

# School of Mathematical and Physical Sciences

## Scheduling core meetings policy

### Relates to all staff in MPS

#### General Principles

- 1) To embed a culture of work/life balance that *best efforts* should be made to schedule meetings in between the core hours of 10:00– 16:00 Monday-Friday.
- 2) To ensure the comfort of all attendees any meeting or event expected to be longer than 2 hours should have a scheduled breaks of an appropriate length, minimum 10 minutes.

#### Definitions of 'meeting'

A meeting will comprise any forum in which information is being shared or decisions are made that might affect the delegates of the meeting.

This policy relates to any meeting that is delivered by the School or the Departments therein.

#### Exceptions to principle 1 only

Research group seminars: where a double speaker session may be in place.

Research Colloquia: an infrequent event with advanced notice that is aimed at sharing research.

University-level committee meetings, Senate meetings and *ad hoc* review sessions that are scheduled by other units of the University.

Exam Boards: it will be the intention of the School to complete the business of exam boards within the hours of 10:00-16:00, however there may be occasions when a meeting overruns.

#### Exceptions to Principle 2

Video meetings: Please see section on video meetings

#### Procedure

Chair of the meeting to consider the timing of the meeting and schedule breaks.

Secretary of the meeting (where applicable) to be aware of the timing and ensure the meeting arrangements are made appropriately.

#### Overrunning meetings

Where a meeting overruns the published end time, the Chair should:

- call the meeting to a close and propose a subsequent date and time be organised, or
- invite the delegates to leave if they have other arrangements, and/or
- invite delegates to stay and conclude the discussion *only if available*.

In the case of formal meetings which have a Secretary appointed from the administrative staff in the School, consideration should be given to the completion of the meeting by the published time, and at the published time the Secretary should be invited to leave the meeting in the same manner as the delegates.

## **Video meetings**

The following adjustments are to be made where meetings are web based and held using video software:

- a minimum of five minutes break, every hour. This is obligatory for formal meetings. It is the responsibility of the chair to ensure breaks, though other attendees are encouraged to remind the chair if the meeting runs into the anticipated break time.
- Video should be turned off and microphone muted unless you are the Chair of the meeting or are currently speaking.
- In larger meetings requests to speak should be made via the chat function.
- Recording of meetings is permitted on the agreement of all attendees.

It is also recommended, but not mandatory, that those taking part in video meetings with external (non University of Sussex) attendees use a background with the University logo.