

9 ways that we will run Valuing Medway  
People Partnership Board meetings

# 1. Every meeting we will have 'Declaration of Interest'



This is where board members must say if they have a personal interest in something on the agenda, that isn't do with their role on the board.

For example - a personal interest could be:

- Being in a position where they could get money from a decision the board is discussing.
- Being an organisation trustees or running/group/company in the area that is being discussed.
- Being employed by a private company in the area that is being discussed.
- Working at a regional or national level in the area that is being discussed.

## 2. Forum for adults with learning disability and Shout Out

- There will be a slot on all future main Partnership Board meeting agenda for both the Forum for People with Learning Disabilities and Shout Out.
- This is to make sure that the board always hears clearly the clear voice of people with a learning disability in Medway.



### 3. Other Board Updates

- Every board meeting all representatives will be to give, on paper, any updates since the last meeting.
- This will all be summarised in easy read and sent out by the Partnership Board office for members for information.



## 4. Partnership Board Logo

The Partnership Board logo will only be used on materials sent out and agreed by the Partnership Board office.

This means that **nothing** can be sent out with the Partnership Board logo on without the Partnership Board office seeing it first and agreeing it.

For example minutes of meetings, publicity.



# 5. Expenses

The Learning Disability Partnership Board will pay its family carers and people with disabilities representatives fairly - in the same way as the Medway:

1. Carers Partnership Board
2. Physical Disability Partnership Board

This means only the expenses to:

- Main Partnership Board meetings
- Co-chairs pre-partnership board meetings.
- Agreed regional meetings  
will be paid.



## 6. Partnership Board Pre-meeting

Before every Partnership Board meeting the Co-chairs will have a meeting to talk about the Partnership Board. Meeting and agenda.



# 7. Agenda

This will be sent out 2 weeks before the Partnership Board meeting.

The date of the next meeting will be on the agenda.



## 7. Partnership Board papers

- These will be posted to each board member and these need to be brought to board meetings.
- These will be sent out to people by post within 3 weeks of the meeting.



## 8. Minutes of meetings

- The easy read notes will be put on the website when they are officially agreed at the following partnership board meeting.



# 9.Easy Read

All presentations and papers to the Partnership Board need to be in easy read language so we all understand what is being said.



# What next...?

- Can we all agree to these 9 ways that the meeting will be run in future?
- Can we agree that these 9 ways will start from this meeting?