

## Lynch Meetings Standards Policy

### Pre-Meeting

1. Consider the criteria for a meeting. Meetings are not for round the table updates, and any updates should be sent via emails. Meetings are only for brainstorming, resolving challenges and making decisions.
2. The company standard for meeting length is 45 minutes or less, but there are occasions when meetings need to be longer. Just because Outlook pre-defines a one-hour slot, this doesn't mean you need to book the whole hour.
3. Use the Official Meetings Forms LF015 to set a clear and timed agenda. Share this 24-48 hours ahead of the meeting with all attendees.
4. One person to chair the meeting (usually the person who organised the meeting) and one person to record action points on the Official Meetings Form.
5. Be on time. If you are hosting the meeting and need to set up any technology, please arrive 10 minutes before to make sure everything is working correctly.

### Meeting

6. Make sure you go through the Company Meeting Standards, which are visible in all meeting spaces. Feel free to challenge anyone who is not following the standard in a constructive way.
7. Stay on topic. If the conversation veers off for more than 10 mins, then we need to park this idea and take it to a separate meeting. Chairperson to champion this.
8. Always summarise your agreed upon actions with ownership and agreed time frame at the end of every meeting.

### Post-Meeting

9. The Official Meetings Form LF015 needs to be sent out with clear notes and action points, ideally the same day, but in the worst case, the next day.
10. If you have a follow up meeting set, then ensure you attach the last meeting notes to the next calendar invite so all attendees can review previous meeting notes from their calendar at any time and work off their action points.
11. Action Points should be completed by the appropriate date and responses fed back to the organizer before this time.

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