**Workload Planning Briefing**

This briefing is designed to ensure messages are cascaded throughout the colleges. For information, the college representative at the last meeting is appended.

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| **Date of last Steering Group:** | 8 March 2022 |
| **Date of next Steering Group:**  | 26 April 2022 |
| **Agenda Items:** | * TRAC sign-off 2022
* Task and Finish Group final report
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| **Items to Action:** |
| **For Information:** TRAC 2022  | A proposed sign-off window for TRAC 2022 was discussed and agreed as 16 May to 16 June. A comms plan will be developed based on feedback from the previous year and will be kept brief and avoid too many email comms to academic staff. FAQs will be developed for the webpage that aim to answer queries that were frequently raised during TRAC 2021. The new faculty structure was discussed but should not impact on TRAC 2022 which is reviewing workloads before the change to the structure. |
| **For Information:** Task and Finish Group final report | The report has been shared with the Wellbeing, Inclusion and Culture Board and will go to the University Executive Board as well. The report was circulated late to the Group so will be added to the agenda of the next meeting for further discussion. The report provides a detailed SWOT analysis and makes recommendations that will be shared more widely once it has been to the various governance groups. |
| Next Steering Group | **Let your workload planning administrator know before 18 April** if your college would like to provide any papers or briefings to the workload planning steering group on 26 April 2022. |

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| Workload Planning Steering Group College Based Attendees (25 January 2022) |
| CEMPS | Nicola King, ADE |
| CLES | Dan Charman, PVC |
| CMH |  |
| BUS |  |
| HUMS | Adam Watt, ADR |
| SSIS | Sue Prince, ADE |
| UCU | Abi Dymond, SL SSIS |