



Agenda Item 04

Panel Sub-Committee Survey – Actions *For Information*

Louise Evans (SECAS)

Panel Sub-Committee Survey – Actions



Comments from Committee members	Panel agreed actions
DCC papers are issued late too frequently, 5WD review period required in all but exceptional circumstances	SECAS is working with Chairs to agree principles for accepting late papers only in exceptional circumstances. Late papers to be removed from meeting agendas and meetings to be cancelled if documentation not available.
Late papers drive email traffic	Reduce volume of late papers by enforcing cut off. Consolidate late paper notifications. We already do this for Change Sub-Committee. SECAS has also provided guidance to members on how to switch off Egress notifications. Is this sufficient?
It can be challenging to follow a long meeting if all materials not provided in advance	Provide members with all presentation slides in advance of meetings to facilitate remote participation.
Agenda timings not always adhered to	Work with Chairs to enforce agenda timings during meetings more rigidly.
Additional comfort breaks would be beneficial for remote meetings	Ensure one morning and one afternoon break of at least 10 mins is scheduled.

Panel Sub-Committee Survey – Actions



Comments from Committee members	Panel agreed actions
Access to meeting documentation could be slightly improved	Add agendas to meeting calendar invites for ease of accessibility – this has been completed. Any other ideas from members?
Meetings could be more interactive	We will be encouraging meeting presenters to share their video for remote meetings as well as starting all meetings 15 mins early to give the opportunity to socialise. Drive engagement at remote meetings by making use of Microsoft Teams functionality (e.g. hand raising – already used by members.)
DCC meeting documentation does not always include narrative to explain any figures	Request that DCC include narrative to explain all figures in meeting materials (changes, trends, anomalies etc)
DCC meeting documentation does not always signpost information that is subject to change	Request that DCC signpost information in meeting materials that is subject to change
Acronyms are not always expanded on first use	Expand acronyms on first use in all cases in meeting documentation, minutes and slides

Recommendations



The Change Sub-Committee is asked to:

- **NOTE** the improvement areas identified and agreed actions; and
- **PROVIDE** any additional Change Sub-Committee specific feedback.