

Suffolk Coastal Disability Forum



Good Practice Guide

1. Agendas and relevant papers should be sent out at least a week before the meeting and be in a format which is accessible to everyone.
2. Items to be included on the agenda can be requested in advance of the meeting by contacting the Chair or the Secretary.
3. Members should have read through all the meeting papers before the meeting.
4. Members should endeavour to arrive ahead of the start time so that the meeting can start on time.
5. Members should respect each other's opinions and views and their feedback should be valued. They should also respect and be courteous to Guests invited to the Forum for specific agenda items.
6. Confidentiality should be kept where appropriate.
7. Members should keep to the items on the agenda and not use the meeting as a vehicle for their personal difficulties. They may use their experience to illustrate a point they are making.
8. Members should try not to dominate the discussions and prevent others from joining in the discussions.
9. Members should respect the authority of the Chair.
10. Members are expected to conduct themselves politely at all times. If they do not, then they will be asked to leave the meeting and the venue.
11. Members should do their best to attend meetings, and, if they cannot attend, send a representative (if applicable) in their place. If people cannot attend regularly, they will be kept on the distribution list, as long as they send apologies and keep in contact. If people do not reply to e-mails and do not attend any meetings, it will be assumed that they no longer wish to take an active part in the Forum's work.
12. Observers at Forum meetings will not be able to join in the meeting unless or until the Chair invites them to contribute.

**Agreed at a meeting of the Suffolk Coastal Disability Forum on the
4th July, 2017**