

2023-24 Committee Timetable: Guidance for Secretariats

Institutional Governance Team

June 2023

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.

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 bookings are currently being held back from September 2023. 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 31 July.
- **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.

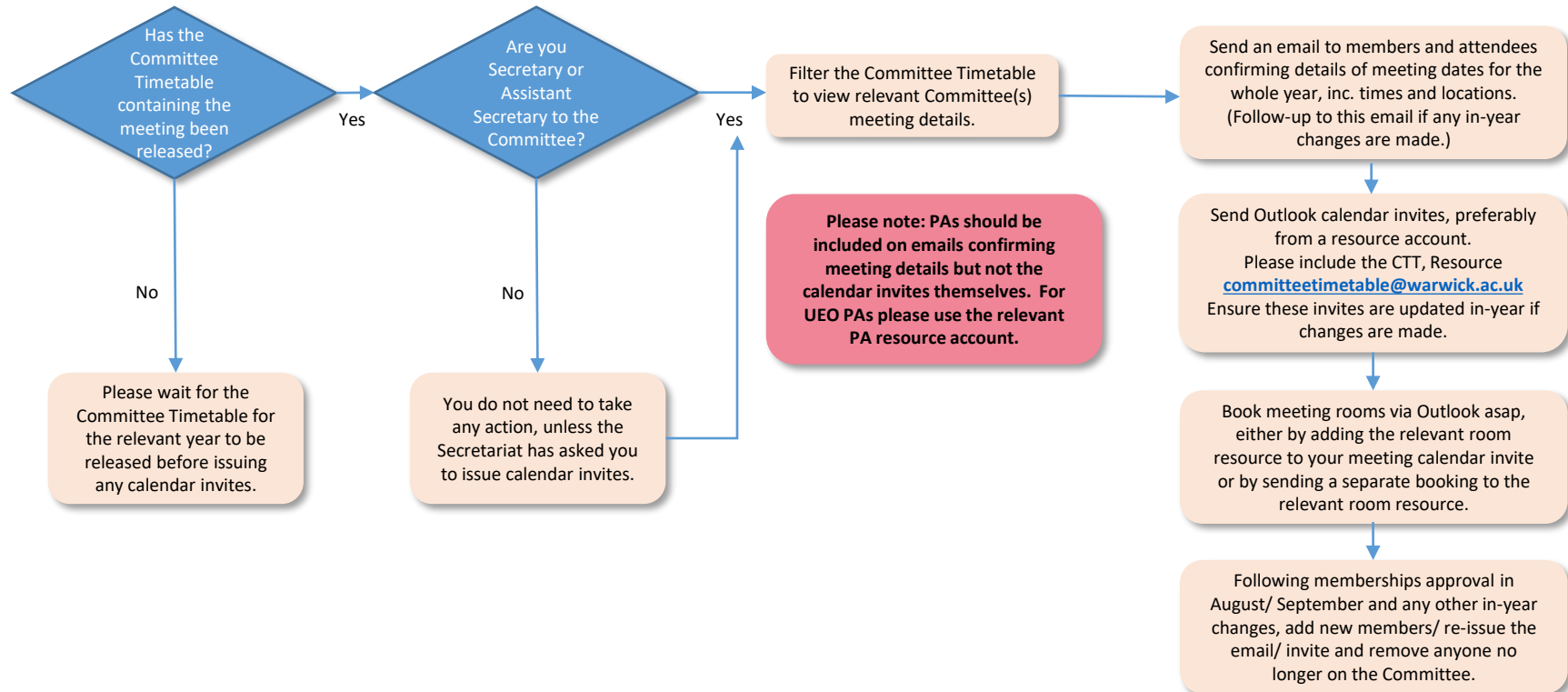
Room bookings (2)

- 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.

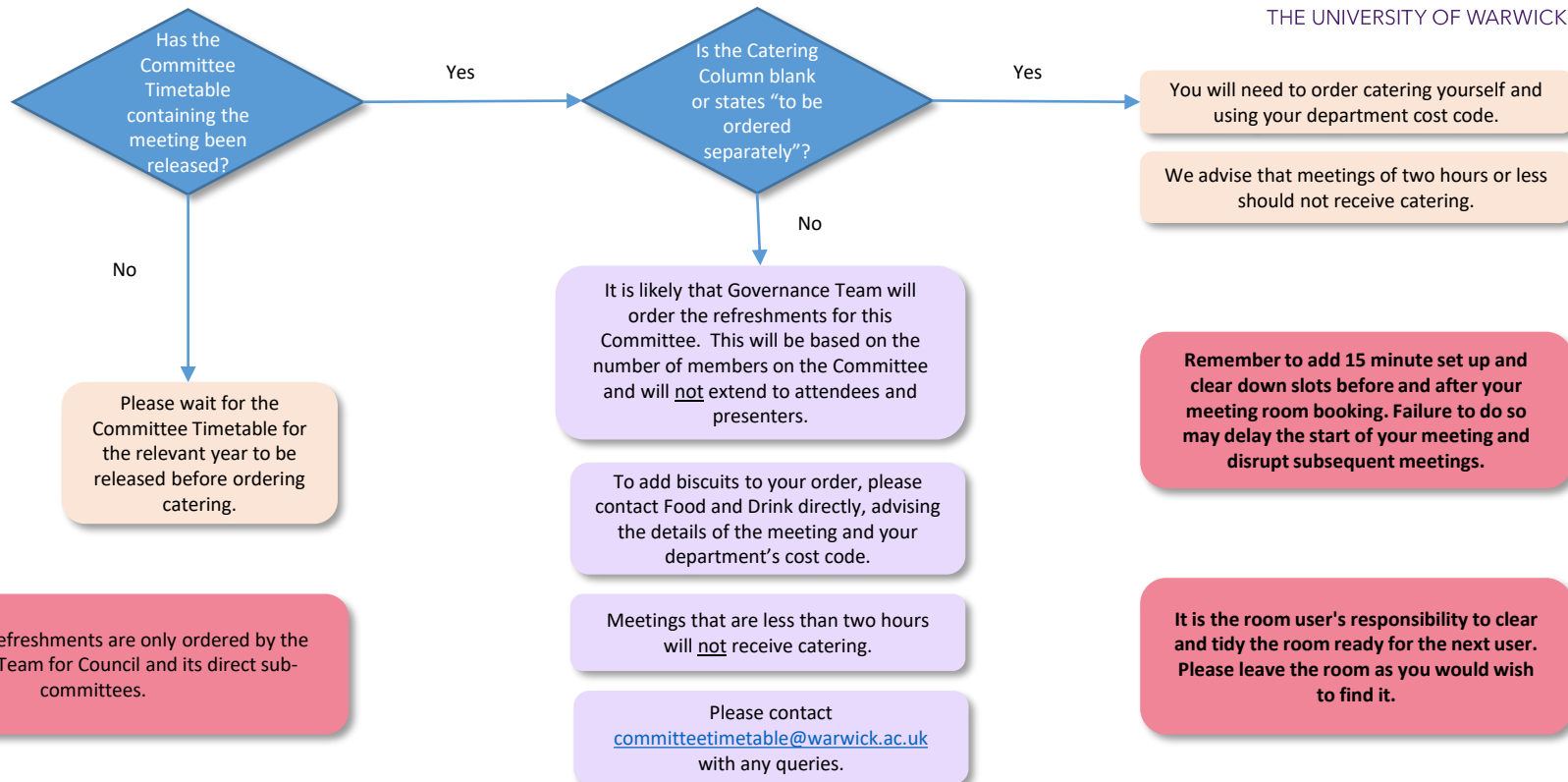
Information Security

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

Calendar invites inc. room bookings



Catering



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

