

## **MERSEY CARE NHS FOUNDATION TRUST**

### **COUNCIL OF GOVERNORS – PUBLIC OBSERVATION GUIDELINES**

1. Mersey Care Council of Governors meetings continue to take place virtually via Zoom. Please do not attend our Trust Headquarters as you will not be permitted entry at this time.
2. The agenda and papers will be available on our Trust Website at the beginning of the week of the Council of Governors meeting. These can be accessed here: <https://www.merseycare.nhs.uk/about-us/council-governors/council-governors-meetings>
3. Please note that this is a meeting of the Council of Governors held in public and not a public meeting. Members of the public observing this meeting may not raise any comments or questions during the meeting. You will be observing the meeting only.
4. In line with our Constitution, please be aware that you are not permitted to record the meeting at any point.
5. There will be opportunity for members of the public to raise questions at the end of the formal meeting. There will be limited time for these questions and they therefore should be kept concise.
6. It is recommended that members of the public raise their questions prior to the meeting to ensure a sufficient answer can be provided. Questions can be sent via email to the Deputy Trust Secretary as follows:  
  
Sarah Jennings, Deputy Trust Secretary  
Email: [sarah.jennings@merseycare.nhs.uk](mailto:sarah.jennings@merseycare.nhs.uk)
7. We recommend you join the meeting five minutes before the start time to ensure no disruption once the meeting commences.
8. When joining the meeting you will be asked to confirm your name so that we can record your attendance. Following this please put your microphone on mute for the duration of the meeting. We reserve the right to refuse admission to the meeting if we cannot verify the details provided.
9. Details of our Governors and therefore who you can expect to see at these meetings, are available here <https://www.merseycare.nhs.uk/about-us/council-governors>
10. You may leave the meeting at any time and do not need to inform us should you need to do so.

## **Record of Attendance Council of Governor Meetings**

11. The names of the Chair, Governors and Board members present, and individuals in attendance at each Council of Governors meeting shall be recorded and this record shall be made available to the Council of Governors upon its request.
12. *Note - we therefore require your name, and if you are representing a company / another organisation, the name of that organisation / group to be recorded in the minutes of the meeting. To this end an Observation Request Form should be completed and returned to [merseycare.cog@merseycare.nhs.uk](mailto:merseycare.cog@merseycare.nhs.uk)*
13. The following are also extracts from the Standing Orders for the Council of Governors Meeting – as per annex 8 of the Trust's Constitution. In observing this meeting you will need to be aware of these.

## **MEETINGS OF THE COUNCIL OF GOVERNORS (Extract of Constitution)**

### **3.1. Meetings held in public**

- 3.1.1. Meetings of the Council of Governors shall be open to the public subject to Standing Order 3.1.2 below.
- 3.1.2. The Council of Governors may resolve to exclude members of the public from any meeting or part of a meeting on the grounds that:
  - 3.1.2.1. publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted; or
  - 3.1.2.2. there are special reasons stated in the resolution and arising from the nature of the business of the proceedings.
- 3.1.3. The Chairman may exclude any member of the public from the meeting of the Council of Governors if he/she is interfering with or preventing the proper conduct of the meeting.
- 3.1.4. Nothing in these Standing Orders shall be construed as permitting the introduction by any person of any recording, transmitting, video or similar apparatus into meetings of the Council of Governors.
- 3.1.5. Where the public have been excluded from a meeting in accordance with Standing Order 3.1.2 above then the matters dealt with following such exclusion shall be confidential to the governors and directors of the trust. No governor, director, officer or employee of the trust in attendance at such meeting shall reveal or disclose any information concerning such matters to any other person or disclose the contents of any papers presented to such meeting or minutes taken of such a meeting to any other person.
- 3.1.6. Meetings of the Council of Governors shall be held regularly and at least three times each financial year.