

Rules for good governance of a Public Board Meeting

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General matters

Healthwatch Brighton and Hove will publish the time, date and venue of a Public Board meeting 28 days in advance of the meeting on its website unless circumstances do not permit.

The agenda for a Public Board Meeting and any supporting papers will be published, when possible, on the Company's website 7 working days in advance of the date of the meeting, unless circumstances do not permit.

Copies of the agenda and supporting papers will be made available at the meeting on prior request.

Part II agenda items, such as matters relating to staff members or internal HR matters will be determined in a closed session of the board meeting. For such agenda items, members of the public will be required to leave board meetings held in person or be excluded when the meetings are held virtually. Papers relating to all Part II agenda items will not be made available on the Healthwatch Brighton and Hove website but circulated directly Board members only.

A Board meeting in public will normally be scheduled for 120 minutes.

Agenda items

Agenda items will be matters, which in the opinion of the Directors, are of interest to patients, service users, carers and the public who live or work in Brighton and Hove.

Minutes of a Public Board Meeting will be prepared for approval at the subsequent Public Board Meeting and will then be published on the Company's website.

Time will be allocated to public participation at each Board meeting at the discretion of the Chairman.

Public questions

In order for the Board to provide an effective response to matters addressed to the Board, the Directors request that questions are sent in to office@healthwatchbrightonandhove.co.uk a minimum of 3 working days prior to the date

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of any scheduled Board meeting, together with a written summary of the issue in no more than 300 words. This does not preclude a member of the public addressing the Board without notice with permission of the Chairman.

Questions and comment must be relevant to the local Healthwatch activities and should not be of a political or lobbying nature.

The Public Board Meeting is not an appropriate venue in which to discuss sensitive personal data such as detailed personal medical histories and these and similar matters can be discussed with Healthwatch Brighton and Hove confidentially.

A member of the public will be expected to limit their contribution to a maximum of 5 minutes. This can be extended at the discretion of the Chairman.

Those attending or participating in a Board meeting in public will be expected to conduct themselves in an appropriate manner and respect the dignity of others whether they are at the meeting or not. The Chairman reserves the absolute right to request a member of the public to cease their contribution or to leave the meeting if their conduct disrupts the business of the meeting.

Social Media

The Directors and those attending a Board meeting in public should be aware of the potential for those attending to publicly comment on the business of the meeting using social media channels such as Twitter.

Filming

A third party may not film a Public Board Meeting without prior permission of the Chairman.

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Appendix 1 – Virtual Public Board Meetings

These guidelines have been developed to enable Healthwatch Brighton and Hove to conduct virtual Public Board Meetings effectively.

1. Technology:

Technology: Healthwatch Brighton and Hove uses Zoom for meetings which are open to the public (see Appendix 2).

2. Meeting papers and Presentations:

Healthwatch Brighton and Hove will, where practicable, ensure that all documents and presentations are written in plain language and will include page numbers for ease of reference. Slides/Data should be legible on small devices. The main exception to this is where documents have been drafted by external organisations/third parties and these are being shared.

Where possible and appropriate documents for discussion will be 'shared' via Zoom.

3. Conducting virtual meetings

The Chair/Organiser (C/O) will join the meeting in advance to ensure the meeting has been set up correctly and to permit participants to enter.

The meeting should start on time unless there have been any technical issues.

At the start of the meeting the C/O will make sure that everyone is aware of who is present in the meeting and confirm the rules of engagement:

- Everyone will mute themselves unless they are presenting a paper or asking a question.
- The C/O will invite people to speak either by asking them to present their report or answer a question, or by inviting a specific person to ask a question or make a comment.
- Anyone who wishes to speak will use the non-verbal prompt 'raise hand' icon or the Chat function. If this is not possible then please raise your hand. If you don't have a camera and/or have joined the meeting by phone please let the C/O know and they will try to accommodate you.

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Appendix 2. Using Zoom video conferencing

Zoom can be accessed on laptop, desktop computer, phones and tablets. Taking part on a laptop or desktop may be easier in terms of the screen view you will have and size of screen. If you are taking part on phone or tablet it might be worth downloading the Zoom App.

1. Connecting to the meeting

There will be a link for the meeting - either sent by email or available on the website.

When it is time for the meeting - click on this link (or copy the link and post it into your browser).

Alternatively, you can go to <https://zoom.us/> and enter the meeting ID and password which will be available on our website.

If this is the first time you have used Zoom it will ask you to download it. This should happen automatically if you agree when prompted. You don't need to sign in or have an account to participate.

Once it has downloaded it may appear that nothing is happening – go back to original link (in email or on website) and click on it again.

- You will be asked to enter your name and prompted to click Join Meeting
- It will ask you if you want to Join with video – agree if you are happy to do so
- It will then ask to Join with computer audio – agree to this

Once you have joined the meeting – if using video – adjust screen / camera so your image is central in the box.

2. During the meeting

To help manage the conversation, we will use the Chat feature to indicate to the Chair that you want to contribute.

To open Chat:

- Move cursor so that a black toolbar pops up at the bottom of your screen
- Click on Chat icon (speech bubble)
- Chat box should appear as a column on the right hand side of your screen.

To send a message via Chat: If you want to contribute to the meeting type in box below, where it says Type message here.

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Date Approved by Board	06/09/23
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