

**Request Reference:** FOI/054/24

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**Information requested:**

I am writing to request data and information within the context of Freedom of Information in relation to meetings of the Board.

Can you please provide me with the following information/data for the last 3 calendar years:

1. How many Board meetings were held in each of the three calendar years of 2022, 2023 and 2024 ?
2. How did the Board ensure that members of the public were aware they could attend and access meetings ?
3. When was this method of inviting the public/raising awareness of the public that they could attend meetings, last reviewed by the Board
4. Each year, how many members of the public asked to attend in-person at the meetings of the Board ?
5. Each year, how many members of the public asked to attend, virtually, meetings of the Board ?
6. Each year, how many members of the public who asked to attend in-person also asked for arrangements to be made so that the meeting experience for them was barrier-free and fully accessible [such as but not limited to - large print papers, BSL signer, electronic notetaker, loop systems etc.] ? Please provide a list of each different form of particular needs identified and those which were met/unmet.
7. Did the Board allocate a budget each year to meet the costs of making Board meetings accessible to the public ? If so how much for was budgeted for in each of the three years ?
8. What was the actual expenditure by the Board in each year for meeting the particular needs of members of the public in making the meetings they attended fully accessible ?
9. What accessibility arrangements are routinely in place for Board meetings [such as but not limited to loop systems]?
10. When did the Board last conduct an Equality & Diversity Impact Assessment of the accessibility of Board/Council meetings to the general public [including arrangements on how the public are invited to attend] ?

**Response:**

1. For each year; this information is exempt from disclosure under FOISA section 25 as it can be reasonably be obtained without making a freedom of information request. The information is available from our website along with agenda and minutes for each meeting (<https://www.tsh.scot.nhs.uk/about-us/the-board/board-meetings/>).
2. We provide a schedule of all board meetings every year as well as publishing a public notice for each meeting. These are available on our website (<https://www.tsh.scot.nhs.uk/about-us/the-board/board-meetings/>). In addition to our website we also advertise our board meeting via our X account (<https://x.com/TheStateHospit1>) and Facebook account (<https://www.facebook.com/TheStateHospital/>).
3. This was reviewed in February 2024 and the organisation moved to hybrid (in person and virtually) meetings rather than return to in person only meetings.
4. For each year; the number was zero.
5. For each year; the number was zero.
6. As no members of the public have attended a meeting, we give notice under FOISA section 17 that we do not hold the information requested.
7. For each year; no budget was allocated.
8. For each year; no expenditure.

9. Microsoft Teams can be used to remotely attend meetings which supports screen reading, transcription and live caption.
10. We give notice under FOISA section 17 that we do not hold the information requested.