

Public Questions and Participation Guidelines

Annual Public Meetings of NHS Derby and Derbyshire ICB, NHS Lincolnshire ICB and NHS Nottingham and Nottinghamshire ICB, held in common

We welcome questions from patients, carers, members of the public, partners and stakeholders. The Annual Public Meetings provide an opportunity to hear about the work of the three Integrated Care Boards (ICBs) during 2025/26, learn about plans for the future, and ask questions about matters of public interest.

To help ensure that everyone has the opportunity to participate and that the meeting can be managed fairly and effectively, the following arrangements will apply.

Submitting a question

Questions may be submitted:

- When registering to attend the meeting.
- During the meeting using the webinar Q&A function.

We encourage attendees to submit questions in advance wherever possible. This allows us to identify the most appropriate person to respond and helps ensure accurate and informative answers can be provided.

How questions will be answered

The time available for questions during the meeting will be limited. To enable as many topics as possible to be addressed:

- Similar questions may be grouped together and answered as a single response.
- Priority may be given to questions that are of broad public interest and relevance to the business of the Annual Public Meetings.
- The Chair has discretion over the order in which questions are taken and how they are addressed during the meeting.

Questions we cannot answer in a public meeting

The Annual Public Meetings are not an appropriate forum for discussing individual cases or matters that involve personal, confidential or commercially sensitive information.

We will therefore not answer questions that:

- Relate to an individual's care, treatment or personal circumstances.
- Include personal, confidential or sensitive information about any individual.
- Relate to concerns over ongoing complaints, employment matters or legal proceedings.
- Require disclosure of information that the ICBs are not permitted to share publicly.

If appropriate, we may signpost individuals to other routes through which specific concerns or enquiries can be raised.

Respectful participation

We are committed to providing a welcoming and inclusive environment that supports constructive public participation.

Questions or comments that are offensive, discriminatory, abusive or defamatory, intended to disrupt the meeting, or inappropriate for a public forum, will not be read out or addressed during the event.

Unanswered questions

We will make every effort to answer as many questions as possible during the meeting. However, where time does not permit:

- Questions may receive a written response after the meeting where appropriate.
- Similar questions may be combined into a single published response.
- Responses may be coordinated across the three ICBs to ensure consistency and accuracy.