

Meetings – What is Expected of a Lay Representative

Understand Terms of Reference of the Meeting.

Read the agenda, minutes of previous meetings, accompanying documentation and to see that action points from previous meetings have been covered.

Approach someone, e.g. chair, before the meeting for clarification of the purpose of the meeting.

Understand they are part of the meeting.

Feel confident to ask questions.

Ensure that one Trust does not get a 'bigger voice' than another Trust.

It is not expected a LR should have medical knowledge as often the discussion is around general issues.

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