

Guidance on Scheduling Meetings in the Context of Remote Working

This set of recommendations is to be read in conjunction with the School's 'Policy on Core Hours' (May 2020).

The current remote working arrangements put in place in the context of the COVID-19 pandemic are challenging for those with caring responsibilities at home. Although these difficulties are particularly acute during the current school closures, we expect a degree of disruption over care arrangements throughout the next academic year.

As a means of helping colleagues manage this difficult balancing act, please consider the following recommendations when scheduling meetings:

- 1) Make sure that School/Departmental meetings have a regular pattern (i.e. specific days/times) to allow colleagues to make predictable care arrangements.
- 2) Consider scheduling meetings during two 'working windows' within the day: 10:00-12:00 and 14:00-16:00. This will allow colleagues (particularly those with young children) to manage staggered starting/ending times at school or be available during mealtimes. It also makes the sharing of care responsibilities easier (as this often happens in 'blocks of time').
- 3) Keep meetings short (not all meetings need to last for 1 hour or more!) and consider whether all invitees need to be present at the meeting.
- 4) Consider recording remote meetings so that colleagues who are unable to attend can catch up with what has been discussed. Remember to ask the permission of all participants before recording a session!
- 5) Consider the accessibility of the remote meetings you convene for disabled colleagues. If in doubt get in touch with the University's Disability and Advisory Support Service (DASS).

Remember to acknowledge the extraordinary efforts all colleagues are making to adjust to these very difficult circumstances and try to accommodate all reasonable requests in order to mitigate some of the stresses involved.

END

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