

**ICB Protocol**

**Public Questions to the Board and Receipt of Petitions**

The Board of the ICB meets in public every other month. The meeting is held in public but is not a public meeting. The meetings are held to conduct the business of the ICB in a transparent and open manner.

A section on public questions is included on each agenda of the board. Members of the public are welcome to submit questions to the Board of the ICB via the Corporate Governance Team, providing at least 3 calendar days notice prior to the board meeting.

If there are problems with submitting a question please contact Ryan Brunsdon, Governance Manager via email: ryan.brunsdon@nhs.net or Christina Gradowski, Associate Director of Corporate Affairs via email: Christina.gradowski@nhs.net

At the board meeting the question will be read out and a response will be provided, it may be necessary due to the complexity and length of the response to provide a summary with a full response provided in writing via email, to the person who submitted the question. The question and response from the ICB will also be recorded in the minutes of the meeting.

Where a petition has been received by the ICB it shall be included as an item for the agenda of the next meeting of the board. A response to a petition will be made to the organisers within 2 weeks of receiving the petition, as it is likely that petition will require a fuller response to the issues raised.