**Action Learning Set – contract between set members**

This brief document aims to form the basis of a contract between set members. The contract should aim to clarify set members’ expectations of the meeting and outline an agreed set of ‘ground rules’.

This document is intended as a starting point only. Set members should discuss it as a group at the start of the action learning programme and jointly agree a shared set of principles.

**Participation**
Each person joins and participates in the set voluntarily, but set members will try to attend all set meetings, where possible. This will help to build up trust and ensure continuity within the set.

**Punctuality**
Set members commit to being punctual for every meeting and attending throughout. Each meeting is a half-day session, so it is important to make best use of the available time.

**Methodology**
The set meetings will follow the Action Learning methodology (see accompanying briefing note ‘What is Action Learning?’). There will, however, be room for some flexibility in the format of each meeting, as agreed by the set at the start of each meeting.

The principal purpose of Action Learning is for set members to work on real-life problems, focusing on learning and actually implementing solutions which come out of the set discussion. It is a form of learning by doing, so where set members agree to doing something following the set, they should commit to this action. At the start of each set, members will be asked to feed back on what they have done since the previous meeting.

**Roles of the set facilitators**
The roles of the facilitators are:

i) to ensure that all set members stick to the agreed contract. This will include timekeeping, ensuring equality within the set, helping people to stick to the Action Learning methodology, and helping to steer discussions.

ii) to act as a notetaker, summarising the issues raised at each set meeting and outcomes from the discussions.

Both facilitators will also participate in the set, asking questions and providing reflections as appropriate and according to the ‘ground rules’ established in the contract.
Confidentiality
If a member of the set requests for an issue to remain within the set, all set members will respect this confidentiality.

Sharing learning
The notes taken at the meetings will be written up. These will be circulated among all set members. If at any point a member of the set feels uncomfortable with notes being taken, he/she can ask for notes not to be taken.

The South West RIEP is also keen to share learning from the set more widely. The set facilitator will check with all set members that they are happy for information to be circulated outside the set. If set members wish for certain information to remain confidential to the set, the set facilitator will respect this and try to extrapolate general learning without disclosing any specific details.

In between meetings, we may also distribute materials that will help set members with the issues/projects under discussion. Set members can identify such materials during the meeting.

Respect
Set members agree to treat each other with respect. They will listen to one another without interrupting and be polite to one another. Nobody will try to push someone into discussing something if it makes them feel uncomfortable. If a set member feels uncomfortable with a topic or with someone’s comments, he/she should be able to raise this. The facilitator will try to ensure that all set members feel comfortable and everyone is treated respectfully.

Equality
All set members have equal rights to speak, to express their opinion and to play an equal role in the set. The facilitator will try to ensure that every set member has an equal opportunity to speak and that nobody dominates the discussions unfairly.

(with acknowledgements to Shared Intelligence)