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**What do we need to hold an inclusive meeting?**

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|  | **Things to consider** | **Check** |
| 1 | Send out the agenda and post minutes 2 weeks before the meeting to give people a chance to engage with the information - especially if they need the assistance of a Support Worker to do this.  |  |
| 2 | Write all meeting notes in large font and clearly set out format. |  |
| 3 | If there is someone who is part of your meeting who has an Intellectual Disability, then create all agendas and minutes in Easy English. |  |
| 4 | If there is someone in your meeting who has an Acquired Brain Injury (ABI) you do not need to simplify the language, but may need to use a larger font as some people experience Aphasia and Dyslexia as part of their injury. |  |
| 5 | If there is someone in your meeting who has complex communication needs, then please work with them to ensure they can be communicated with and they can communicate effectively in the meeting |  |
| 6 | If there is someone in your meeting with a physical disability then please work with them to find out what they will need to access both your building and meeting room. |  |
| 7 | Read our 10 Top Tips for meetings and ask each person involved in the meeting to read them before the meeting. |  |
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We have found that following the 10 Top Tips helps everyone involved in your meetings not just those people who have a disability!