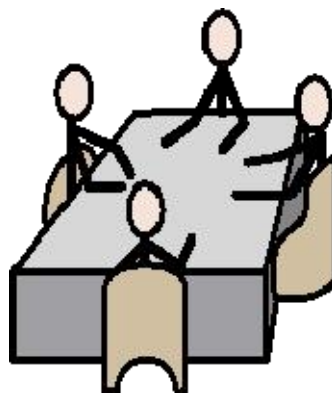


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# Accessible Team Meeting Policy

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**January 2011**

*This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.*

*The complete policy statement can be found within the Team Meeting Policy document available from the Admin Team at the Consortium Office.*

## Introduction

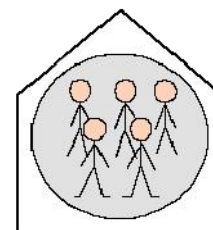
Meetings happen so that services are better for Service Users.



They are also there so that staff can be supported



All staff teams will hold meetings

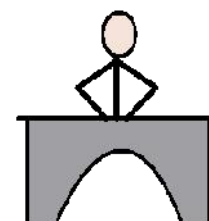


## Principles

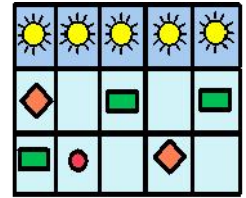
Staff that work in houses should have their meetings outside the home unless it is agreed with the Service User



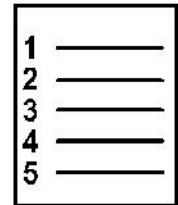
The line manager should organise them



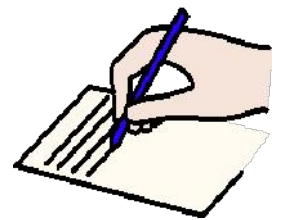
The meetings need to be part of the rota and all staff should attend



Meetings should have an agenda which is a list of things that need to be talked about

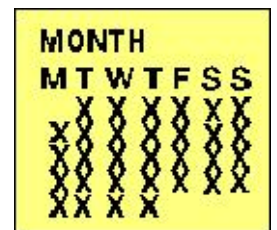


Someone always needs to write down what is said at these meetings



What gets talked about at the meetings will not be talked about anywhere else unless it is agreed at the meeting

Team meetings should happen once a month at least



## Aims

For teams to work well together team meetings, should be a time when people can talk about things they want to



To make sure all staff work in the same way when working with people



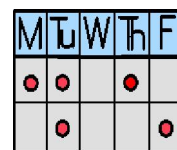
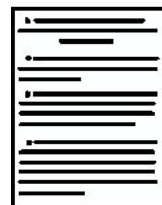
To talk about policies (what the Consortium expects of staff in different things)



## The Agenda

Things that should be on the agenda at every meeting are;

- Minutes of the last meeting
- New policies
- Minutes from the Health and Safety meeting
- NVQ information
- Talking about who is working and what they are doing at work
- The Staff Sub-group and Joint Consultative Committee meeting minutes
- Service User Update



## Types of meetings

Type of meeting	Who organises it
Network Meeting of all the staff in one network	Contract Manager
Support staff meetings	Team Co-ordinator and Service Co-ordinator
Support worker meetings	Team Co-ordinator

Department meetings

Head of  
Department

Senior Managers and Committee Meetings

Admin Co-ordinator

Sub-groups

Various different  
people