

## **Public Question Protocol for: System Leadership Board (SLB)**

### **Written questions for the Board Meeting**

- People may ask a question on any matter contained within the agenda of meeting.
- A question under this protocol may be asked in writing to [Corporate.Governance@ncic.nhs.uk](mailto:Corporate.Governance@ncic.nhs.uk) by 10:00am, 4 clear working days before the date of the Board meeting.
- SLB will provide a written response to questions received from members of the public. The response will also be read out at the meeting by the Chair or other Board members to whom it was addressed.
- If the member of public raising the question is unable to attend the meeting in person, the question and response will still be read out and a formal written response will be sent following the meeting within 10 working days of the date of the meeting.
- A record of all questions asked, and SLB's response, will be included in the meeting minutes for public record.

### **Oral Questions without Notice for the Board Meeting**

- A member of the public who has put a written question may, with the consent of the Chair, ask one additional question on the same subject at the SLB meeting.
- The meetings held in public also have time allocated at the start of each agenda for the receipt of questions from members of the public present about any item on the agenda, without notice having been given. Due to the limited time of the Board meeting, a member of the public may ask one question on this basis. An answer to an oral question in this way will take the form of either:
  - a direct oral answer; or
  - if the information required is not easily available, a written answer will be sent to the questioner and circulated to all members of the Board within 10 working days of the date of the meeting.

### **Exclusions**

- Written questions may be rejected and oral questions need not be answered when the Chair considers that they:
  - are not on any matter that is within the powers and duties of the Board;
  - are defamatory, frivolous or offensive;
  - are substantially the same as a question that has been put to a meeting of the Board in the past six months (the questioner will be directed to the appropriate answer on the relevant organisation's website); or
  - Would require the disclosure of confidential or exempt information.

For further information, please contact: [Corporate.Governance@ncic.nhs.uk](mailto:Corporate.Governance@ncic.nhs.uk)