

2022-23 Committee Timetable: Guidance for Secretariats

Institutional Governance Team

May 2022

The Committee Timetable

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

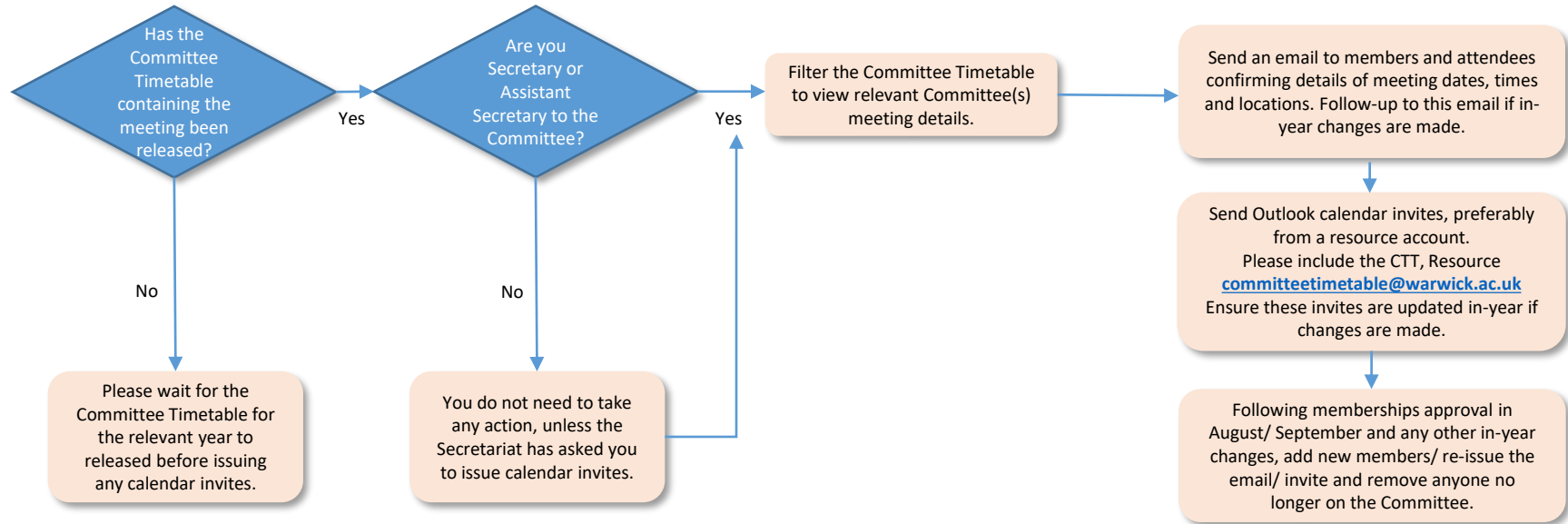
CHANGES COMING Committee Meeting Rooms

- Meeting rooms have been allocated based on previous years where possible and any in-year feedback received.
- If your meeting takes place in the Senate House Council Chamber/ Foyer it will be booked by the Governance team on your behalf.
- **Please note:** changes are coming to the committee room booking system/process, as part of a wider project to: pool meeting room bookings in one place, to support hybrid working, raise the standards of AV provision and improve system efficiency. Please be assured the rooms allocated to your committee or group in University House as part of the Committee Timetable process will be reserved for your use, however we will be in touch in due course with further information on changes to the booking system itself.
- 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.

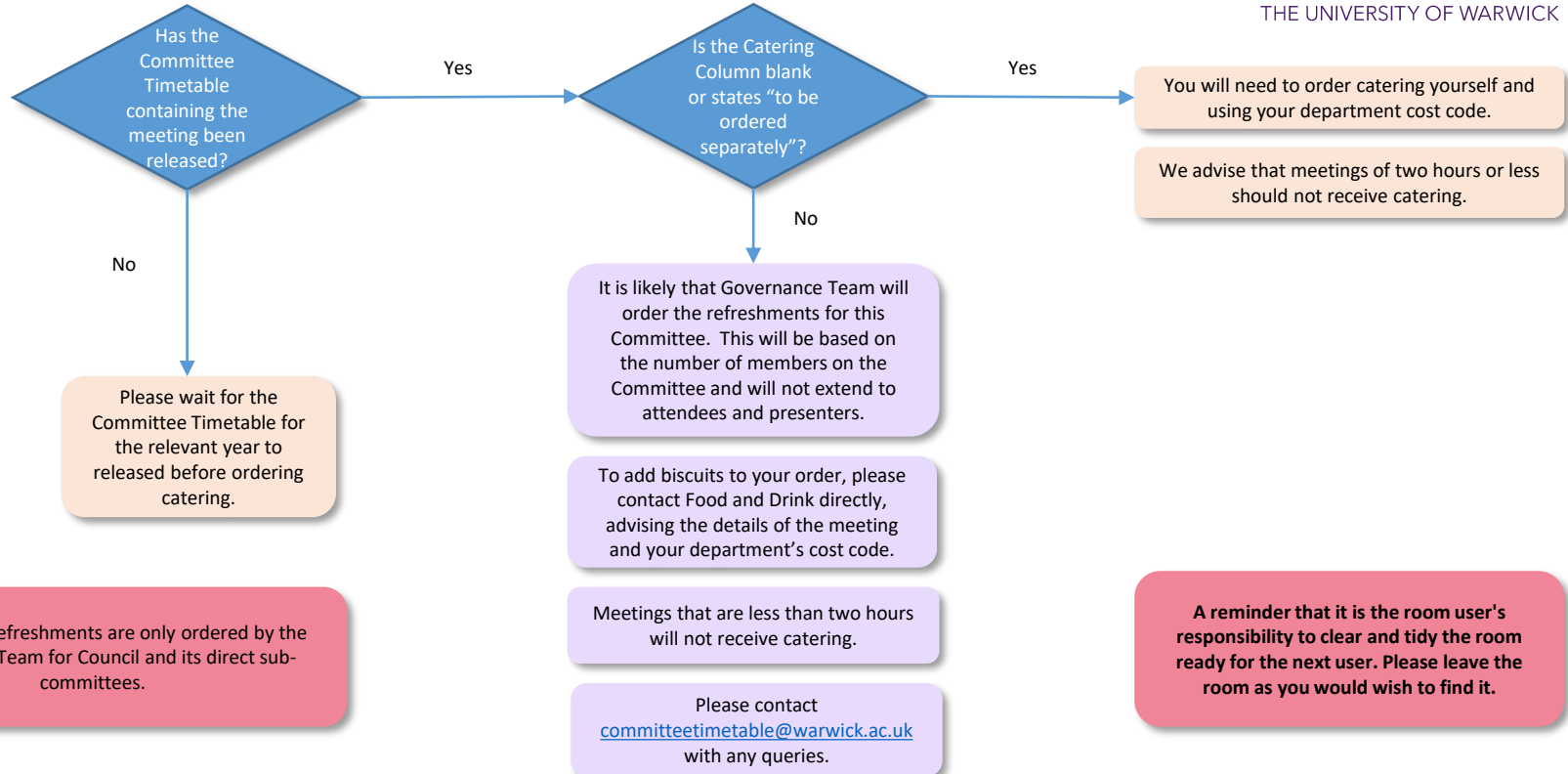
Information Security

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

Diary Invites: Via Outlook



Catering



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

