discussions will be fully public unless commercial or patient confidentiality is at risk or in exceptional circumstances. This will therefore mean very limited use of private sessions.

If meeting reports contain non-publicⁱ or confidentialⁱⁱ information which are required to enable a proper decision to be taken, it will be placed in a private appendix to the report. Reports which include non-public or confidential information will set out the reason for this exemption and in the body of the report explain why it is not in the public interest to make that information available at that time. If non-public or confidential information is required to enable a proper decision to be taken, or to enable a full discussion, the press and public may be excluded from a meeting, and reports and minutes may not be published. On rare occasions it may be necessary for a whole report to be non-public or confidential and not publicly available due to the nature of the information it contains. The responsibility for identifying matters that need to be discussed in confidence lies with the report author and need to be agreed with the Chair of the Board.

Any requests for non-public and confidential information will be considered under the provisions of the Freedom of Information Act.

Copies of the publically available documents will be provided electronically to any person who requests them – there may be a charge for costs incurred for printing or photocopying and postage if paper copies are requested.

3. Promotion

ICS Board meetings will be publicised through the ICS’s website and social media channels and those of NHS and Local Authority system partners. A proactive press release will be issued if an appropriate topic is due for discussion. The potential for



including in the listing of public meetings promoted by Local Authority partners will be explored.

4. Location

Board meetings will be held in rooms will be suitable for a Board meeting and fully accessible for protected characteristics and with sufficient room for the meeting, potential presenters and members of the public.

5. Timings

The current arrangement from April 2019 is for meetings to be held during the day on a Thursday morning. The potential for meetings to be scheduled at different times and days of the week to maximise participation will be explored.

6. Coordination of Attendees

Members of the public or media wishing to attend the meeting need to report to the reception of the meeting venue 15 minutes before the meeting and will be taken in a group to the meeting room. Anyone attending after the start of the meeting will not be allowed to enter the meeting room other than at the designated break. This break is to be planned for approximately half way through the meeting to allow for members of the public to join or leave the meeting or use the facilities. Attending members of the public are not to come and go during the meeting other than at this break. If the meeting is taking place in a restricted area of the building (e.g. County Hall Rufford Suite), then visitors must be escorted from the building by a member of staff.

7. Recording, Livestreaming and Reporting

It is not proposed to livestream or record the meeting for an initial six month period but to give this further consideration for subsequent meetings.

Members of the public are permitted to film, photograph and record the meetings and members of the Board during their contributions as long as this does not cause a disturbance. This filming or recording must not include other members of the public without their permission. Journalists and citizens are free to report fully all proceedings of the meeting.

8. Amplification

Dependant on availability, room size and acoustics a public address system (or use of in-built microphones and speakers) is to be arranged when required and members of the Board are to use this system.

9. Board Member Introductions

Board members are to write a short biographical text and submit with a photo to create a "Who Are The Board Members" pack for circulation at the meeting and for posting on the ICS website.



Members of the Board are to sit at specific locations in the meeting with a name card to allow members of public to follow contributions.

10. Appropriate Behaviour Standards

A statement will be made at the start of the meeting by the Chair setting out appropriate standards of behaviour from members of the public (not disturbing the meeting, refraining from interjecting during the discussion, arrangements for leaving the meeting etc) and setting out the right to remove members of the public if they contravene this.

It is also expected that mobile phones and other electronic devices that might disrupt the meeting should be turned off, or put on silent mode prior to the start of the meeting.

11. Development Sessions

To support more in-depth discussions where confidentiality would be useful it is proposed that the Board meets on occasion for a development session held entirely in private.

12. Public Reputation

Holding the meeting in public represents a significant opportunity for the Board to project publically its patient and citizen focussed approach to transforming health and care services for Nottingham and Nottinghamshire. This opportunity will be significantly harder to grasp if the image members of the public see at the Board is not the professional and modern one that we wish to espouse. It will therefore important for members of the Board to remember their duties as ambassadors for the ICS at all times and whilst not shying away from robust discussion of the issues, should ensure that all discussions are evidence based and grounded in delivering the best possible outcome for patients and citizens. It will also be important for members of the Board to adhere to the standards of behaviour that the public expect in terms of use of mobile phones and other devices unrelated to the discussion at hand during the meeting.

ⁱ Information can be non-public if it falls within one of the categories listed below and the public interest in not making it available outweighs the public interest in disclosing the information.

1. Information relating to any individual, such as names, addresses, telephone numbers or job titles.
2. Information which is likely to reveal the identify of an individual, such as names, addresses, telephone numbers, or job titles
3. Information relating to the financial or business affairs of individuals or organisations (including the Police Force and the Police and Crime Commissioner). This could include contemplated as well as past or current activities.
4. Information relating to any consultations or negotiations on employee relations.
5. Information to which legal professional privilege applies
6. Information which discloses the intention to issues a formal legal notice or make a formal legal order or direction



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7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Information which may be considered sensitive, for example because it reveals poor performance, is related to an contentious issue or might cause reputational damage will be published unless it falls under one of the categories listed above.

Information must be published if it is required by law to be publicly available.

ⁱⁱ Confidential information is defined as:

Information provided by a Government Department on terms which do not permit its public disclosure

Information which can not be publicly disclosed by virtue of any enactment or by Court Order

Information which in the view of the Chair would be considered against the interests of national security to publicly disclose, or might jeopardise anyone safety or might prejudice the prevention or detection of crime if disclosed.