

Board stories

at Board of Directors' meetings



Information leaflet for staff, patients and carers

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Information for staff, patients and carers who are presenting service experiences at a Board meeting.

Board meetings are held at:

Trust Headquarters, St George's
Long Leys Road, Lincoln, LN1 1FS

Tel: 01522 309200 at 9am
(see reverse of leaflet for location map).

When presenting a story, it is important to offer a balanced view of strengths and opportunities. It is also important not to disclose patient identifiable information and this may require some thought as to how to achieve this. For example, anonymous patient, ward, hospital and town names. When presenting a story, think about the key issues for the service and the information the Board may require to make decisions or to make quality improvements.

Meetings are held 'in public', which means that anyone is free to attend and with notice, may ask a question/s. The Chair allows up to 15 minutes at the start of the meeting for this. It is quite likely that you will start within a minute or so of 9am.

The room will be set up in board room style, i.e. everyone sits around one table. There will be a projector and screen at one end of the room. Please let Peter Howie or Karen Scott know if you will be using PowerPoint or any other visual aids. If you are, having them in advance would be very helpful as we can make sure that the presentation is loaded and checked in advance of the meeting starting.

The meeting will start at 9am prompt and it is recommended that you aim to arrive a few minutes before so that you can familiarise yourself with the room and the arrangements. Peter and Karen will be in the room from 8.30am onwards.

Please keep any story and/or presentation to about 10 minutes, which will be followed by questions. The Chair will co-ordinate the questions and will invite individuals to ask these in an ordered way.

Whilst this is a formal meeting, in a formal setting, the Board will try to put the patient, staff and other attendees at ease and will allow them to tell their story in a way that they feel best informs the audience.

If you would like any more information, please feel free to contact Peter or Karen to discuss how it all works and of course send any presentation to them in advance of the meeting.

Thank you for your help in arranging this.

Contact us:

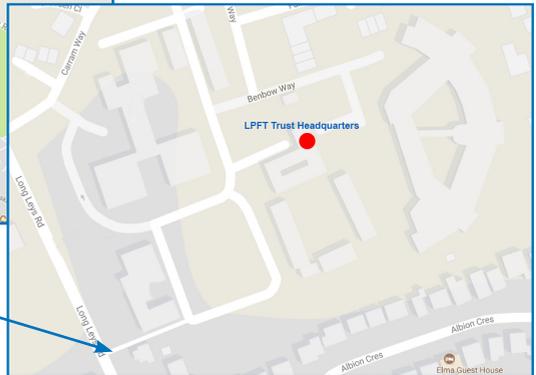
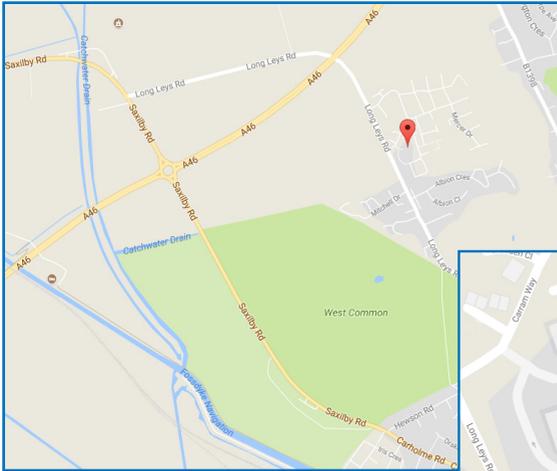
Peter Howie
Trust Secretary

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Karen Scott
**Assistant Trust
Secretary**

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How to find us



Please use this entrance
at the side of Gatehouse
and Gervas House

From A46 (bypass):

- Leave the A46 Lincoln Bypass at the Carholme Road Rounabout, signposted Saxilby and St George's Hospital site.
- Take the first right on to Long Leys Road
- After the turning for Carram Way turn left into LPFT St George's site. Down the side of Gervas House and the Gatehouse.
- Car park is at the rear of Gervas House.

From City Centre:

- From Yarborough Hill heading uphill take turn left onto Long Leys Road at the traffic lights.
- Head down Long Leys Road until past the Curtis factory.
- St George's is on your right hand side.
- Turn right into LPFT St George's site. Down the side of Gervas House and the Gatehouse.
- Car park is at the rear of Gervas House.