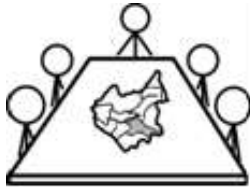


## Communication during meetings



- At the Partnership Board everybody is equal. We are all important and it's important that we all join in and say what we think.



- We need to make sure we do this by using easy words and no jargon.



- Please hold up the yellow card if you want to speak or ask a question.
- Please do not speak until you are asked to do so by the Chair



- Hold up the red card when there is something you don't understand or if people are talking too fast.
- Anyone can hold this card up at any time. As soon as you see the red card, please stop talking.



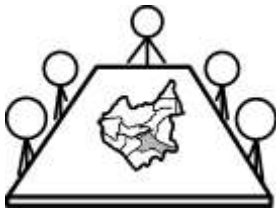
- Making things easy to understand is a difficult job. At each meeting we will ask someone to help make it easier for everyone to join in. We call this person the Word Police.
- Please remember the Word Police is there to help us all.



- Everyone should take it in turns to speak
- Everyone should respect what other people say and give them time to speak
- Everyone should always have good manners



- No one should speak in a rude way to anyone



- When the meeting is in progress, you should only talk about Partnership Board work
- Please do not have private conversations during the meeting



Only Partnership Board Members are allowed to vote



- Your mobile phone should be switched off or put on silent at all times



- No texting on mobile phones, emailing or working on laptops during the meeting