Absence Management Guidance - Note taker

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Action	Supporting Information
Familiarise yourself with the details you will need prior to a meeting or hearing	The manager chairing the meeting, or the HR Partner supporting the case will contact you to ensure you are familiar with the details you'll need to help you note take e.g. details of names, job titles, acronyms, technical terminology etc. that are likely to be discussed. They will also confirm whether the meeting will take place in person or remotely. In addition to the details of the case, you'll also be informed of the relevant protocols for the type of meeting being held e.g. in person or remote.
Confidentiality	The information relating to the case is classed as a "special category" of personal information. It is legitimately justified that this is shared with you as someone participating in the meeting or hearing, as per the University's Privacy Notice for Staff. You **must not disclose** any of the personal information you are privy to, beyond those involved in the case.
The Meeting or Hearing	Take notes during the meeting/hearing to capture the discussion. Generally you do not speak during the meetings/hearings. If you need to, you can ask the Chair for clarification if a name, term and/or acronym is used that is unfamiliar to you, that you did not hear or need help with spelling. Notes taken during the meeting do not need to be verbatim but must represent an accurate summary of everything discussed in the meeting. After the meeting/hearing ask the manager chairing the meeting about any details you feel you may not have captured.
Draft the notes	Type up the notes of the meeting/hearing as soon as possible afterwards (if necessary), normally within 2 working days when your recollection is fresh. Send to the manager who led the meeting/hearing. Make any amendments they request and finalise the notes. The manager/meeting chair will confirm who will send out a copy of the notes. They may be sent out by the manager chairing the meeting or the HR Partner supporting the case.
Housekeeping	All records relating to the case must be kept centrally on the employee's digital file. The manager chairing the meeting will ensure this is the case, and may liaise with the HR Partner supporting the case to coordinate this as necessary. Subsequently, you must submit all hard copies of notes taken and any other documentation you have been provided with to the HR Partner supporting the case. Delete any electronic copies you have been given or have made yourself as soon as your meeting notes have been confirmed by and submitted to the manager chairing the meeting.

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