

Making Meetings Inclusive List

- Make every effort to turn up on time.
- At the start of each meeting, go around the table and ask people to introduce themselves.
- Respect what each person needs, to join in the meeting.
- Switch off mobile phones or keep on silent if needed.
- Everyone can have a break at any point if they feel they need it.
- Listen to each other.
- Only one person speaks at a time.
- Do not **interrupt** the speaker. If you need to, ask the chairperson.

Interrupt: this means to stop someone from talking or talking over someone.

- Use accessible language. Do not talk for too long. Know that covering your mouth when speaking might make it difficult for people to read your lips or hear what you say.



- Keep anything you talk about **relevant**.

Relevant: here this means information that is linked to what is on the agenda and not going off track.



- Use words in full, for example say Clinical Commissioning Group and not CCG.
- Respect and value that everyone is different and will think differently about things.



- Know that when someone does not agree with an idea, it is the idea that is being challenged and not us personally.



- Keep in mind that everyone is doing their best and try to deal with situations with forgiveness and humour.



- If you don't understand what someone is saying, please hold up a card or ask them to repeat it or explain it. You are probably not the only person who doesn't understand.



- In any reports or talks after meetings, do not use people's names when personal things have been talked about.



- We agree to respect the person chairing the meeting and their need to manage the time we have to talk about each area on the agenda.



- We agree to give gentle reminders to each other if we forget what we have agreed in this list.

