

North Tyneside LINK's Guidance for Boards

Introduction

This document has been produced by North Tyneside LINK and aims to help partnership boards and other groups that LINK representatives sit on to fully involve those representatives.

This guidance has been developed with LINK representatives to help remove some of the barriers that they experience in their role of representing LINK in meetings across North Tyneside and the North East.

Below are solutions to the barriers that representatives face. We ask you to consider this document within your meetings and encourage the Board to sign up to this agreement.

Papers

- Minutes, papers and agendas are sent out **10 days** before the meeting. This will allow the representative to read and digest the information, discuss the papers with the LINK team and contact the wider LINK membership for feedback if necessary. (Please note however that if the board/group requires more in depth feedback from the wider LINK membership a more appropriate time frame must be allowed).
- Attendee's names, roles and organisations are listed in full in meeting minutes.
- Use of **jargon and acronyms** is a huge barrier to meaningful involvement. Please ensure that jargon is not used in discussions. All documents circulated that may contain jargon and acronyms should also have a glossary.
- Please be aware of additional needs of representatives. Easy read documents should be in **size 18 font**. Documents, discussions and presentations should be clear and easy to understand. For disability partnership boards we expect ALL documentation including papers submitted to the board to be in easily accessible formats.
- Please do not assume that everyone has easy access to emails and the internet and offer to post out papers to those who request it.
- Please ensure that **full addresses** including postcodes of meeting venues are put on agendas and minutes.

Meetings

- All those present at the meeting should wear a name badge to every meeting.

- Please give time to representatives to digest information and express the LINKs view.
- Please remember that LINK representatives are volunteers and although have the support of the LINK team, may not have access to the same resources that others around the table may have.
- The fact that LINK representatives are volunteers does not mean that they do not have other commitments, so please ensure that agendas are manageable so that meetings do not run over their intended finish time.
- Use of red and green cards to attract attention and show comprehension has been suggested by some representatives. This may be something that you want to consider for your meetings.

Our representatives have reported back to us that some individuals in these meetings do not understand LINKs purpose and role. LINK representatives would be happy to make a presentation to your group/board to help clarify this.

.....(Board) agrees to implement the above protocol to ensure that all representatives can fully participate at this meeting

.....(signed)

Board Chair

.....(signed)

Board Co-ordinator.