



MINDFUL BUSINESS CHARTER

DELEGATION

	Discuss upfront preferred ways of working including working patterns/core hours
	Communicate the context, purpose, intended recipient (if not confidential) value and risks of the matter at the outset so all are clear.
	Confirm confidentiality/ ITK / Insider dealing status of matter if relevant
	Clearly state any proposed deadline and the rationale.
	Feel empowered to negotiate deadlines, particularly where not achievable or realistic. Escalate if necessary
	Be transparent and prompt on timetable changes - especially if they alter deadlines - <i>if someone is working towards a Monday deadline that is moved to Wednesday- let them know!</i>
	Consider and agree the appropriate level of supervision/input required for the delegate
	Avoid inviting colleagues to meetings where their input is not required or structure the meeting to allow colleagues to drop off for irrelevant sections.
	Avoid scheduling meetings outside working hours and over lunchtime. Check attendees' availability when scheduling a meeting and respect rest periods, particularly holidays and NWDs.

