

Ground rules for meetings - How we like to do things!

- At the start of each meeting, go round the table and ask people to say their name.
- Ask about and respect what each person needs to join in the meeting.
- Respect and value that everyone is different and thinks differently about things. We are happy that everyone is different and thinks differently.
- Listen to each other.
- Only one person speak at a time.
- The Chair decides who is to speak next, indicates that it is your turn and says who it is out loud. Where appropriate, Chairs will be supported to do this by their supporters.
- Do not interrupt the speaker. If you need to, ask the chairperson.
- Use plain and simple English. Do not talk for too long, and talk slowly.
- If you don't understand what someone is saying, please ask them to repeat it or explain it. You are probably not the only person who doesn't understand.
- Don't cover your mouth when you speak. It makes it difficult for people to read your lips or hear what you say.

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- Use words in full, like User Led Organisation instead of ULO.
- In any reports or discussions after the event do not use people's names when personal things have been discussed, for example when people talk about something that has happened to them in confidence.
- Minutes should not be attributed to personal names. Confidentiality must be respected and what is said in the group remains in the group.
- Be polite, don't be rude to each other. If you disagree about something concentrate on the thing you are talking about not the person involved.
- Switch off mobile phones.
- Make every effort to turn up on time.
- Any potential conflicts of interest need to be identified at the start of discussion and a decision will be taken that the person in question leaves the room for that section of the meeting.
- If you have any concerns about the ground rules not being respected please speak to the chairperson of the meeting.