

Clinical Commissioning Group

NHS Brent CCG Governing Body

Purpose of Meeting and Meeting Etiquette

Purpose of Meeting

NHS Brent CCG is holding its Governing Body meeting in public. Issues of a confidential or sensitive nature will be considered in Part 2 and members of the public and co-opted members will be asked to leave.

In adherence to Nolan Principles, issues considered in Part 2 are kept to a minimum. Before excluding the public, the Chair will advise the Governing Body of the matters to be discussed. Decisions made in Part 2 will be reported in Part 1 as soon as possible.

Meeting Etiquette

This paper has been published in order to manage a professional and well run meeting. Producing a meeting etiquette will support collective understanding regarding the process of the meeting and clarify expectations.

Is this a public meeting?

No. This is a meeting of the Brent Governing Body 'in public'. This enables members of the public to attend and hear the Governing Body discuss the decision-making process.

Who is in charge of the meeting?

The Chair, Dr Ethie Kong, who is supported by her Governing Body members.

How will I know who the Governing Body members are at the meeting?

The Governing Body members will be sitting at the table. They will have name plates in front of them on the table.

Is there an opportunity for members of the public to ask questions during the meeting?

No. There is an opportunity to meet with the Chair and the Chief Operating Officer 30 minutes prior to the meeting. Questions should be submitted in advance of the meeting and should relate to matters on the agenda. It is preferable these items are signalled at least 48 hours in advance, in writing, to Kevin Matthews (kevin.matthews3@nhs.net). The number of questions will be limited to enable the Governing Body meeting to commence on time.

Papers for the meeting

There will be a limited number of paper copies of the Agenda and the associated papers available on the day at the meeting. The papers are available on <http://www.brentccg.nhs.uk/publications-and-policies.aspx>.

Where do you advertise the meeting?

The meeting has been advertised in a variety of ways which include Kilburn and Brent Times, all GP practices throughout Brent, Wembley Centre for Health and Care, and Brent Healthwatch.

I would like to talk to somebody before the meeting

Please ring Kevin Matthews on 020 8900 5375 or email kevin.matthews3@nhs.net