

Room booking procedure

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Room booking procedure

1 Introduction

This procedure sets out an order of precedence for those wishing to book meeting rooms, the process for doing so, the process for resolving disputes, and some general advice on room bookings.

The electronic room booking system Meeting Room Manager (MRM) is now the only arrangement for booking rooms

It is everyone's responsibility to locate and book rooms via this electronic system.

The link for MRM can be found on the Trust Intranet or type <http://taviport05/mrm7/default.aspx> into the internet explorer address bar

2 Purpose

It is necessary to book certain meeting rooms for Trust business, the procedure sets out how and when rooms can be booked.

3 Scope

This will apply to any member of staff responsible for booking rooms at the Tavistock and Portman clinics.

4 Definitions

Term time –the periods when the main body of students are taking courses.

Requester –a person with a prospective booking.

5 Procedure Statements

Facilities staff will use this approach to facilitate bookings; decisions made by the Director of Corporate Governance and Risk will be final. Staff are reminded that all rooms are the property of the Trust as a whole and not of individual directorates.

6 Duties and responsibilities

Requester –anyone making a request for a room is responsible for ensuring that their request is responded to, and for confirmed bookings, that they have made all other arrangements (eg room layout, AV, catering)

General Office Manager –manages the bookings process and ensure that this procedure is followed.

Estates and Facilities Manager –will facilitate agreement if disputes arise, and will rule on disputes that cannot be resolved–

Deputy Chief Executive –will ensure that any strategic issues are addressed by the Executive Management Team.

7 Procedures

Block bookings for known periods

An annual exercise will take place to establish long term block bookings. The preliminary annual scheduling exercise starting as advertised by the General Office Manager (usually from January) will invite requesters to submit requests in the following order:

- Board meetings, and meetings of the Management Committee
- Tavistock Clinic Group Relations Event
- Scientific meetings
- Enrolment
- Conferences on the 4th and 8th Friday of term time.
- Established courses during term time.
- New courses/training events during term time.
- Conferences – term time.
- Other internal events (during and outside term time).
- External events (during and outside term time).

Where no difference can be found, any revenue earning potential of the intended event may be taken into account. The process shall be:

- General Office Manager invites requests
- Requester submits request via the online booking system
- General Office Manager considers requests and accepts or declines them by email to requestor.
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Designated rooms

Please note that the following approach is applied to the following rooms:

Seminar Room and Lecture Theatre Priorities

- Tavistock Clinic Group Relations Event – a week long event in December
- The Lecture Theatre is provisionally booked for the Trust's conferences for every Friday until the conference programme is finalised in July after which time other events may be booked in where possible.
- Existing Courses
- New Courses and Training Events term time
- Internal Events
- External Bookings and Events

Meeting Rooms

- Board Room –for meetings the boards of directors and governors and the committees and groups thereof
- Small meetings room (third floor) –for corporate meetings
- Committee Room – priority to be given to formal meetings stays set up in committee table style at all times
- Seminar rooms –priority given to training programmes

Studios'

- Studio A is primarily for external video link ups
- Studios B/C & D/E are equipped with viewing facilities, primarily for clinical work
-

We discourage any regular bookings in the Studios for the reasons above, although one off meetings can be allowed on the proviso that the booking can be rejected for clinical work at the last minute

Disputes

During the preliminary booking period, any irresolvable clashes will be referred to a special meeting of the relevant parties and the Director of Corporate Governance and Facilities. The final decision shall rest with the Director of Corporate Governance and Facilities following unsuccessful negotiations.

Out of term, conferences may be booked up to three years in advance.

During term time, conferences to be held on the 4th and 8th Friday of each term may be booked up to three years in advance.

General bookings

These can be made at any time, subject to availability, though bookings may be changed or cancelled as required according to the order of precedence established above.

Exceptional circumstances

It should be noted that in exceptional circumstances meetings designated as business-critical by the Chief Executive may take precedence over all of the above at any time.

8 Training Requirements

On the job training given as required.

9 Process for monitoring compliance with this Procedure

The Estates and Facilities Manager will review the implementation of this procedure annually at an Estates and Facilities Meeting.

10 References

na

11 Associated documents¹

Estates and Facilities Annual Plan.

¹ For the current version of Trust procedures, please refer to the intranet.

Appendix: Equality Impact Assessment

Completed by	Jonathan McKee
Position	Governance Manager
Date	7.9.16

The following questions determine whether analysis is needed	Yes	No
Is it likely to affect people with particular protected characteristics differently?		X
Is it a major policy, significantly affecting how Trust services are delivered?	X	
Will the policy have a significant effect on how partner organisations operate in terms of equality?		X
Does the policy relate to functions that have been identified through engagement as being important to people with particular protected characteristics?	X	
Does the policy relate to an area with known inequalities?		X
Does the policy relate to any equality objectives that have been set by the Trust?		X
Other?		

If the answer to *all* of these questions was no, then the assessment is complete.

If the answer to *any* of the questions was yes, then undertake the following analysis:

	Yes	No	Comment
Do policy outcomes and service take-up differ between people with different protected characteristics?			
What are the key findings of any engagement you have undertaken?			
If there is a greater effect on one group, is that			

consistent with the policy aims?			
If the policy has negative effects on people sharing particular characteristics, what steps can be taken to mitigate these effects?			
Will the policy deliver practical benefits for certain groups?			
Does the policy miss opportunities to advance equality of opportunity and foster good relations?			
Do other policies need to change to enable this policy to be effective?			
Additional comments			

If one or more answers are yes, then the policy may unlawful under the Equality Act 2010 –seek advice from Human Resources (for staff related policies) or the Trust’s Equalities Lead (for all other policies).