The meeting attendance audit can be a helpful tool for a manager to identify efficiencies for colleagues. There will of course be meetings that attendance is crucial but perhaps there may be opportunities to rotate attendance, pause or cease attendance. Share the template below to gather information on the meetings your team members attend, and what their role is on that group. Once the team has contributed to the shared document, we suggest you discuss each meeting as a team and identify ways to create efficiencies. Colour coding could be useful. It is recommended to review on a regular basis.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Name of group/meeting** | **Purpose of the meeting**  | **Do you find it useful** | **Your role** | **Frequency of meetings** | **Decision** |
| James | Mental Health & Wellbeing Working Group  | Oversight of the wellbeing action plan for the University.  | Extremely useful | Chair  | Quarterly |  Essential attendance |
| *Sam* | *Student Mar Comms Events meeting* | *Overview of what’s happening at the university.*  | *Its quite useful but I can also get the information from the meeting minutes*  | *Attendee* | *Monthly* | *Other members of team (Wendy) also attend - can rotate attendance with colleagues and share meeting notes/discussion at team meetings* |
| *Wendy*  | *Student Mar Comms Events meeting* | *Overview of what’s happening at the university.*  | *Useful, perhaps we could share attendance and report outcomes at team meetings?* | *Attendee* | *monthly* | *Other members of team (Sam) also attend - can rotate attendance with colleagues and share meeting notes/discussion at team meetings* |
| *Richard* | *Mental Health Fist Aid Network* | *To upskill myself and support others* | *It is useful l but my workload is extremely high at the moment.* | *Attendee* | *monthly* | *Pause meeting attendance – you can take a step back from the network until such times as you feel your workload is more manageable.*  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |