

## Protocol for submitting questions to the Board of NHS Cheshire and Merseyside

The Board of NHS Cheshire and Merseyside holds its meetings in public (but these are not public meetings). As such we do our utmost to ensure that these meetings take place in publicly accessible locations and buildings across Cheshire and Merseyside. Members of the public are welcome to attend and observe the meeting.

All Board meetings held in public are live-streamed via [our YouTube channel](#) to enable those who are unable to attend in person to observe the meeting, with recordings of these meetings also made accessible via our [Meeting and Event Archive](#).

Meeting papers are published **5 days prior to a meeting**.

Members of the public are able to submit questions to the Board via email. Questions should be sent to [Board@cheshireandmerseyside.nhs.uk](mailto:Board@cheshireandmerseyside.nhs.uk) at least three working days prior to the Board meeting.

**Questions from members of the public will be responded to by the relevant member of or attendee to the Board.**

**This will be subject to the question(s) raised and whether a substantial response can be provided at the meeting itself.**

**Questions raised that relate to specific items on the Agenda of the meeting of the Board in question will be prioritised for response on the day of the meeting of the Board.**

Additionally, these questions will be responded to by the Board in writing (within 20 working days following the date of the meeting where possible) to the individual(s) who submitted the question(s) and will also be published on the ICB website.

**Questions must only relate to matters within the powers and functions of the Board. It should be noted that the Board will not respond at its meetings or in a written response to questions submitted if it is deemed that this:**

- relates to quasi-judicial matters e.g. (current or potential legal proceedings or consultations)
- relates to confidential or exempt matter
- is not about a matter for which the Board has responsibility
- is defamatory, frivolous, factually incorrect or offensive
- is substantially the same as a question put to a meeting of the Board in the previous six months, however the individual will be directed to the associated response that the Board has published on the ICB website
- is directly about party political matters
- is formed to make a statement rather than to receive information.

**In addition the Chair may decide not to deal with complex or lengthy subjects in the question and answer session and may choose to only respond with written answers only. The Chair has discretion on whether a question will be answered within the meeting in public.**

