

EDI 20-2 Meeting Hours Policy

Purpose

The purpose of the policy is to restrict the meeting hours to the core working hours (10.00 – 16.00). This policy is intended to support the participation in the life of the University by staff with other responsibilities and contribute to a healthy work-life balance.

Context

An important aspect of creating an environment which encourages work-life balance is to create a flexible approach that allows people to take care of other responsibilities without being excluded from the business of the School and allowing them equal opportunities through enabling participation.

Exceptions may occasionally occur if notified in advance and used to support broader participation in particular with external participants.

Commitment

The School of chemistry commits to organising meetings of the principle School committees (Exec, School, EDI, Research, postgraduate, teaching) within core working hours. All other meetings should be held within core hours

Implementation

The chairs of all committees must ensure that all meetings are scheduled well in advance, notified on the internal School website and occur within the core hours. All meetings of principle committees should be scheduled at the beginning of the semester and preferably scheduled at the start of the Academic year.

A review of meeting times of all principle School committees will be performed by the EDI chairperson as part of the EDI annual report.

Complaints.

Any person who has a complaint about a meeting time should first contact the meeting organiser. If the issue is not resolved they should contact the Chair of the EDI committee or Head of School.

Version History

Version	Date	Description	Author
1.0	June 2020		Graeme Watson
	29 th September	Discussion at School Committee	Graeme Watson

	1 st December	Approved at School Exec	Graeme Watson
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Impact

The impact is two fold.

- 1) Is the policy generally known and understood (change in environment)
- 2) % of meeting held during core hours

How to measure impact

Survey questions

- 1) Are you aware of the School of Chemistry's policy on meeting hours and that School meetings should only occur during core hours (10.00-16.00).
- 2) Do you think the policy has reduced the number of out of core hours meetings?

% of School meetings that occur with the core hours (to be reported annually in the EDI annual report).

Do we need to ask a question about advance notice of meetings allowing sufficient time to organise calendar/diary?