

MANAGEMENT MEETING

Trustees, committee members and individual Friends: guidance on contact with staff

In principle all contact between trustees or committee members and staff should be through the Recording Clerk. However in practice the channel will often be through the relevant general secretary or head of department.

1 Asking for information already in circulation

In circumstances where trustees or committee members already have a formal working relationship with an individual member of staff servicing their work e.g. by serving as clerk to a sub-committee or working group, and need to request information to help with that work they can/should make direct contact with the staff member concerned.

Copies of papers are readily available for trustees who need it for their work for the Yearly Meeting. Members of Meeting for Sufferings are encouraged to contact either the Recording Clerk or heads of department with any queries about the content of papers staff have prepared for Sufferings in advance of meetings. They can also request copies of previous papers and of committee papers referred to in minutes sent by committees themselves to Meeting for Sufferings, or indeed central or other standing committee minutes, subject in all cases of course to any necessary confidentiality e.g. where the work of an individual staff member may be recorded.

Where the information requested goes beyond the requirements of Meeting for Sufferings or may be of a sensitive or contractual nature, the request is best made through the relevant general secretary or head of department.

In all these circumstances it is only necessary to keep the Recording Clerk informed if a request is declined or where subsequent discussion raises issues which are outside the remit of the staff supplying the information.

2 Asking for information not yet published

Any requests by trustees for information about work or situations which are not minuted or reported, requests from members of central or standing committees for information about another area of work, or requests for information from individual Friends, should be directed to the relevant head of department who will decide what information can be shared. The head of department will keep the Recording Clerk informed if necessary.

3 Practicalities

It is helpful to make contact by letter, e-mail or phone and to allow time for a response, especially as many staff work outside the office. It is not helpful/productive to walk round the offices to look for information or the relevant member of staff except by prior arrangement or unless the Friend concerned has a direct working relationship with the staff member-e.g. a clerk or assistant clerk of a committee who needs to be in touch with the committee administrator, perhaps in the absence of the committee secretary.

4 Passing on or requesting information of a sensitive nature.

In circumstances where a trustee, committee member or individual Friend wishes to discuss, question or complain about a particular programme of work or conduct of an

individual staff member, or about Management Meeting, it is expected that they raise the matter on their own account and not on behalf of anyone else. In any event they should contact the Recording Clerk who will keep the relevant general secretary or head of department informed and involved as required. It is also necessary to inform the Recording Clerk directly if the matter concerns a general secretary or head of department.

5 Requests for work to be done

All requests for work to be undertaken which has not already been agreed by the relevant committee or head of department or for written explanation of work done should be channelled through the Recording Clerk.

6 Use of this guidance

It is recognised that decisions by Yearly Meeting 2006 may necessitate amendments to this guidance and it will be reviewed as required. In the meantime there is further guidance on committee/ staff relations in the Committee Handbook.

Management Meeting
21 March 2006