

Petitions and Public Question Time at Board Meetings

Questions and Petitions

Members of the public are permitted to ask questions at meetings of the Trust Board and to present petitions.

Petitions are presented at the start of a Board meeting. The Chairman will invite questions from the public at the end of the Board meeting.

Question Topics

A question must relate an item considered by the Board of Directors at the relevant meeting.

Questions on matters not on the agenda of the Board can be sent by letter or email to the Chief Executive.

Giving Notice

It is not necessary for those wishing to ask a question to give notice.

However, members of the public are encouraged to give notice of their question to the Trust Secretary by 12 noon on the working day before the meeting to enable a response to be prepared.

Time Allowed

A member of the public can only ask one question at a meeting.

The time allowed for all questions by the public is limited to ten minutes. No individual question can exceed five minutes.

Response to Questions

Where possible, a response to a question asked will be given at the meeting and recorded in the minutes. Where this is not possible, a written response will be provided within ten working days.

Petitions

Members of the public are able to present petitions at meetings of the Board. Any petition should be relevant to the powers and duties of the Trust.

Notice of the wish to submit a petition to the Board must be given to the Trust Secretary no later than five working days before the meeting.

Petitioners will be allowed five minutes in total to speak in support of the petition.

September 2019