

Workplace Healthy Meeting Planning Checklist

Healthy Meetings help to promote and improve workplace health and wellbeing as well as a culture of outcome-focused efficiency. We should work to ensure we have healthy meetings, but we should also carefully consider the necessity and length of any meetings we plan in relation to the knock on effective on staff workloads. Sustainability is also an important consideration of healthy meetings, and while active travel options should be encouraged for staff attending from different buildings or who are external, video, or phone may be appropriate for certain meetings to reduce meeting related travel. Video meeting rather than travelling can also reduce the total time a staff member needs to devote to that meeting and may support them to better manage their workload.

The below list will guide you through considerations before the meeting and actions and reflections after the meeting. Note: not all of them will apply to every meeting.

Considerations in advance of the meeting

- Is this meeting necessary (e.g. the information cannot be shared via email)?
- Does the meeting have clearly defined aims and objectives?
- Will a 'decision maker' be in attendance?
- Where relevant, have attendee's been asked to prepare their thought's in advance?
- Have all papers been sent out in advance to allow attendees adequate time to prepare?
- Have you advised meeting attendees in advance that they are allowed to stand and stretch within the meeting (when appropriate)?
- Do all attendees need to travel and attend in person?
- Have you explored options for standing and 'walk and talk' meetings?
- Have you considered access requirements or adjustments for those attendees with additional needs? Have you agreed a minute/ action taker ahead of time?

Considerations when planning the agenda

- Does the meeting have an agenda? Are the aims and objectives of this meeting included in the agenda so attendees are aware of these in advance?
- Does your meeting need to be made up of 30 minute slots? Could it be 25 minutes instead of 30 minutes and 55 minutes instead of 60 minutes to allow time for attendees to arrive on time to their next meeting and therefore feel less rushed?
- Plan in 2-5 minute standing/moving breaks in between agenda items in meetings of over 30 minutes in total?
- Is there opportunity for social connections to take place before the full agenda (where appropriate) so they can start on time?
- Have you allocated time for introductions from everyone, and to set expectations for the meeting i.e for virtual meetings: mics off/ raise hands/ use of the chat.

Considerations for an external meeting

- Has active travel to the meeting been encouraged and promoted with the nearest bike storage or bus stop? Has parking further away been promoted to encourage people to active travel part of the way? Or appropriate online meeting software method been considered?
- If appropriate - Is water the default beverage? Have fruits and/or vegetables been offered rather than or in addition to biscuits as snacks. (if snacks will be provided).
- Promote smoke free premises and where the breast-feeding facilities are
- Do introductions to make sure everyone knows everybody and for minute takers.

Actions after the meeting

- Are there clear identifiable action items, with deadlines and assigned responsibility to each one?
- Have the minutes with actions, deadlines and assigned responsibility been sent out to those concerned?
- Did the meeting meet its aims and objectives?

Reflections after the meeting

- Did each agenda item run to time? If not, when planning a similar meeting in the future either allow more time for the item, or ensure the chair is strict with time?
- Were there too many agenda items?
- Did the meeting stay on topic?
- Were all attendees engaged throughout the meeting? Is the current format of the meeting getting the best out of attendees?
- Were people encourage to engage? Were the more restrained encouraged and those who talk a lot constrained?
- If appropriate - Were the use of email, smartphones or other technology distractions restricted during the meeting?
- Were there opportunities to stand for all or some of the meeting? Did people stand? If not, how could you encourage them to do so next time? Or were short breaks given during long virtual meetings where standing meetings aren't possible.

Resources:

Active travel: [bike share](#), [mindfulness road safety practice](#) and [BetterPoints app](#).

Active breaks the [Healthy Lifestyles Youtube channel](#) such as: [20 min](#) seated Yoga,

Suggested healthy options: [food scanner app](#)

Snacks: fruits, veg sticks, hummus, oatcakes, unsalted nuts, rye crispbread or wholemeal pittas.

Breakfast: choose oats, wholegrains and include fruit and vegetables.

Lunches: choose wholegrain, unsalted, low saturated fat, include legumes and fruit and vegetables.