

## Submitting a question to the Governing Body

Questions may be submitted in advance of the Governing Body meeting, and ideally up to two days in advance. They should be pertinent to the agenda of the Governing Body meeting in question.

If you have any pecuniary interest in the subject of the question, this should be declared. Complex questions or those which require particular research, or data retrieval or analysis may be deferred and answered at a future Governing Body meeting, or directly in writing.

Grounds for not accepting questions from members of the public include, but are not limited to:

- It would cost too much or take too much staff time to deal with the question.
- The question is vexatious.
- The question has previously been answered by the CCG in the last six months and placed in the public domain. The CCG would direct the individual to where this information is.
- The answer could prejudice a criminal investigation or commercial confidentiality.
- The answer relates to personal data, which if released would be contrary to the Data Protection Act.
- The decision of the Chair of the Governing Body on whether to accept a question, and how it should be answered, is final.

To submit a question please email: [ccg.corporate@nhs.net](mailto:ccg.corporate@nhs.net)