

### Attending Board of Directors Meetings Held in Public

1. The Board of Directors meets in public each month. Members of the public and press are welcome to attend to observe these meetings but must be aware that although the meeting is held in public it is not a public meeting and therefore observers are not permitted to speak during the meeting itself. If the Chairman considers that the business of the meeting is being disrupted by members of the public he has the power to require them to leave the meeting. There are times when the Board needs to consider agenda items which are confidential and cannot be discussed in public.
2. The Public Bodies (Admission to Meetings Act) 1960 permits the Board to pass a resolution at the meeting to exclude the public and press from the meeting 'whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business, or for other special reasons stated in the resolution'. An issue will not be deferred because members of the public are unable to attend to observe the meeting.
3. A copy of the agenda and supporting papers are published in advance of the meeting at [Trust Board Meetings](#)
4. Board Meetings nameplates for each Board Member are displayed on the table to enable you to identify who is speaking. Members consider each agenda item in turn. Members may not actively discuss each item in detail, this does not mean that the item has not received careful consideration but may be because the matter has been discussed in detail at Board Committee level or because no one wishes to challenge the recommendations being made.
5. Audio or video recording and photographing of Board meetings is not permitted by members of the press or public.
6. The Chairman will ensure Board meetings take place without disruption. The Chairman has the right to exclude members of the public if they cause disruptions.
7. Anyone requiring any specific arrangements in regard to disability or special needs should alert the Trust Secretary one week in advance. The Trust will endeavour to accommodate these requirements.
8. A summary of the key items discussed and decisions taken is recorded in the minutes, which the Board will be asked to approve as a correct record at its next meeting. The agreed minutes are added to the website.

**For further information please contact: Pam Wenger, Trust Secretary via email at [pamela.wenger@uhbristol.nhs.uk](mailto:pamela.wenger@uhbristol.nhs.uk)**