

GUIDELINES FOR MEMBERS OF THE PUBLIC ATTENDING THE PUBLIC BOARD

- A Fire Alarm test is not expected during the meeting. If the fire alarm does sound, please leave by the nearest exit. The assembly point is at the front of the building.
- You are attending a meeting of the Board of Directors in public, not a public meeting.
- There will be an opportunity to ask questions at the end of the meeting.
- The questions **MUST relate to the business discussed as set out on the Agenda** for the meeting.
- Contractors and Representatives of Companies are welcome to attend but are not permitted to ask questions which relate to their business (company), any services they wish to offer the Trust or any on-going tender processes as these should be managed in line with instructions provided within the tender documents.
- Due to time constraints, the Chairman's decision on the number of questions that can be taken at any meeting will be final. Any member of the public who asks a question will be limited to a maximum of two questions in the meeting.
- Members of the media may routinely attend our Board meetings. Comments made in the public board meeting may be conveyed publicly by the media. RD&E cannot control how comments are used externally unless they breach confidentiality or legal boundaries.
- There shall be no recording of the meeting without the prior agreement of the Trust.
- 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.
- Questions about an individual's care or a friend's or relatives' should not be raised. The first point of call for clarification on care or other related issues should be the Patient Advice and Liaison Service (PALS) who would put you in touch with the department involved with your care. They can be contacted at:

PALS

Royal Devon & Exeter NHS Foundation Trust

Barrack Road, Exeter, EX2 5DW

Tel: 01392 402 093

Email: rde-tr.PALS@nhs.net