

# Chairing a Meeting & Committee Skills

Ernie Rothwell, Chair of Leigh Cluster PPG

Rachel Richardson, Patient & Public Engagement Officer



# Housekeeping

- ❖ Introductions
- ❖ Timing of session
- ❖ Breaks
- ❖ Toilets
- ❖ Fire alarm
- ❖ Parking Board
- ❖ Training Evaluation - important

# We will cover...

- ❖ Basics of how to chair a meeting effectively
- ❖ How to be an effective member of a meeting / committee



# Discussion

- ❖ Introduce yourselves
- ❖ Do you currently chair a meeting? What types of meetings do you attend?
- ❖ What are you hoping to get out of today?



# **PART 1 – Chairing a meeting**

Ernie Rothwell, Chair of Leigh Cluster PPG

# Discussion

What do you think makes a good chair?



# A good chair helps the meeting to run **smoothly** and **efficiently**.

The Chair's role is...

1. To make sure everything gets discussed
2. To make sure everyone gets an opportunity to have a say (if they want to)
3. To make sure clear decisions are reached
4. To make sure the meeting starts and finishes on time
5. To manage disruptive people (??? Hopefully not)

# #1 - Before the meeting...

1. Be involved in setting the agenda – make sure there is plenty of time to get through it!
2. Review the agenda before the meeting
3. Review the notes of the previous meeting and action log
4. Think about what you need to achieve at the meeting – are there any key decisions /discussions needed
5. What might you need to discuss under each item?
6. Are there any speakers you need or do you need to bring any additional information?







## AGENDA

- ❖ Is a list of the things you want to discuss
- ❖ Helps you plan for the meeting
- ❖ Helps you stay on track and make everything is covered
- ❖ Can make for a productive meeting (if timings well planned)



## #2 - During the meeting

1. Could someone be there to welcome people as they arrive?
2. Does everyone have a copy of the agenda and papers?
3. Make sure you do introductions

(Not all of this is down to the Chair alone!)



## #3 – After the meeting

1. The Chair usually signs off the minutes and action log before they are issued
2. Might need to pick up some of the actions
3. Start thinking about the next meeting and keeping the momentum going (what needs to be on the agenda)

# Characteristics of a good Chair

- ❖ Think of the overall meeting
- ❖ Be neutral
- ❖ Draw a balance between discussion and getting through the agenda
- ❖ Not exclude others or dominate the meeting
- ❖ Get finished on time

# Other things to think about...

1. The Supporting Roles:
  - ❖ Minute Taker
  - ❖ Meeting secretary
  - ❖ Vice/Deputy Chair
  - ❖ Other staff / officers
2. Does your meeting need a formal Chair? Could you share the role and rotate it at each meeting?
3. What does it say in your meeting Terms of Reference about how the group wants to work?
4. Do you have 'meeting rules'?

The background features several large, semi-transparent, colorful shapes in shades of light blue, pink, green, and yellow, arranged in a circular pattern.

# YOU TUBE VIDEO: Every Meeting Ever

<https://www.youtube.com/watch?v=K7agjXFFQJU>

# **PART 2 – Being a Committee / meeting member**

Rachel Richardson, Patient & Public Engagement Officer

# Discussion

What do you think makes someone an effective member of a committee or meeting?





# Understand your role...

- ❖ What meeting / committee are you part of (i.e. patient participation group)
- ❖ What is the role of the group
- ❖ What individual contribution can you or do you want to make
- ❖ Is there a Terms of Reference or 'meeting rules' you need to know about

# Role of a PPG

- ❖ To work alongside the practice team to make sure patients at the practice get the best possible service
- ❖ To be involved in specific projects/work that can help achieve better outcomes for the patients
- ❖ To offer the practice an alternative view and think of things they might not have thought about
- ❖ To be involved in (or at the very least consulted on) practice changes
- ❖ May not have decision making powers – but should have an opportunity to influence!

**Leigh Cluster PPG motto – Do it with us, not to us!**

# Discussion

Do you agree with that description of the role of a PPG?



# #1 – Prior Preparation

- ❖ Review the agenda and papers
- ❖ Familiarise yourself with the agenda topics and papers
- ❖ Think about any points or questions you might want to say
- ❖ Think about who else might be attending (e.g. will there be an external speaker)
- ❖ Are there Terms of Reference for the committee / meeting?



## #2 – Before the meeting starts

- ❖ Check where your meeting is and what time it starts
- ❖ Arrive on time or a little earlier to ‘warm up’ and chat to people
- ❖ Introduce yourself to anyone you don’t know

## #3 – During the meeting

- ❖ Actively listen and keep up with the agenda
- ❖ Speak up, ask questions and make your point – but don't talk over people or dominate
- ❖ Try to avoid having 'mini conversations' that disrupt the meeting
- ❖ Speak through the chair - in more formal meetings members may put their hands up to alert the Chair that they have a point to make
- ❖ Remember that people might have different views
- ❖ If you don't understand something - ask

## #4 – Other things to think about

- ❖ Contribute to the agenda (if you have something)
- ❖ PPGs aren't a complaints Forum – whatever motivates you to join the PPG
- ❖ Try to avoid bringing lots of things up under Any other Business – try to get points on the agenda or have a prior discussion with the Chair
- ❖ Play to your strengths / experience
- ❖ Be familiar with the Terms of Reference or 'Meeting Rules' of they exist





*That's all Folks!*

**Is there anything else we haven't covered?  
Or any questions you haven't had chance to ask?**



The word 'thank' is written in a black cursive font, and 'YOU' is written in a bold, black, sans-serif font. The text is surrounded by several gold stars of various sizes and colors (pink, blue, green, yellow) in the background.

Please complete an evaluation form.

Contact;

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