Procedure for questions from the public at Board

meetings in public

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. Details of future meetings in public, together with agendas and minutes from previous ones are available on our website: www.mkhospital.nhs.uk.

The Board meetings in public 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 and answer 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-and-answer 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 a Board meeting in public. 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 Board meeting in public, to allow the Trust to deal with a fair cross-section of questions.

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

Procedure at a Board meeting in public

The Chair will first close the Board meeting in public and then announce the start of the question-and-answer session, usually lasting up to 15 minutes. The Chair or the Trust Secretary will read out the questions, and the Chair will out the answers to each of those questions. If a questioner is not present at a particular Board meeting in public, then the answer will be read out and then also emailed to the said questioner.

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:

Kwame Mensa-Bonsu, Trust Secretary

Email: [Kwame.Mensa-Bonsu@mkuh.nhs.uk](mailto:Kwame.Mensa-Bonsu@mkuh.nhs.uk)

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