

Kent and Medway Stroke Services Joint Committee of CCGs

Information on attending a Joint Committee of CCGs meeting as a public observer

This document gives you some helpful information about attending a meeting of the Joint Committee of CCGs. It has been developed to support the smooth running of a professional meeting.

General information about the meeting

Meeting etiquette

Please keep noise and distractions to a minimum during the meeting, to allow everyone attending to hear and follow what is happening in the meeting. Examples of things which can be distracting are:

- Participating in conversations whilst another person is speaking.
- Mobile telephones ringing during the meeting. Please switch your phone off or put it on silent mode.

Arrival

The meeting will begin promptly at 1:00pm so please arrive in plenty of time. On arrival at the meeting room, you will be asked to sign in, so we can keep an accurate record of attendance.

Microphones

To support everyone to hear speakers, there will be microphones in use on the day.

Recording and filming

The meeting will be recorded to support the minute takers with accurate documentation for the official records. The meeting will also be filmed and streamed online, and a video recording will be available afterwards.

Refreshments

Refreshments will be available for purchase in the canteen but are not allowed to be consumed in the meeting room itself, as a requirement from the venue owners.

Papers for the meeting

We have a policy of digital first and hope people will be able to access papers online at www.kentandmedway.nhs.uk/stroke, but please contact us (see below) if you do not have access to the internet and wish to see the papers in advance and we will make arrangements for this. If you would like to leave your address with us when you sign in for the meeting, we can send you the minutes of the meeting by post.

Queries before the meeting

If you have a question before the meeting, please ring Julia Nason, PMO Officer, Kent and Medway Sustainability & Transformation Partnership, Magnitude House, New Hythe Lane, Aylesford, Kent ME20 6WT, on 01892 638331 or email julia.nason@nhs.net.

Frequently asked questions

Is this a public meeting?

No. This is a meeting of the Kent and Medway Stroke Services Joint Committee of CCGs (JCCG) which is being held 'in public'. This enables members of the public to attend and hear the JCCG committee discuss the decision-making process.

Who is in charge of the meeting?

The Chair, Dr Mike Gill, who is supported by his JCCG committee members. Questions from all attendees need to be through the Chair so that he can manage a well-run and respectful meeting.

How will I know who are members of the JCCG at the meeting?

The JCCG committee members will sit at the front of the room. They will have name plates in front of them on the table. All speakers will be asked to say who they are and which CCG locality they represent.

Is there an opportunity for members of the public to ask questions during the meeting?

Yes, but only when the agenda item is reached within the meeting and the Chair introduces the session for questions from members of the public. Please refer to the meeting agenda and timings. Please note the Chair will keep to the timing on the agenda to ensure an effective process for covering all the business items.

What if I don't like speaking in public?

Your views are very important to the JCCG committee. There are NHS support staff who will help at the meeting who can take your question and read it out for you if you prefer or they can note your question on a 'Questions from Members of the Public' log which will be documented as part of the formal minutes.

Will the JCCG committee answer all questions presented at the meeting?

The JCCG committee will try and respond to all questions raised by members of the public. The Chair will manage the process within the agenda to ensure everyone has an equal opportunity to speak. However, on the day it depends on the volume and complexity of questions and so the JCCG committee plans to note the key themes that have arisen from any public questions and publish responses via the website www.kentandmedway.nhs.uk/stroke as part of the publication of formal minutes.

I have some accessibility requirements. Is the venue suitable?

The venue has been carefully chosen to ensure it is fully accessible. Please let us know in advance if you have any accessibility requirements. We will have staff on hand on the day to support you.

Will the venue have hearing loops?

Yes, the venue has hearing loops for this meeting. Please ask one of the NHS support staff to assist if you need help with this facility.

If I cannot attend the meeting how can I find out the outcome?

The minutes of the meeting will be published on the Kent and Medway Sustainability and Transformation Partnership website on www.kentandmedway.nhs.uk/stroke. We expect to publish them by mid-February.

Where did you advertise the meeting?

The meeting has been advertised in a variety of ways which include:

- On the website www.kentandmedway.nhs.uk;
- Via email database contacts including: hospitals, surgeries, clinics, consultants, doctors and nurses, leaders, and managers across health and social care organisations and partner organisations, patient groups, elected councillors, MPs etc
- Via word of mouth at meetings and briefings across the CCGs;
- Via print, social media and broadcast media through the press release we issued on 18/01/2018 <https://kentandmedway.nhs.uk/wp-content/uploads/2018/01/Stroke-shortlist-options-media-release-FINAL-20180118.pdf>;
- Via briefings and meetings which have taken place both informally and formally over the previous weeks;
- Via a communication cascaded to all Kent, Medway, Bexley and HWLH NHS staff in recognition they and their families and friends are also patients.

How do I get to the meeting?

The meeting will be held at:

Sessions House

County Hall

Maidstone

Kent

ME14 1XQ

County Hall is located in Maidstone town centre and is a five minute walk from Maidstone East railway station.

Car parking is very limited at County Hall. Some meter parking is available outside Sessions House in County Road. For long-term car parking, the Maidstone East railway station car park is convenient, but expensive. There are a number of pay and display car parks in the town centre.

Map

