

Administrative Support Guidance for Training Committee Meetings

Due to the recent staffing changes in the Programme Support Teams at Regatta and PP3, we are no longer able to provide the following Administrative support for Training Committee Meetings:

- Production of Minutes including typing - Committee to rotate this task. Once Chair has approved, minutes to be emailed to the appropriate Programme Support Administrator /Programme Support Officer (PSA/PSO) for circulation.
- Agenda Setting - Agenda items are to be set by the Chairperson and provided to the appropriate PSA/PSO for Agenda production (putting into HEE approved format) and circulation
- Fixing dates for the next meeting - Date of next meeting to be agreed by the Chairperson, to be circulated with the minutes.

We will be available to provide the following Administrative support:

- Sourcing of external meeting rooms by PSA/PSO i.e. Education Centres
- Booking of available Regatta & PP3 meeting rooms
- Agenda production and circulation
- Noting of apologies / attendees
- Circulation of Chairperson's approved Minutes
- Minute actions follow up, see post-meeting guidance below.

Please note, as Training Committees are external meetings, we are unable to provide catering facilities. However, water machines and cups are available on site.

Pre-Meeting Guidance:

- Email the appropriate PSA/PSO with your STC enquiry including the following information:
 - Date of meeting
 - Start and End time
 - List of invited attendees including email addresses
- Once Attendees are confirmed, the PSA/PSO will send a copy to:
 - Sallie.costello@hee.nhs.uk (All Meetings)
 - Regatta.Reception@liverpoolpct.nhs.uk (Regatta Place Meetings - Liverpool)
 - Maraina.Archibald@property.nhs.uk (Piccadilly Place Meetings – Manchester)
 - External Venue

Post-Meeting Guidance:

- Email a copy of the Chairperson's approved Minutes to the relevant PSA/PSO who will circulate to the appropriate Programme Support Manager, who will follow up on any appropriate actions.

Please note Sallie Costello will keep a running log of all Training Committee Meetings for monitoring purposes.

The above process will be in operation from 1 January 2018.