

ASCRU Public Involvement and Engagement Group (PIEG)

Ground rules (2019/20)

What will help us work together?

Confidentiality: some things shouldn't be shared out of the meeting

- Don't share personal information about others discussed within the group without permission
- Don't share confidential information or documents.

Inclusion: make sure everybody is able to contribute.

- If you are more talkative hold back at times to allow others to have a say. We understand that for some people it might be necessary for them to speak for a longer time and that is fine.
- Speak one at a time
- Keep your contributions relevant.

Communication: be clear, listen and learn

- Use plain English that is easy to understand
- Don't use acronyms or abbreviations without explaining them
- Listen carefully to what others have to say and be prepared to learn from each other
- Bounce and share ideas with each other
- Let Karen and Helen know if you can't complete a task within the agreed deadline. We understand that other activities can get in the way.

Respect and value: we are all different

- Actively work to understand the perspective and experiences of others in the group
- Be mindful about the experiences of others when discussing issues
- Don't make judgements or assumptions

- Respect each other's personal space. Be polite, including to those not present, and avoid criticising or speaking badly about people.
- Comment on the issue not the person.
- Respect other viewpoints even if you don't agree with them
- Allow for individuality and value diversity
- Be conscious of time – help stick to it or renegotiate for more
- Switch off mobile phones or put them on silent
- Promote friendly and relaxed meetings.

Take a break

Allow people to leave the room, stand up or walk around if they need to.

Speak to Karen (Public Involvement Lead) if you are concerned that the ground rules are not being met.

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