

## **Attending Board Meetings held in Public**

The Board of Bolton NHS foundation Trust holds its monthly Board meeting in public.

Members of the public are welcome to attend these public meetings but must be aware that although the meeting is being held in public, it is not a public meeting.

Details of dates are published on our website and members of the public and press are welcome to attend these meetings to observe, but not to speak. If a member of the public wishes to raise a question they must do so in writing, submitted to the Trust Secretary a minimum of 24 hours before the start of the meeting.

There are times when the Board will need to consider agenda items which are confidential and cannot be discussed in public. The Public Bodies (Admission to Meetings Act) 1960 permits the Board to pass a resolution at the meeting to exclude the public and press from the meeting 'whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business, or for other special reasons stated in the resolution'.

## **On Arrival**

On arrival, please make yourself known to the Trust Secretary.

## **Agenda Papers**

A copy of the agenda papers for the meeting is normally available, however, should there be more members of the public attending than papers available, then you may be asked to share papers. The agenda is available three working days before the meeting and is posted on the website.

## **Identifying Board Members**

A name plate for each Board member is displayed on the table to help you see who is speaking during the discussion.

## **The Board Discussion**

The Board considers the items on the agenda in turn and each paper includes a summary cover sheet which makes a recommendation for the Board to consider.

You can take written notes of the meeting, but cannot record the proceedings in other ways.

## **Recording the Discussion and Decision**

A summary of the key items discussed and decisions taken is recorded in the minutes, which the Board will be asked to approve as a correct record at its next meeting. The agreed minutes are added to the website.

## **If You are Unable to Attend the Meeting**

An issue will not be deferred because members of the public cannot be present for the meeting.