

## Core Meeting Hours Framework

The Core Meeting Hours Framework aims to support schools and professional services with the inclusive scheduling of meetings. The University aims to include all staff (including part-time staff) and where relevant, PGR students, in the intellectual, professional and governance discussions that are central to the life of their school or service. Ensuring that key meetings are scheduled to maximise participation is vital to this endeavour. This framework provides guidance to help colleagues identify and schedule core meetings.

### What is a core meeting?

Core meetings are those that are important to the work of an area. Such meetings are generally also important for community building. We aim to ensure that all staff can participate in the intellectual life and decision making of their area and that we are working to build community and equitable opportunities for professional development. The identification of a meeting as 'core' is a local matter for the Head of School/Service and should be guided by the following principles:

1. Any school/service meeting that all staff members (regardless of tenure, FTE or contractual status) may need or could be expected to want to attend;
2. Any meeting that is fundamental to the business of the school/service.

**Examples of core meetings:** School/service meetings; Regular staff team meetings; School Management Team meetings; Student Education meetings (STSEC, academic process meetings e.g. Mitigating Circumstances Committee etc.); Research and Innovation Committee meetings; research seminars; EDI and Health and Safety meetings. This list is indicative, and Heads/Line Managers are encouraged to reflect on meetings in light of the principles above.

### Scheduling Core meetings

In scheduling core meetings, organisers should prioritise inclusivity, work-life balance, and wellbeing.

- While there will need to be some variation across the University to take into account the different working patterns of colleagues, **for the majority of areas core meetings should be scheduled between 10am and 4pm Monday to Friday.**
- Wherever possible regular core meetings should be scheduled on different days of the week to enable part-time colleagues to participate.
- Significant religious dates and school holidays should be avoided where possible
- Where meetings are scheduled between 12pm and 2pm consideration should be given to ensuring that colleagues have the opportunity for an adequate lunch break.
- When scheduling longer meetings, comfort breaks should be included
- Where consistent with the purpose of the meeting, offering opportunities to participate digitally may help to increase participation

### Promoting inclusivity: non-core meetings and other events

It is important to ensure that all meetings and events are as inclusive as possible. In thinking about scheduling non-core meetings and events colleagues are encouraged to:

- Consider whether particular groups are likely to be excluded by the date or timing of events e.g. significant religious dates, school holidays
- Think about alternative timings that might enhance inclusivity e.g. might a lunchtime social event be more inclusive of colleagues with family commitments?
- Consult with colleagues on the timing of non-core events and give as much notice as possible