

HEALTH AND WELLBEING BOARD PUBLIC QUESTIONS

Introduction

This protocol explains how you can ask questions at meetings of the Joint Westminster and Kensington & Chelsea Health and Wellbeing Board.

How will I know when a particular matter that is of interest to me is going to be discussed at the Board?

The matters discussed by the Board will be set out on the meeting agendas which are published on the website no later than five clear working days before the date of the meeting and can be accessed via the link below.

<https://committees.westminster.gov.uk/ieListMeetings.aspx?CommitteeId=162>

Who can speak at Health and Wellbeing Board Meetings?

Any person living, working or studying within the boroughs of Westminster or Kensington and Chelsea.

If you wish to speak at the Board you will need to notify us beforehand. Submissions for public questions must be made in writing by the individual, or individual representing an organisation, and outline the question to be raised. The deadline for submitting a question is 72 hours before the meeting starts. Once received, the submission will be considered by the Chair of the Board to ensure that it relates to Health & Wellbeing Board matters and is an appropriate matter for a public question. The Chair has the right to not progress a public question to the Board. If the submission is accepted by the Chair, the member of the public will be invited to address the Board with their question. They will have a maximum of 2 minutes to speak and there will be a maximum of three public speakers per meeting. These time limits will be strictly adhered to and the Chair will have the discretion to halt the Speaker should they begin to stray from the subject matter or make inappropriate or offensive comments.

Once speakers have finished they will be asked to retake their seats in the public gallery and may take no further part in the meeting.

In exceptional circumstances the Chair may allow additional time for questions

What can I say?

Comments do not have to be related to matters listed on the meeting agenda but must be based on Health & Wellbeing Board issues. You can either make a brief statement about something that is of interest to you or ask a question on a subject that relates to the work of the Board.

Speakers must not:

- Make statements of a personal or slanderous nature; or
- Be abusive; or
- Interrupt other Speakers

Can I provide additional information to present at the meeting?

Additional material can be provided for further reference but it should be noted that the public speaking session is not the appropriate forum to seek answers to individual complaints or queries which will need to be pursued elsewhere. Officers can provide further details on how to do this if required.

Who do I contact if I want to ask a question at the Board?

You can submit a question using the following email address:

healthandwellbeing@westminster.gov.uk

or you can contact the Committee Clerk who looks after the Health and Wellbeing Board:

Board meetings at Westminster:

- Telephoning 020 7641 2341

Board meetings at Kensington & Chelsea:

- Telephoning 020 7361 2947