

# Core Business in Core Hours Policy

## 1. Introduction

- 1.1 The London School of Economics and Political Science ('the School') is committed to embedding equity, diversity and inclusion in all aspects of its culture and facilitating different flexible working options acknowledging the numerous benefits to both the employee and the employer. As part of this the School adopts a 'Core Business in Core Hours' Policy. Core hours are defined as the hours between 10.00 and 16.00.
- 1.2 The School recognises that many colleagues, for work-life balance reasons (for example those with caring responsibilities, but also on other grounds), may be unable to attend essential meetings if they take place too early or too late in the day. Most meetings and particularly regular meetings that deal with the core business of the School and its departments/divisions/centres should take place during core hours, wherever possible. Exceptions to this advice are noted in Section 4.
- 1.3 This policy should be read in conjunction with the School's broader [Flexible Working Policy and Procedure](#) which offers further advice on formal and informal flexible working arrangements.

## 2. Policy aims

### 2.1 The aims of this policy are:

- to promote an inclusive environment in which all people are valued and respected;

- to promote a supportive learning, working and social environment in which everyone feels that they are valued and can work to their full potential;
- to ensure that the maximum number of people can attend important meetings, allowing, for example, the widespread dissemination of critical information and avoiding unintended exclusion of some staff.

### 3. Policy principles

- 3.1 Core regular meetings that colleagues need to attend should normally take place within core hours. This includes, for example, all regular committee meetings, staff meetings, departmental seminars, divisional away days and research group meetings. Lunch time meetings, however, should be avoided.
- 3.2 Regular social events should ideally take place on different days of the week so that all staff, whether part time or full time, have the opportunity to attend. . There is an understandable tendency to hold social events in the late afternoon or early evening, but consideration should be given as to whether such events can occasionally take place during core hours.
- 3.3 This policy does not apply to teaching. Academic staff are free to arrange their teaching outside core hours.

### 4. Meetings and events outside core hours

- 4.1 One-off or occasional events during the academic year can be organised outside core hours, but should be announced with plenty of notice (e.g. at least six weeks) so that colleagues can, for example, arrange replacement care. This includes, for example, research group residential events/courses.
- 4.2 The established practice for arranging times to meet colleagues and/or students within or beyond core hours is acceptable, as long as this is by the free agreement of the parties involved.
- 4.3 Meetings can take place outside core hours if participants find this preferable.
- 4.4 The School acknowledges that there can be occasions (e.g. presentations by job candidates in combination with an interview panel) where the logistics are such that the set of meetings cannot reasonably fit into core hours.

### 5. Scope and responsibilities

- 5.1 This policy applies to all staff. This Policy does not, however, apply to meetings that involve lay governors, members of Council or other externals as their own external work commitments may not make it possible for them to attend meetings during core hours.
- 5.2 The School Management Committee, Heads of Department, Service Leaders and Centre/Institute Directors are responsible for ensuring this policy is applied fairly and consistently and should seek guidance, if necessary.
- 5.3 All School staff will be made aware of this policy at induction. Details of the policy will also be distributed to academic departments, centres, institutes and divisions and be available on the HR website.

### 6. Monitoring

- 6.1 The School will take steps to monitor the impact of this policy.

Approved by:	SMC	Date:	February 2017
Implementation date:	March 2017		
Review period:	Annual		
Division:	EDI/HR		

### Review schedule

Review interval	Next review due by	Next review start
123	00/00/00	00/00/00

### Version history

Version	Date	Approved by	Notes
123	00/00/00	abc	abc
123	00/00/00	abc	abc

### Links

Reference	Link
123	abc
123	abc

### Contacts

Position	Name	Email	Notes
abc	abc	abc@lse.ac.uk	abc

### Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details	