

# Hinchingbrooke Next Steps Project (HNS)

## PRELIMINARY BUSINESS MEETING FOR STAKEHOLDER PANEL

### Minutes

Meeting held Wednesday 2<sup>nd</sup> September 2009 1400 - 1700hrs  
at Hinchingbrooke House, Huntingdon.

**Attendees:** Stakeholder Panel members (see attached list) and members of the public and media.

Item	Description
1	<b>Welcome to the Stakeholder Panel</b>
1.1	DM welcomed Panel members and observers to this preliminary business meeting and outlined the process and conduct of the Stakeholder Panel meetings in the future.
1.2	DM referred to the membership of the Stakeholder Panel
2	<b>Aims and Objectives for the Panel</b>
2.1	DM circulated a draft document stating the Aims and Objectives of the Stakeholder Panel. This was approved by the Panel.
3	<b>Conflict of Interests protocol</b>
3.1	ADM outlined plans for a draft Conflict of Interests protocol for Panel members. The Panel agreed that this protocol should be presented at the first Stakeholder Panel meeting on 26 November 2009.
4	<b>Communications arrangements</b>
4.1	ADM reported that Panel meetings would be advertised to the local population and to the media. This would include display advertisements in Hunts Post in advance of meetings, news releases to local media nearer to the meeting dates and minutes and agendas available in advance via NHS East of England website and the websites of Huntingdonshire District Council, NHS Cambridgeshire and Hinchingbrooke Health Care NHS Trust.

5	<b>Overview of HNS project</b>
5.1	SD gave a presentation giving an overview of the background, aims and projected timeline of the Hinchingbrooke Next Steps project.
6	<b>Questions from Panel members</b>
6.1	See attached for a report of the questions asked and answers given at the meeting.
7	<b>Dates of Stakeholder Panel meetings</b>
7.1	Details of future meetings were discussed.
8	<b>Closing remarks</b>
8.1	DM thanked the Panel members for their work and thanked the public and media observers for their interest.