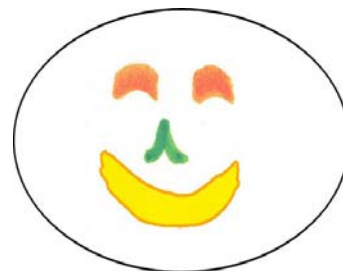


Southampton Learning Disability Partnership Board



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



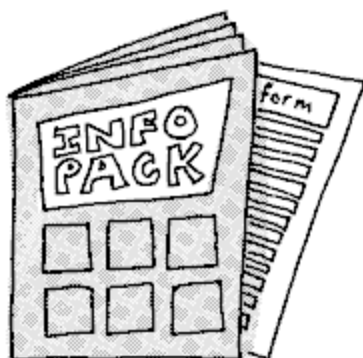
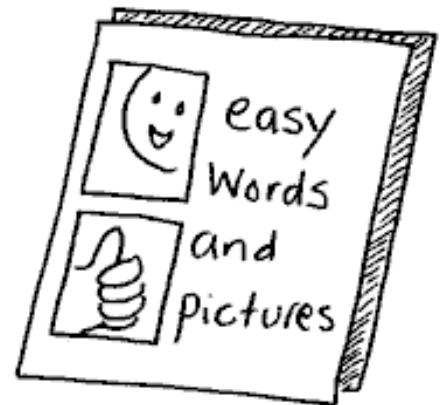


We need to make sure that everybody understands as much as possible of what is being said. We also need to give everybody a chance to speak if they want to. To help to make this work, the Partnership Board has "Rules for Meetings".

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 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 objectives that the LIG are working on.
- 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 LDDF then please outline how this has been spent.

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

You can send it to Hilary Linssen at Floor 4, Cumberland 2, 14 Cumberland Place, Southampton, SO15 5BG

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.