

## North Yorkshire County Council and Inclusion North Being a Great Chair meeting 9<sup>th</sup> October, 2012

On 9<sup>th</sup> October at the Evolution Centre in Northallerton we jointly held a workshop with North Yorkshire County Council and Inclusion North on Being a Great Chair. The Workshop was for anyone who was a Chair or Co-chair of any group with the North Yorkshire Learning Disability Partnership Board and 13 people attended.



The Workshop was informal and Scott Cunningham from Inclusion North asked us to go into two groups. Scott asked us several questions during the day and some of the main points that were made are shown below:



- Make sure the venue is accessible to everyone; the room is not too hot or not too cold. There are facilities for refreshments.



- Terms of Reference (rules) should be agreed when a group is formed and this should be a guide on how all meetings should be run and who should attend.



- The agenda should be set in good time and sent out to people so they have plenty of time to prepare. There should not be too many items on the agenda and speakers to send in their notes to go out with the agenda so that people can prepare. All information to be in easy read or accessible format.



- The Chair to welcome everyone and treat people in a dignified and respectful way, make sure everyone arrives on time.



- Make sure the agenda is followed during the meeting and involve everyone.



- During the meeting give time for people to speak and also to talk to their advocates.



- Use the traffic light cards, ask people not to use big words and jargon



- The Chair to keep control of the meeting, keep to times on the agenda.



- When speakers attend try not to let them overrun but make sure there is time for questions. Ask speakers to go to the front so that everyone can see them.



- If you are having a vote at the meeting make sure everyone fully understands what they are voting for and that it is a true account.



- At the end of the meeting the chair to thank everyone for coming and sum up the meeting



- After the meeting the Chair to talk to the minute taker and go through the feedback sheets. The chair to check the minutes before they are sent out and make sure they are in easy read or other formats. Action points need to be clear.



At the end of the day we went through the feedback sheets and everyone agreed that it had been a good workshop and asked that we have one every year and invite any new Chairs or Co-chairs to attend. It was also suggested that all the Co-chairs had a meeting twice a year to talk about how their meetings were going.