



Service Level Statement

About The Service Level Statement

This Statement sets out the minimum service standard expected of all of those involved in a meeting. Chairs, secretaries and members are expected to make every effort to adhere to this Statement.

Responsibilities of Chairs

	Timescale
Ensure there is a Terms of Reference document following the agreed template.	First meeting of the Committee Review annually
Approve a draft agenda prepared by the secretary	10 working days before the meeting
Approve draft minutes following receipt from the secretary	7 working days after receipt
Work with the secretary to set meeting dates for the coming year, taking into account where necessary dates of parent and sub committees	By 31 st July each year

Responsibilities of Secretaries

	Timescale
Work with the chair to set meeting dates for the coming year, taking into account where necessary dates of parent and sub committees	By 31 st March
Notify committee members of meeting dates for the coming academic year	As soon as possible after 31 st July
Where necessary, arrange for election/nomination of members	Before the first meeting of the academic year
Maintain up-to-date list of membership including category and length of tenure	Ongoing
Add review of the Terms of Reference to the agenda	By end of academic year
Notify the secretary of the parent body of any changes to the Terms of Reference	20 working days after the meeting
Send a request for agenda items/papers and a deadline for their receipt	3 weeks before the meeting
Prepare a draft agenda using the agreed template and pass to the chair	12 working days before the meeting
Distribute the agenda, notes of the previous meeting and papers to the members	5 working days before the meeting
Prepare draft notes using the agreed template and pass to the chair	7 working days after the meeting
Distribute agreed notes and action lists to members	14 working days after the meeting
Send agreed notes to the secretary of the parent body	20 working days after the meeting
Ensure that notes, agendas and papers are prepared	As necessary

using the appropriate templates	
Ensure that agendas, minutes and papers are stored, and could be accessed by a colleague in the event of absence	Every three months

Responsibilities of Committee Members

	Timescale
Notify secretary of agenda items	13 working days before the meeting
Send papers to secretary	7 working days before the meeting
Notify secretary of inability to attend, and, where allowed, if a deputy will attend	At least 1 working day before the meeting
Where an action has been received, be prepared to report on this	Next meeting
Ensure that meeting papers are prepared using the appropriate template	As required

23rd May 2012
 Owner: [Miriam Lakin](#)