

Southampton Learning Disability Partnership Board



Helpful hints for people coming to talk to the Partnership Board.

The Partnership Board is a mixed group. It has on it

- People with learning disabilities,
- Family carers of people with learning disabilities
- People who are paid to work in services for people with learning disabilities
- People who are paid to work in other services.
- People from Voluntary Organisations, like Mencap
- Advocates





We need to make sure that everybody understands as much as possible of what is being said. We also need to give everybody a chance to speak if they want to. To help to make this work, the Partnership Board has **"Rules for Meetings"**.

I am sending you a copy so you can use them when you come.

To make sure that people have a chance to understand things, and think about them before the meeting, we ask that: -

- Any written information is as easy a way to understand as possible. This means using plain language, avoiding jargon, only include the information that people need to know.
- Use clear headings, and bullet points. Block capitals, italics and underlining as hard to read. Use big writing at least size 14(or 18) and a plain font like this one.
- If you can use pictures or photographs this is very helpful. Make sure they help to explain the writing.



- Write out all the words in full.
- Put a list of the decisions you are asking for at the end.
- Make sure that you relate what you are going to talk about to the objectives of the White Paper and that it also fits with the local agreed objectives.

- Make sure it is clear how things have changed locally and what has changed positively for people with learning disabilities.
- If you have been voted money from the Learning Disability Development Fund then please outline how this has been spent.
- If you have been asked to answer questions that you have been sent then think about how to present to the Board. Think about the real answers and not just what any policy says. If the information is complex, you might want to do a presentation that has bullet points giving simple answers and explanatory pictures, and bring additional written information for those who want to know more.

Written information should be sent at least 3 weeks before the meeting.

You can send it to Hilary Linssen at
Marlands House, Civic Centre Road, Southampton, SO14 7LT

If possible please send it via email to
hilary.linssen@southampton.gov.uk

Hilary will make sure it is sent to everybody on the Partnership Board 2 weeks before the meeting.

Some people on the Partnership Board meet up before the meeting, so that they have more time to understand the information. If you think this would be helpful let Hilary know and she will make sure that it is arranged.

Thank-you for coming to talk to the Partnership Board.