

# WAYS OF WORKING OF UKRI'S SOCIO-ECONOMIC OPPORTUNITY, ACCESS AND REPRESENTATION (SOAR) STAFF NETWORK LEADERSHIP TEAM

## Our culture

- We strive to provide a safe space for collaborating to address the needs of our members.
- Each leadership team member has a role defined by the UKRI Staff Networks Framework, but we aren't a rigid, hierarchical structure.
- This means that:
  - a) Contribution and constructive challenge from any leadership team member is welcome within as well as beyond their portfolio.
  - b) Any leadership team member is welcome to come up and lead the implementation of ideas for new or improved network activity.
  - c) Members are allowed to reduce or suspend active participation in leading the network whenever work priorities or life beyond the workplace requires a greater emphasis.

## Meetings and decision making

- The leadership team meets monthly
- The meetings are recurring on every second Wednesday of the month at 11am and last up to 60 minutes. They can be extended when needed if staff have availability.
- Decisions are made by consensus. If a vote is taken and the result is tied, the co-chairs have the casting vote.
- The meeting is quorate if at least one third (circa 33%) the member of the leadership team are present. If we have fewer members present, we agree to make decisions via MS Team and the meeting shouldn't go ahead. It could instead be re-scheduled if a conversation would be better than communicating in writing – this will be decided on a case-by-case basis.
- Brief notes & actions are captured by the network secretary and made available within two weeks of each meeting to all leadership team members by uploading them on the network's MS Teams page.

## MS Teams chat channel

- The chat complements the meetings and email communication
- It enables addressing quick questions and matters which don't require an email trail.