

INFORMATION FOR THOSE ATTENDING BOARD MEETINGS

Composition of the Trust Board of Directors

The Trust has a Board of Directors, which comprises both executive and non executive directors. The Trust has Standing Orders which govern the practice and procedure of the Board of Directors. For the avoidance of doubt, those Standing Orders take precedence over this document.

Membership of the Board is as follows:

- (i) a non-executive Chairman;
- (ii) six other non-executive directors;
- (iii) six executive directors (Chief Executive, Deputy Chief Executive / Director of Finance, Director of Operations, Medical Director, Chief Nurse and Director of Workforce and Organisational Development).

The Board may invite other members of staff to attend its meetings as it considers necessary and appropriate. The Assistant Chief Executive / Board Secretary, Director of Estates & Facilities, Director of Strategy and Commercial Development and Head of Communication normally attend all Board meetings. The Board Secretary provides advice and support to the Chairman and Board members.

Board Meetings in Public

The Board normally holds Board meetings in Public seven times a year, on the last Thursday of the month (February, March, May, June, September, November and December). Public Board meetings usually last between one-and-a-half and two hours. All meeting dates are available on the Trust website along with other details about the Board. (Please check the website for up to date details of Board meeting dates as the pattern described above can vary due to operational requirements).

The Board meets in public; this means that members of the public can attend the meetings but they are not directly involved in the business of the meeting. (The important distinction to make is that the Board meets “in public” – i.e. in view of the public. The Board meeting is not a “public meeting”.)

Anyone is entitled to attend a public Board meeting, but there is limited space in the Board meeting room so it is advisable to let the Board Secretary know that you wish to attend a meeting by using the contact details at the bottom of this guidance.

In January, April, July and October the Board holds a Confirm and Challenge session with senior leaders from the Divisions. There is no meeting in August.

Contributions from the Public

Members of the public attending Board meetings are able to observe and listen to the business of the meeting but you will not be able to participate in

discussions. However, the Board is able to receive a short commentary or statement from members of the public or groups and will do so at the start of the meeting. The Board will listen to the points made but will not comment or give a response immediately. A response may be issued later in writing or through some other means (e.g. a separate meeting with relevant staff). If you wish to make a statement to the Board please inform the Board Secretary prior to the meeting by using the contact details at the bottom of this guidance.

Board Papers and Agendas

Public papers and agendas are available from the Trust's internet pages. Agendas and papers are available online a few days before each public meeting.

Private Board Meetings

After the public session the Board will ask members of the public to leave so that it can discuss any matters considered to be confidential where publicity would be prejudicial to the public interest.

Other

Tea / coffee and water are available.

Audio or video recording and photographing of Board meetings is not permitted by members of the press or public.

Minutes of the meeting will be published on the Trust's internet pages with the next public Board papers.

Contact details for Board Secretary

Gavin R Barclay
Assistant Chief Executive / Board Secretary
The Pennine Acute Hospitals NHS Trust
Trust Headquarters
North Manchester General Hospital
Delaunays Road
Crumpsall
Manchester
M8 5RB

0161 604 5464

gavin.barclay@pat.nhs.uk

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