2024-25 Committee Timetable: Guidance for Secretariats

Institutional Governance Team

April 2024

The Committee Timetable

- The Institutional Governance Team, part of the Secretary to Council's Office, leads on the production of the Committee Timetable (CTT) each year.

- The Team works with colleagues across the University to ensure meeting dates match Chair and Executive Team availability, membership and the necessary flow of business.

- Any queries relating to the Committee Timetable should be sent to committeetimetable@warwick.ac.uk which is monitored by the Team throughout the year.

- **Please read this guide in full if you support a Committee.** It contains further information on action you must take in relation to diary invites, ordering catering, meeting rooms, information security and, in exceptional circumstances, how to request a change to meeting dates.

WARWICK
THE UNIVERSITY OF WARWICK

Room bookings (1)

- Meeting rooms have been allocated based on previous years where possible and any in-year feedback received.

- **Please book your rooms via Outlook asap**. CTT meetings have priority in **UH1 MR CMR 1.0, 1.1 and 1.2** and non-CTT booking requests for dates from September 2024 are therefore currently being held back. Failure to book your room may result in it being booked by someone else once the hold period for the CTT has passed. Room bookings will open to non-CTT bookings on Monday 29 April 2024 so your room must be booked by then.

- **Either** include the relevant room resource account in your Outlook calendar meeting invites for members **or** make a separate booking directly into the relevant room resource account calendar. Further information is available here: https://warwick.ac.uk/services/sg/spa/spacemanagement/meetingbooking/

- If your meeting has **refreshments/catering, please book set up and clear down time for the room** 15 minutes either side of your meeting. You can either book separate slots before and after your meeting or extend your room booking if this is separate to your meeting calendar invite for members.

Room bookings (2)

- If your meeting takes place in the **Senate House Council Chamber/ Foyer** it will be booked by the Governance team on your behalf.

- For meetings in other locations e.g. Executive Office rooms (University House and Senate House), CCSG venues, Students' Union, Social Sciences and Life Sciences, please book the room as you would have in previous years.

Information Security

- It is the responsibility of the Secretary to ensure that all confidential material is removed from the room after a meeting has finished.
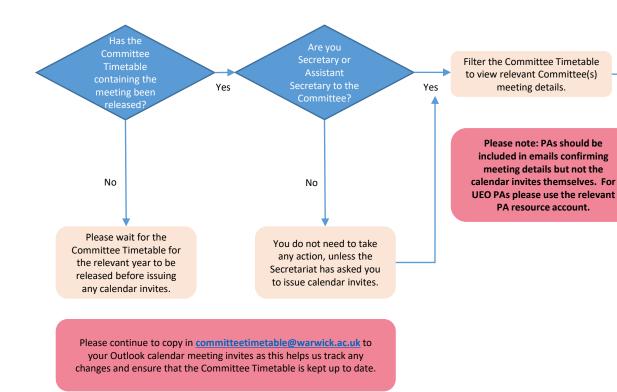
Accessibility Suggestions

- Is the entire slot of your meeting required, can any items go below the line? Could you shorten the actual length of your meeting, agenda business permitting, to allow travel time and/or "diary breathing space" between meetings?

- Please aim to circulate all committee papers at least one week in advance, with papers presented in a consistent font and format.

- You may wish to add the following to your circulation emails:

    Please let us know if you require any adjustments under the Equalities Act 2010. All efforts will be made to make the adjustments required to enable you to attend.

Calendar invites inc. room bookings

WARWICK
THE UNIVERSITY OF WARWICK

Has the Committee Timetable containing the meeting been released?

No → Please wait for the Committee Timetable for the relevant year to be released before issuing any calendar invites.

Yes → Are you Secretary or Assistant Secretary to the Committee?

No → You do not need to take any action, unless the Secretariat has asked you to issue calendar invites.

Yes → Filter the Committee Timetable to view relevant Committee(s) meeting details.

Please note: PAs should be included in emails confirming meeting details but not the calendar invites themselves. For UEO PAs please use the relevant PA resource account.

Please continue to copy in **committeetimetable@warwick.ac.uk** to your Outlook calendar meeting invites as this helps us track any changes and ensure that the Committee Timetable is kept up to date.

Send an email to members and attendees confirming details of meeting dates for the whole year, inc. times and locations. (Follow-up to this email if any in-year changes are made.)
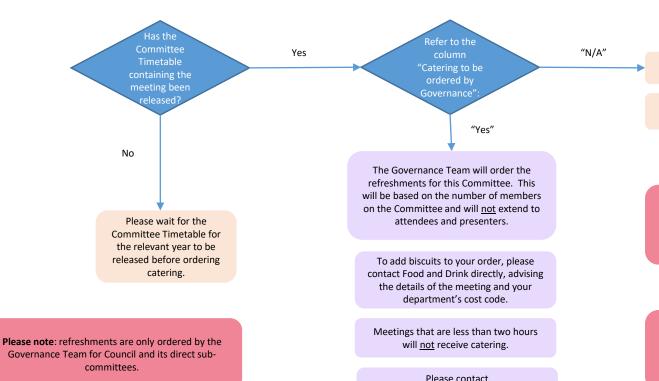
Send Outlook calendar invites, preferably from a resource account. Please include the CTT, Resource **committeetimetable@warwick.ac.uk** Ensure these invites are updated in-year if changes are made.

Book meeting rooms via Outlook asap, either by adding the relevant room resource to your meeting calendar invite or by sending a separate booking to the relevant room resource.

Following memberships approval in August/ September and any other in-year changes, add new members/ re-issue the email/ invite and remove anyone no longer on the Committee.

Catering

Has the Committee Timetable containing the meeting been released?

Yes → Refer to the column "Catering to be ordered by Governance":

No → Please wait for the Committee Timetable for the relevant year to be released before ordering catering.

"N/A" → If it is required, you will need to order catering yourself, using your department cost code.

We advise that meetings of two hours or less should not receive catering.

"Yes" → The Governance Team will order the refreshments for this Committee. This will be based on the number of members on the Committee and will <u>not</u> extend to attendees and presenters.

To add biscuits to your order, please contact Food and Drink directly, advising the details of the meeting and your department's cost code.

Meetings that are less than two hours will <u>not</u> receive catering.

Please contact
committeetimetable@warwick.ac.uk
with any queries.

Please note: refreshments are only ordered by the Governance Team for Council and its direct sub-committees.

Remember to add 15 minute set up and clear down slots before and after your meeting room booking. Failure to do so may delay the start of your meeting and disrupt subsequent meetings.

It is the room user's responsibility to clear and tidy the room ready for the next user. Please leave the room as you would wish to find it.

WARWICK
THE UNIVERSITY OF WARWICK

How to Change a Meeting Date, Time and/ or Venue

WARWICK
THE UNIVERSITY OF WARWICK

Identify an exceptional requirement to change a meeting date, time or venue.

Is the meeting Committee timetabled?

Yes →

The Secretariat should email **committeetimetable@warwick.ac.uk** and include:
1) Details of the meeting to change
2) The reason for the change
3) Where/ when you would prefer the meeting to be moved to, if known (please note this cannot always be accommodated).

The Governance Team will look to find you an alternative date/ time that works with Chair availability, the flow of business, room bookings, and avoids membership clashes with other Committee meetings.

The Governance Team will notify the Secretariat of the new details, if they have successfully identified an alternative date, time, venue etc. The Governance Team will also update the online Committee Timetable.

No ↓

Please amend the meeting date, time, venue, room booking and catering (if applicable) and ensure you inform members, attendees and relevant colleagues.

Please continue to copy in **committeetimetable@warwick.ac.uk** to your Outlook calendar invites as this helps us track any changes and ensure that the Committee Timetable is kept up to date.

The Secretariat must notify the Committee of any in-year changes and update the relevant calendar invites and room bookings. The Governance Team will not inform the Committee.