

**Minutes**  
**MBC Signatory Call**  
**20th September 2021 11am**

**Introduction – Richard Martin**

- **Mindful return to office life** – On 15th September we hosted the online webinar A Mindful Return to Office Life - the recording is available to watch on the website if you missed it: [LINK HERE](#)
- **Next Signatory Event: Thursday 7<sup>th</sup> October 5pm** – Welcoming new members – featuring a talk from Richard Foley (Pinsent Masons) on the benefits of involving and introducing clients and the other people that you work with to the MBC.
  - [Don't forget to register: HERE](#)
- **Shareable MBC Toolkit** – We are working on a Toolkit to help members introduce the Charter to other organisations.
  - Feel free to reach out to us with any challenges you feel when introducing MBC to clients and with anything you think it would be useful for the toolkit to include.
- **CCLA – Charities Churches and local authorities** – They have developed a benchmark system to help inform investees in listed companies (UK + globally). The rating system provides an assessment of the business' attitude and approach to mental health in the workplace based on publicly available information..
  - Check them out here: <https://www.ccla.co.uk/>
  - **SUPPORT:** They are looking for funding. If you are interested in sponsorship, please reach out to [Richard](#).
- **Membership Fees** – Membership year run from 1<sup>st</sup> September each year to 31<sup>st</sup> August
  - **Review in BAND A** – Reduction in cost to the lowest band to represent a fairer level of contribution. Band A (a 1-25 employee organisation) will go down in the new membership year from £1000 to £500.
  - **How are these used?** Running the community, website development costs, insurances, governance of trustee meetings, event costs etc.

**Signature Updates:**

**Lorraine Roche – Matheson – Dublin – joined in May 2020**

- **NANO** – email etiquette guidelines. Lorraine and her team produced these in the form of animation.
  - **Necessary:** “Is this email necessary” – to be sent now, at all?
  - **Attendees:** “Is it necessary that all the recipients attend” avoid the overuse of the CC, is it relevant to everyone
  - **Notice:** Are we giving adequate notice of actions required. Have we clearly communicated a deadline if the email is urgent
  - **Objective** – Have I considered the best approach? have I communicated the objective clearly?
- **Holiday handover guidelines and template** –
  - Encourage a clear handover

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- Establish the contact point while on leave or how you prefer to be communicated with
- **Openness and Respect guidelines:**
  - Opening discussion with managers on options for returning to work
  - In a new hybrid office model opening the space for people to share and accept what works for them

*Find out more and hear Lorraine's full briefing on the [recording here](#): Speaking from 12.09 – 21.30*

*Find the above resources from Lorraine in the [members resource section](#) of the website*

#### Lorraine Roche - **The right to disconnect - Ireland:**

A code of practice designed to tackle the growing 'always on' culture and give employees the right to disconnect from work and also the right not to be penalised if refusing work outside of work hours.

*Find out more on the gov.ie website and guidance on best practice here: [Code of Practice on Right to Disconnect](#) or hear more from Lorraine @ 25.00 – 26.48*

#### Batoolah Dawreeawoo & Tanya Etheridge @ PGIM – London – joined in May 2020

- **Ensuring Senior buy – in –**
  - Provides clear support from the top when having to put in place MBC values – like moving meetings or pushing back on clients
  - Balancing business needs
  - Supports you when you are representing the company and making decision as per MBC pillars
- **Moving on post COVID**
  - Actively seeking to prevent a slip back into the old ways
- **Having a more specific approach (working in smaller groups)**
  - A fewer number of panel firms encourages a more personal and intimate approach.
  - Easier to share and collaborate and listen to each other
  - More consideration and respect for clients and visa versa
- **Looking forward to putting in more procedure and formalising some processes within the company**

*Hear Batoolah and Tanya's full briefing on the [recording here](#): Speaking from 30.02 – 42.09*

#### Kate Hammerton @ Shoosmiths -London - joined May 2020

- **Weekly Company Newsletter** - This was introduced after a survey showed the impact of multiple internal emails. This has reduced the traffic on emails hugely and it much easier to process firm-wide.
- **Company Updates Webinars/Calls** – This was also introduced as a more efficient way to access information on updates at senior level and information sharing amongst teams.

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- These are also recorded so no one missed the information and makes it easier for colleagues to fit into their day where best suits them
- **Smart email guidance –**
  - Concentrating on use of subject lines – i.e. ACTION /INFORMATION etc - Deadlines included in subject line
  - Helpful for people to have the information straight away
  - Also reviewing the use of CC and OOO template to share working patterns and contact details.
  - Being more conscious of sending emails on Sunday and using the delayed response tools and correct addressing
- **Respecting rest periods:** Encouraging colleagues to block out times in their diaries to have breaks in the working day.
  - **Shoosmiths lunchtime shows:** 3 x a week and optional for team to attend, offering a break in the day and some options to open up, connect and share. These have featured the headlines 'Wellbeing Wednesday', Thursday's 'Time to Talk' and 'Fun Friday'. Hosted by colleague and partners.
- **Focus shift to output – Hybrid Workplace:** With the new introduction of Hybrid working, the office has reopened as an option and the focus has been shifted to output not where and when people work.
- **Extra day of annual leave given**
- **Training:**
  - **Mental Health Trainings:** Virtual MH and Wellbeing training session are available for line managers, partnership and SLT and MH & Wellbeing Champions
  - **A dedicated session on wellbeing specifically for junior lawyers:** To set them up as well as possible to start their career in law

*Hear Kate's full briefing on the [recording here](#): Speaking from 45.02 – 53.10*

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