



South East Clinical Senate

Kent, Surrey and Sussex

South East

Clinical **senate**

Kent Surrey Sussex

Council Compact

Our Way of Working

DATE: August 2020

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South East Clinical Senate (Kent Surrey Sussex) (KSS)

Council Compact

Our Way of Working

- Start on time, finish on time
- Active listening
- Mobile phones off, or on silent if essential
- Respect the group by not using communication tools (email, social media) during the meeting unless considered essential, and to regard the discussions (as opposed to the conclusions) within the Council meetings as confidential and not to be conveyed by individuals electronically during the meetings.
- Minimise attachments in South East Clinical Senate (KSS) emails. Attachments will not be embedded in the agenda. Large documents are shared using Microsoft OneDrive.
- Prepare in advance; read all relevant papers
- Secretariat to send out papers at least 1 week in advance
- Feel free to conduct meetings creatively and innovatively, with visual or other aids as members think appropriate.

How we conduct our business

- Uphold the principles and values laid out within the NHS Constitution, and take account of these in all our decisions and actions
- Uphold the principles and values stated in the 'Berwick Report': A promise to learn – a commitment to act. Improving the safety of patients in England.
 - Place the quality of patient care, especially patient safety, above all other aims.
 - Engage, empower and hear patients and carers at all times.
 - Foster whole-heartedly the growth and development of all staff, including their ability and support to improve the processes in which they work.
 - Embrace transparency unequivocally and everywhere, in the service of accountability, trust and the growth of knowledge.
- Always consider how outcomes and patient experience can be improved. Remain focussed on the question in front of us
- Civil and polite at all times
- Ensure all members are given opportunity to speak
- Use plain English, and avoid or explain acronyms (note wide-ranging membership, including lay members)

- Recognise that we are not on the Council primarily to represent our organisations, but as senior, respected and independent professionals with knowledge, insight and connections.

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