**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:** | 12 October 2021 |
| **Date of next Steering Group:**  | 25 January 2022 |
| **Agenda Items:** | * Update on governance
* Review of TRAC 2021 sign-off
* Update from first meeting of Task & Finish Group
* Allocations for coaching activity
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| **Items to Action:** |
| **For Information:** Update on governance | Following a governance review the AWPSG will report to the newly established Wellbeing, Inclusion and Culture Board and will focus more on operational matters relating to workload planning. A new Workload Allocation Group will focus on principles of allocation of workload. |
| **For Information:** Review of TRAC 2021 sign-off | A review of the 2021 TRAC sign-off was presented with recommendations for comms plan for sign-off for TRAC 2022. |
| **For Information:** Task and Finish Group | The first meeting of the Task & Finish Group took place on 28 September and agreed the focus and process for the group. A detailed SWOT analysis will be produced and a report with recommendations from the group will be presented to AWPSG. It was anticipated that 2-3 further meetings would be required to complete the SWOT and Report. |
| Next Steering Group | **Next meeting is 25 January 2022**  |

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| Workload Planning Steering Group College Based Attendees (8 June 2021) |
| CEMPS | Nicola King, ADE |
| CLES | Dan Charman, PVC |
| CMH | Richard Smith, Deputy PVC |
| BUS | Alexandra Gerbasi, DPVC |
| HUMS | Adam Watt, ADR |
| SSIS | Sue Prince, ADE |
| UCU | Alex Fairfax-Cholmeley, SL HUMS |