

## Ground Rules for Meetings

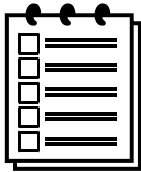
1.



Turn your mobile phones off.

If you are expecting a call/SMS that must be answered or responded to, then please turn your phone to silent. If the call/SMS comes through, please leave the room to deal with it.

2.



Keep to the agenda.

The Chair will help to keep all the discussion to the items on the agenda.

If you think something is missing from the agenda, please tell the Chair at the start of the meeting.

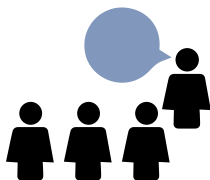
3.



Start and finish on time.

The Chair will keep the time, but each person at the meeting has a responsibility to help this happen.

4.



Give everybody time to express their views.

No one person should dictate more than anyone else.

Only one person will speak or sign at a time.

5.






Raise your hand if you do not understand something or want something repeated.

Raise your hand if you want to say something.

Don't interrupt – it is rude.

## Ground Rules for Meetings

6.  Speak slowly.  
Use simple language. Don't use jargon or acronyms – for example, SPS is used for the Scottish Prison Service, but not everyone knows this is what it means.
7.  Listen to and respect the views of other people.  
Do not have private conversations with the person next to you during the meeting.  
Everything said or signed during the business of the meeting will be interpreted.
8.  Keep confidential information in the room.