

Encouraging Participation: Facilitative Meetings

Action Partnership meetings will work best when they are less formal and more open and engaging. Meetings would benefit from a relaxed and inclusive atmosphere, with a focus on seeking consensus before a decision is made.

Some points to consider include:

- **Introductions** – asking members to introduce themselves at each meeting, in case there are new people in attendance;
- **Tone** – creating an open and welcoming culture, by focussing on ideas and solutions. Constructive challenge can be important and all members should be encouraged to focus on learning from the impact of their contributions and decisions;
- **Clarity** – producing a clear and concise agenda for the meeting so members know what to expect. In addition, it can be helpful to summarise decisions clearly, to ensure that they are recorded accurately and everyone has a shared understanding of the actions to be taken; and
- **Equality** – members should be treated equally and be given the same opportunity to contribute.