

### **How we like to do things:**

- At the start of each meeting, we will go round and people will say their name.
- During the meeting we will make every effort to keep to agreed timings.
- Your lived experiences will inform your inputs to conversations and the solutions you suggest, but only share what you are comfortable sharing.
- If you don't understand what someone is saying, please ask them to repeat it or explain it. You are probably not the only person who doesn't understand.

### **Speaking and Listening:**

- Everyone has a voice and is an equal stakeholder
- Only one person to speak at a time. Please raise your hand (physical or virtual) if you would like to speak next.
- Listen to each other
- Do not talk for too long.
- Be present as fully as possible.
- Occasional swearing is ok, as long as it is not directed at another person (acceptable in the form of natural language).

### **Embrace Differences**

- Be polite. If you disagree about something concentrate on the thing you are talking about not the person involved.
- No shame, embarrassment, or judgment
- Be open to learning from each other

### **Work Together**

- Help each other to build the confidence to contribute.
- Allow our ideas to be developed further by others

### **General items**

- Make every effort to turn up on time.
- Please have your camera on if possible. However, if you want to leave the room / switch off your camera for a bit, that is OK.
- Please join the LEAP meetings from a private place, where it is unlikely that others will overhear/come into the room.
- If you have any concerns about the Ground Rules not being respected, please privately message or speak to the Chair of the meeting
- Accept that we will sometimes have challenges, but we will learn together and move forward

### **Minutes**

- Minutes will take the form of action points/overview of the discussion and will be circulated after the meeting.
- A secretary from outside the project may attend for note-taking purposes.
- In general, we will **not** audio or video record meetings.

- We may occasionally ask permission to switch on recordings for small sections of the meeting, to make sure that we capture all of the responses. We will ask permission at the time, and any individual can ask for the recording to be paused while they speak. If a recording is made, it will be deleted as soon as the information is transcribed.

### **Updates**

Any member of the LEAP can ask for a review or update to these Ways of Working.