

UNIVERSITY HOSPITAL SOUTHAMPTON NHS FOUNDATION TRUST

Trust Board meetings – your rights

The open session of the Trust Board meetings of University Hospital Southampton NHS Foundation Trust is open to the public and press. This note tells you about the Trust Board and your rights.

The Trust Board

The Trust Board sets the overall strategy for the Trust and monitors performance. It currently has 14 members:

- A Chair and six other non-executive directors who are appointed by the governors' nomination committee of the council of governors, to bring an independent perspective into the Trust; and
- Six executive directors, who are full-time employees of the Trust (e.g. the chief executive, medical director and chief financial officer).

Your right to attend

Meetings of the University Hospital Southampton NHS Foundation Trust Board are open to the public and media.

- You are welcome to attend them as an observer but cannot address the meeting unless the Chairperson invites you to do so.
- You can take written notes of the proceedings but cannot record them in other ways without prior agreement via the associate director: corporate affairs.
- You will be asked to leave the meetings when confidential matters – known as the closed part of the agenda – are to be discussed. These confidential items usually relate to matters about individual patients or staff, commercially sensitive figures, negotiations in progress and the like.

Dates, times and venues

Board meetings are generally held in the Heartbeat Education Centre, level F, north wing, Southampton General Hospital.

The date, time and place of each meeting will be displayed outside the trust management offices and in the main entrance at Southampton General Hospital and the Trust's other sites. You can also get details by telephoning the associate director: corporate affairs or by viewing the Trust's website: www.uhs.nhs.uk/AboutTheTrust/HowTheTrustisrun/TrustBoard

Obtaining agendas and reports

The agenda and papers for each Board meeting are available five days in advance of the meeting by visiting our website www.uhs.nhs.uk/AboutTheTrust/HowTheTrustisrun/TrustBoard or by contacting the associate director: corporate affairs.

Paper copies of the agenda and associated papers are available at each meeting.

Public questions

The Chairperson will invite questions or statements by members of the public on matters pertaining to that agenda at the end of the open session of the meeting. There is no need for notice of wishing to ask a question; however members of the public are encouraged to advise the associate director: corporate affairs of their question by 12 noon two working days prior to the meeting. This enables a response to be prepared. You should be aware that it may not be possible for an answer to be given immediately, in which case written answers will be given within seven days.

Written questions may be rejected and oral questions need not be answered when the chairperson considers that they:

- are not on any matter that is within the powers and duties of the Trust
- are defamatory, frivolous or defamatory
- are substantially the same as a question that has been put to a meeting of the Trust Board in the past six months
- would require the disclosure of confidential or exempt information.

If a large number of people attending the meeting wish to present a view on a particular item of the agenda, a representative should be nominated to present the views of the group.

All questions and comments must be directed through the chairperson.

No member of the public may ask more than one question or make more than one statement at any meeting unless the chairperson allows otherwise. Time for questions and statements is limited to 5 minutes each and 15 minutes overall.

No item will be deferred because members of the public cannot be present for the meeting.

If the chairperson considers that the business of the Board is being disrupted by members of the public, they have the power to require them to leave the meeting.

Finding out what happened

All decisions and recommendations are recorded in the Trust Board minutes. Trust open Board minutes are available on the website

www.uhs.nhs.uk/AboutTheTrust/HowTheTrustisrun/TrustBoard

Alternatively you can inspect the minutes by contacting the associate director: corporate affairs (please see details below).

Further Information

If you want more details or have specific questions about the running of Board meetings, please contact associate director: corporate affairs, Mailpoint 18, Southampton General Hospital, Tremona Road, Southampton, SO16 6YD or tel: 023 8120 6829