

Protocol for submitting questions to the ICB System Primary Care Committee

The System Primary Care Committee (SPCC) of NHS Cheshire and Merseyside can hold its meeting in public, which members of the public are welcome to attend and observe. These meetings are not public meetings.

There will not be opportunity for members of the public to directly address the SPCC, however, questions can be submitted in advance.

Questions must be submitted in advance by 12noon, three clear working days before the meeting.

Public questions will need to be limited to one question per person / organisation. No more than three sub-questions relating to the main question will be considered, and the questions should be no more than 100 words in length.

This will ensure we can respond to questions in a thorough and concise manner.

Questions must only relate to matters within the powers and functions of the SPCC.

Questions shall not be responded to if the SPCC Chair deems that the question:

- relates to quasi-judicial matters e.g. (current or potential legal proceedings or consultations)
- relates to confidential or exempt matter
- is defamatory, frivolous, factually incorrect or offensive
- is not in scope of the authority of the SPCC
- is substantially the same as a question put to a meeting of the SPCC in the previous six months, however the individual will be directed to the associated response that the SPCC has had published on the ICB website
- is directly about party political matters
- is formed to make a statement rather than to receive information.

Questions will be addressed in the order received, read out at the meeting alongside the name of the questioner. Where multiple questions have been submitted by different individuals or organisations regarding the same subject, key themes will be presented to the meeting with the names of all questioners read out.

A response will be provided in writing (within 20 working days following the date of the meeting), and a copy of the response will be sent to all members of the SPCC and published on the ICB website.

If you would like to raise a question with regards to an agenda item this needs to be submitted in writing to the board@cheshireandmerseyside.nhs.uk no later than three working days prior to the meeting.