



## Health and Community Services Advisory Board Report

### Guidance on completing this report

- Complete all parts of the report template.
- Ensure finance, workforce & risk implications are described succinctly.
- Limit this cover report to no more than 2 pages.
- Attach any additional relevant information as appendices.
- All reports & any pre-reading to be provided 5 working days before the meeting. Any material submitted after this time will be deferred.

<b>Report to:</b>	Health and Community Services Advisory Board		
<b>Date of meeting:</b>	4 <sup>th</sup> October 2023		
<b>Report title:</b>	Health and Community Services Advisory Board - Meeting in Public - Protocol		
<b>Report author (&amp; title):</b>	Emma O'Connor, Board Secretary	<b>Accountable Executive:</b>	Chris Bown, Chief Officer HCS

### 1. Purpose

What is the purpose of this report?  What is being asked of the HCS Advisory Board?	For the Board to agree the standards expected during Part A of the Board meeting (meeting in public).	Information	
		Decision	√
		Assurance	
		Update	

### 2. Executive Summary

The HCS Advisory Board Meeting in Public promotes the participation of the local community in Board meetings through public question time and observation of the decision-making process which is conducted in an open and transparent way. It is therefore important that the meetings are conducted in an atmosphere of inclusiveness and openness to foster productive relationships with the community.

Public question time plays an important part in achieving this. The general conduct of a meeting depends upon mutual respect and good faith between Board members and the public.

### 3. Finance / workforce implications

There are no finance / workforce implications.

### 4. Risk and issues

No risks have been identified.

### 5. Applicability to ministerial plan

The establishment of an independent Board who will collectively hold HCS to account for the delivery of safe, effective and patient centred care in an open and transparent way.

## **6. Main Report**

See attached paper.

## **7. Recommendation**

The Board approves the standards expected during Part A of the Board meeting.

**END OF REPORT**

## Attending Health and Community Services Advisory Board Meetings

1. The Health and Community Services Advisory Board (“the Board”) will usually meet every month, except for August and December. The dates of Board meetings are available online at [Health and Community Services Advisory Board \(gov.ie\)](http://www.healthandcommunityservices.gov.ie).
2. Members of the public (including members of the media) are welcome to **attend and observe** Board meetings except for where the Board is discussing confidential matters.
3. The Board meeting will be separated into two parts, Part A and Part B:
  - a. the public may attend Part A.
  - b. Part B is not a meeting in public as this will include items that the Chair of the Board has determined are confidential to, for example, prevent harm, protect the interest of individuals or protect commercially sensitive information.
4. The agenda and supporting papers for Part A of the Board meetings will generally be published in advance of the Board meeting on the public website at [Health and Community Services Department Board \(gov.ie\)](http://www.healthandcommunityservices.gov.ie). This will generally be no less than one week in advance of the meeting. A summary of the key items discussed, and decisions taken at each meeting will be recorded in the minutes, which the Board will be asked to approve at its next meeting. The minutes will be published as part of the meeting papers.
5. The agenda, papers and minutes for Part B of the Board meetings will not be published.
6. Whilst the public may attend and observe Part A of the meeting, the Board reserves the right to exclude the public from any part or whole of the Part A meeting if a matter arises of a confidential nature.
7. Nameplates for each participant in the Board meeting will be displayed on the table to enable you to identify who is speaking. Board Members will consider each agenda item in turn. They may not actively discuss each item in detail; this does not mean that the item has not received careful consideration but may be because the matter has been discussed in detail at Board Committee level or because no one wishes to challenge the recommendations being made.

### Public questions at Board meeting

8. Members of the public and the media are invited to attend and observe Part A Board meetings. Whilst they cannot ask questions or make comments during the meeting, there will be an opportunity to ask questions during a dedicated question and answer session at the end of Part A.
9. Questions must directly relate to an agenda item and must be questions as opposed to statements.
10. Questions will be asked and answered at the discretion of the Chair (for example, the Chair may determine that a question should not be answered if it is vexatious, relates to an individual, requires disclosure of confidential information or has the potential to offend). Similarly, the Chair may refuse to allow a particular person to ask a question if the Chair is of the view that the person’s behaviour is deliberately disruptive to other attendees.

11. The Chair will determine who is best placed to respond to any questions that are asked, and how the response should be provided (for example, it may be best answered through a written response as opposed to a verbal response).
12. Questions will not be answered if they relate to matters which do not fall within the remit of the Health and Community Service Department (for example, if the question relates to a matter that falls to a different Government Department or an external care provider).
13. The question-and-answer session provides an opportunity for individual members of the public, or members of the media to ask questions. It does not replace established mechanisms via which States members ask questions of Ministers or request information from officials.
14. Questions can also be submitted in writing at least three working days before the Board meeting to the Board Secretary at [HCSboardmeeting@gov.je](mailto:HCSboardmeeting@gov.je). Each question must give the name and address of the questioner and if the question is being asked on behalf of an organisation, then the name of the organisation must be stated. No more than three written questions may be submitted per person. If the Chair considers the question appropriate for the Board meeting, a written response will be provided, and the question and response will be read out at the meeting. Copies of the questions and the responses will be recorded in the minutes.

#### Other matters

15. Members of the public or media are not permitted to make audio or video recordings or take photographs during the Board meetings.
16. The Chair has the right to exclude members of the public if they cause disruption.
17. Anyone requiring any specific arrangements regarding accessibility needs should alert the Board Secretary at least one week in advance. HCS will endeavour to accommodate these requirements.

For further information please contact the Board Secretary via email at [HCSboardmeeting@gov.je](mailto:HCSboardmeeting@gov.je) or by post to: Board Secretary, Corporate Offices 3<sup>rd</sup> Floor (West Wing) Peter Crill House, Gloucester Street, St Helier, JE1 3QS.