

SUMMARY REPORT	
Transformation Board Meeting in Public	19 December 2017
Title of report	Transformation Board Meetings in Public : Protocol
SRO	Jackie Pendleton, Chief Officer, NHS Kernow
Author(s)	Tracey Lee, Programme Director, Shaping Our Future
Purpose of report	To approve the protocol to support the Transformation Board meetings (and successor arrangements) being held in public.
Recommendation	The Transformation Board is asked to: <ul style="list-style-type: none"> • Approve the Protocol to support the holding of meetings of the Transformation Board (and successor arrangements) being held in public
Engagement and Consultation Undertaken to Date	Transformation Board September 2017 Portfolio Board – October and November 2017.

Executive Summary

The Transformation Board is committed to openness and transparency, and will conduct as much of its business as possible in a session that members of the public are welcome to attend and observe, subject to available space. From December 2017, meetings of the Transformation Board will be held in public.

Meetings will be held in public so that local communities and stakeholders can come and listen to the discussions and have a greater insight and understanding about how we work and make decisions about the transformation of local health and social care.

This reports sets out the proposed protocol for these meetings including the process for submitting questions.

The governance paper being submitted to the Transformation Board meeting today proposes that the Transformation Board is replaced by a new System Assurance Group. It is proposed that these arrangements also apply to the System Assurance Group on establishment.

Interdependencies with other work streams (where relevant)	The Transformation Board has oversight of all SoF work streams.
Financial implications	None identified.
Key Risks	None identified.
Sources of evidence in support of proposals	The protocol draws on good practice in the holding of meetings in public from other areas.
Equality and Diversity Statement	The protocol sets out the commitment to ensuring that everyone is able to attend these meetings.
Communications requirements	The move to holding the meetings in public has been shared with key stakeholders. The protocol will be placed on the SoF website once agreed.

Transformation Board Meetings in Public Protocol

1. Meetings in Public

The Transformation Board is committed to openness and transparency, and will conduct as much of its business as possible in a session that members of the public are welcome to attend and observe, subject to available space.

We will hold meetings in public so that local communities and stakeholders can come and listen to the discussions and have a greater insight and understanding about how we work and make decisions about the transformation of local health and social care. The Transformation Board meets bi-monthly.

Transformation Board meetings, whilst held in public, are not public meetings and this means that the public are very welcome to attend but cannot take part in discussions. Only Transformation Board members and those invited to attend, participate in discussions at the meeting. There are however opportunities for the public to submit any questions they have in advance of the meeting.

On occasion, it may be necessary for the Group to consider agenda items which are confidential and cannot be discussed in public. If this is the case, a private session will be held at the meeting, from which the public will be excluded.

2. Responsibilities

The Transformation Board has the following responsibilities:

- To positively express the vision and the purpose of SoF to stakeholders.
- To receive assurance and scrutiny that the SOF programmes objective are delivered.
- To provide check and challenge on the SoF programme as a whole through feedback written or verbal.
- To ensure that the individual organisations are kept abreast of the SoF programme delivery.
- To ensure alignment of system and organisational priorities.

- To provide assurance that SoF is appropriately linked with other strategic initiatives in respect of Cornwall, the Isles of Scilly and across Cornwall's border with Devon and Plymouth.
- To identify, make recommendations and to escalate within the relevant organisation issues that may impact on the success of the implementation programme.
- To ensure that there is a strong service user and carer voice around the table through Healthwatch.
- To ensure that system leadership are living the agreed shared principles

3. Agenda Papers

A copy of the Transformation Board agenda and papers for the meeting will be published on the Shaping Our Future website (www.shapingourfuture.info) at least three working days before the meeting.

A small supply of paper copies will be available at the meeting, however if more members of the public attend you may be asked to share papers.

4. Attendance at the Transformation Board Meeting

If you wish to attend, please contact the Shaping Our Future Communications Team on 01752 315014 or shaping.ourfuture2@nhs.net at least 24 hours in advance of the meeting. If you have any particular needs with regards to access or assistance, please contact the Shaping Our Future Communications Team and we will do our best to assist you.

Please be aware that you will need to sign-in at reception upon arrival, for fire safety and security reasons.

5. Process for Submitting Questions

We welcome relevant, written questions on any agenda item from our staff or members of the public. To ensure that we can give a considered response, written questions should be submitted in advance of the meeting. Please forward questions to the Shaping Our Future email address (shaping.ourfuture2@nhs.net) no later than 24 hours prior to the date of the Transformation Board meeting.

Questions must show the name of the person submitting the question and, if submitted on behalf of an organisation, the organisation's name and address must also be stated.

No more than one question may be submitted by any person at any meeting to allow us to deal with a fair cross-section of questions. We will also prioritise answering

those questions answered at meetings from those who have not raised a question in the previous six months.

6. Procedure at the Transformation Board Meeting in Public

Where possible a response will be given to questions at the meeting. If the person who has submitted the question is present, they will be invited to read out their question at the start of the relevant agenda item, with the Chair then reading out a written response. If the questioner is not present, the Chair may choose to read out the question before giving the answer.

If the matter is complex or requires the consideration of further information, a written response to questions will be provided within 10 working days. The Chair may also occasionally ask for the query to be submitted as a Freedom of Information request.

7. Subject Matter for Questions

Anyone may submit a written question on any matter within the powers and the duties of the Transformation Board. The Chair reserves the right to refuse any written question that:

- is not within the powers and duties of the Transformation Board to answer;
- is defamatory or offensive, or related to individual members of staff;
- would require the disclosure of confidential or exempt information, for example a named individual such as a patient, member of staff, or where the matter would compromise commercial or legal confidentiality;
- is deemed to be overtly political;
- is substantially the same as a question that has been answered before.

8. Public Order

The Chair may at any time require the public or individual members of the public or media to leave the meeting or may adjourn the meeting to a private location if they consider that those present are disrupting the proper conduct of the meeting or the business of the Transformation Board.

The introduction by the public or press representatives of recording, transmitting, video or similar apparatus into meetings is not permitted.