

Groundrules for Meetings

The ground rules are for everyone to use and any person in the meeting may remind others of a particular ground rule at any time during the meeting.

We will show respect

- for the agreed processes of the meeting e.g. the agenda
- for the facilitator e.g. the Chair
- for each other
- for other people's opinions, even if they are different from our own

We will listen and

- try not to talk too much, or talk too little
- try not to repeat ourselves
- use encouraging body language
- try not to interrupt others

We will maintain confidentiality and

- have useful discussions without sharing personal details or anecdotes
- learn from each other without divulging personal details or anecdotes
- always breach confidentiality if someone is at risk of being harmed

We will behave respectfully and

- encourage healthy challenge from others
- be specific about the behaviour we are challenging
- always challenge bullying or offensive behaviour
- use 'I' statements so that the other person knows how we feel
- leave our phones in silent mode, taking urgent calls outside the room and only emergency texts or messages