

HYWEL DDA HEALTH BOARD MEETINGS

Contributions from the Public

Introduction

All formal board meetings of the Hywel Dda Health Board are held in public. Whilst these are not public meetings, members of the public are encouraged to ask questions and make comment at certain times during the meeting. This guidance sheet is intended to advise the public of the opportunities to contribute to the meeting.

Summary Guidance on Raising Questions

You Will Be Allowed To Ask Questions:

- ⊕ During the Public Forum section at the Board Meeting (maximum 15 minutes total time)
- ⊕ After a specific agenda item, provided the Health Board has been made aware of your wish to speak prior to the meeting commencing (maximum 5 minutes total time)

It might not be possible to give an immediate and comprehensive response, in which case you will be given either a written answer or a telephone call as soon as possible.

You Will Not Be Allowed To Ask Question Which:

- X Refer to individual circumstances
- X Require discussions of a confidential nature or require discussion of confidential information. (If you have any concerns in either of these areas, please see the Board Secretary, who can advise you on the appropriate way to deal with them)

It would be helpful if you could inform the Board Secretary of your interest to speak by completing a Question Form at least 48 hours prior to the meeting and returning it to the Board Secretary, Hywel Dda Health Board, Merlin's Court, Winch Lane, Haverfordwest, Pembrokeshire, SA61 1SB or by e-mail to: fiona.hancock@wales.nhs.uk, telephone 01437 771268, fax 01437 771222.

If a group of people wish to speak on the same issue, it will be expected that a single spokesperson will be nominated.



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QUESTION FORM

NAME:

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CONTACT ADDRESS (in case written reply is felt to be necessary):

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TELEPHONE:

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QUESTION YOU WISH TO ASK/AGENDA ITEM YOU WISH TO SPEAK AFTER:

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Please return this form, at least 48 hours prior to the meeting, to the Board Secretary, Hywel Dda Health Board, Headquarters, Merlin’s Court, Winch Lane, Haverfordwest, Pembrokeshire SA61 1SB or by e-mail to: alison.gittins@wales.nhs.uk, telephone 01437 771278, Mobile: 07969518621, fax 01437 771222. Thank you.