

## Procedure for questions from the public at board meetings

Milton Keynes University Hospital NHS Foundation Trust welcomes feedback and questions from the public and from its members. The Trust holds a Board meeting in public once every other month in a variety of locations in the Milton Keynes area. Details of future meetings, together with agendas and minutes from previous ones are available on our website: [www.mkhospital.nhs.uk](http://www.mkhospital.nhs.uk).

The Board meetings are held in public rather than being public meetings: this means that the public are very welcome to attend but cannot take part. Nevertheless the Chair is happy to conduct a short question session at the conclusion of each board meeting held in public to respond to questions which have been submitted in writing in advance of the meeting.

### Subject matter for questions

Anyone may submit a written question, on any matter within the powers and the duties of the Trust.

The Chair reserves the right to refuse any written question that:

- Is not within the powers and duties of the Trust to answer;
- Is defamatory or offensive, or related to individual members of staff;
- Would require the disclosure of confidential or exempt information;
- Is substantially the same as a question that has previously been answered.

In addition the Chair may decide not to deal with complex or lengthy subjects in the public setting of the question session and may choose to respond with written answers only. The Chair has discretion on whether a question can be submitted for answer.

### Process for submitting questions

Questions will be answered if submitted in writing to the Trust Secretary by 10am at least 4 working days before the date of the Board meeting. Questions must show the name and address of the person submitting the question, and if on behalf of an organisation, its address must also be stated. No more than two questions may be submitted by any person at any meeting, to allow the Trust to deal with a fair cross-section of questions.

The Trust will provide a written response in time for the meeting, which will normally be read out by the Chair.



## Procedure at the Board meeting in public

The Chair will first close the Board meeting and then announce the start of the question session, usually lasting up to 15 minutes. If the person who has submitted the question is present, they will be invited to read out their question, with the Chair then reading out the written response. If the questioner is not present the Chair may choose to read out the question before giving the answer.

Discussion will not normally follow at the question session except that the Chair may allow one additional oral question to be put after an answer. If the response to this oral question is not easily available then a further written answer may be provided at the Chair's discretion.

**For further information on this process and for the submission of questions please contact:**

Adewale Kadiri, Trust Secretary – [Adewale.kadiri@mkuh.nhs.uk](mailto:Adewale.kadiri@mkuh.nhs.uk)

Milton Keynes University Hospital NHS Foundation Trust, Oak House, Standing Way, Eaglestone, Milton Keynes, Buckinghamshire, MK6 5LD

