



How the group works

Why do we have a group?



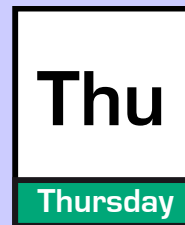
To make things better for people with learning disabilities.

To work together and share information.

To carry out the work of the Surrey Partnership Board in South West Surrey.

About the Meetings

The meetings are on the third
Thursday of every month.



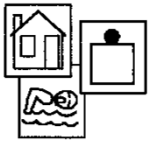
The meetings are from **10am to 12.30pm**

They are held at **Ash Parish Community Centre**

If you cannot attend a meeting you should try to ring **Nicky Palmer** on 07940458601 or tell someone that you know is going to the meeting.



The Group Rules



The group uses cards so everyone has a chance to speak.

If you want to ask a question use the **white** card.

If you want the meeting to stop so something can be explained use the **red** card.

If you want the speaker to slow down because they talk too fast, hold up the **green** card.

Only one person should speak at a time.

Everyone must listen to what other people say and be polite about what they have heard - even if you do not agree with it.

If we are polite and listen to everyone, this should help everyone in the group trust and respect each other.

Mobile Phones should be turned off (or put on silent).

If you want to disagree with an idea say "I think that," if you think other people you know would want to disagree with an idea say "Other people might think," This will help the group to decide whether they can make a decision at that meeting.

It is important that people can talk about the meeting with others. Sometimes people might want things talked about kept 'confidential' (secret). If you want to keep something 'confidential' then you must say so before you start speaking. Then no-one can talk about that to other people.

Making Decisions



The meetings will have to make decisions like:

- What the group will talk about each month
- Who should be invited onto the group



The group will often talk about things, and then agree a decision the next month. This is so everyone in the group can talk to other people who might be interested.



To make a decision, people in the group must raise their hands and vote.



You do not have to vote, you can choose not to (abstain).

You must not vote if the decision will affect your job, where you work or where you live (a conflict of interests).

Every 6 months, the group will talk about who is part of the group, and whether anyone else should be invited to join.



Once every year, the group will look at these rules to see if they should be changed.



What does a Chair do?

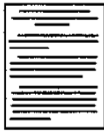
The Chair of the Group is Nicky Palmer she is elected by the Surrey Partnership Board. Tori Longley is co chair

Nicky must run the meetings and make sure that everyone follows the group rules. She can stop the meeting if people do not follow the rules.

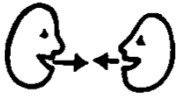


Nicky must send out an agenda at least 1 week before each meeting.

Nicky must send out minutes of the meeting before the end of each month.



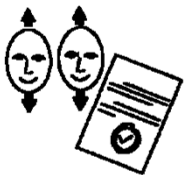
At the end of each meeting Nicky must say what has been agreed, and talk about any things (actions) that need doing.



Nicky must talk about the Group to the Surrey Partnership Board. She must also talk to the Group about the work of the Surrey Partnership Board.



If you want to complain about the way Nicky chairs the meetings you need to contact the Partnership Board Lead Officer (Mary Hendrick) on 01483 517953



The Rules were agreed by the group in July 2010 in light of DOH Good Learning Disability Partnership Boards: 'Making it happen for everyone'.