



NLDB STANDARDS FOR REASONABLE ADJUSTMENTS

These standards for reasonable adjustments are in place to enable volunteers to effectively engage in the work of the NLDB.

Pre-meeting

- Sourcing appropriate venues and providing a quiet space.
- Sending papers out to members 2 weeks in advance.
- The NLDB Co-Chairs and leads will build into the agenda regular breaks (for example: working together for 50 minutes and having a 10-minute break within every hour and ensuring where meetings are more than 3 hours', longer breaks are provided) and if MS Teams meeting are no more than 2 hours'.
- Laminated Communication Cards available:
 - I Agree
 - I Disagree
 - I have something to say
 - I need a break
 - Can you please explain that again?
- Drinking water available for everyone.

Paperwork

- Where possible, no watermarks, with information held in footers or headers (e.g. confidential, draft).
- Font Theme: Arial. Font Size: minimum 12, Font Colour: Black
- Write in plain English.
- Provide easy-read on request (notify time to produce where required).



MS Teams

A MS Teams Chair/Leads Guide is available to support effective team meetings.

Communication Prompts

In place of communication cards, the following communication prompts will be added into the MS Teams chat prior to the meeting. These prompts will signal to the meeting organisers that an issue needs to be raised. members can also Raise their MS Teams Hand by clicking on the hand shaped symbol.

HELP - "I need help", or "I do not understand."

SLOW - "Please slow down" or "I did not hear all of that"

YES - "Yes" or "I agree"

NO - "No" or "I disagree"

CODE - I want to raise a Code of Conduct Issue.

TALK – I would like to say something

STOP – I need a break

For ease of access, the code of conduct and documents for the meeting will be added to the chat, along with any agreed topics for discussion (the agenda).

Contact – One point of contact

All NLDP documents, invitations to meetings, cancellation and paperwork will come from the Partnership Coordinator via email. contact@norfolkldpartnership.org.uk.