# SCOTTISH CONTEMPORARY ART NETWORK

# Working from Home Charter

## Remember!

Wellbeing first
Colleagues may have challenges or caring responsibilities
Flexible working is fine

Tasks may take longer
Get some fresh air
Take your leave

Reduce screen time:
keep zoom meetings to 45 minutes,
try audio only or the phone
for phone calls is it suitable for walk and talk

## Platforms

**Phone or screen** for one to ones
**Text message** for urgent communications

**Email** for formal internal and all external communications
**Slack** to keep internal messages flowing and non-urgent updates out of email

**Zoom** for member meets
**Teams** for team meets and some external meets

**One Drive and Share Point** for saving and sharing documents
**Outlook** calendar for diaries
**Microsoft Planner** for meeting agendas and plans
**Hootsuite** for comms scheduling
**AirTable** for opportunities Radar
**Miro Board** for specific workshopping of ideas
**Walking meetings** when guidance allows

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## When will we communicate as a team?

Working hours and leave in calendar
Use slack for unusual working patterns or changes of plan



### Monday
Monday update: director's email to sketch the week ahead
**Mission: Map the week ahead and ensure priorities shared and understood**

### Monday and Wednesday to Friday
Daily teams check-in at 9:30 - understanding some will not have had chance to check emails etc prior, intention to be brief and present,
**Mission: social and wellbeing, brief expectations for the day, flag any further contact needed**

### Tuesday
Team meeting on teams at 10am
A regular agenda and a visual guide using Microsoft planner
**Mission: action agenda oriented to plan week ahead, track on going plans and projects**

### Thursdays
Test sharing a weekly sign off - sharing in a slack channel
**Mission: update on the week's outcomes to keep part-time team informally in the loop**

## When will we communicate one to one?

Monthly 1to1 check ins to make space for regular conversations - not tasking (Moira and each staff member)
Weekly finance check-in (Karen and Moira)
Weekly comms plan (Helen and Moira)
Weekly social meeting (Dan and Helen)
Myriam as programme requires
Rosemary and Sekai as projects require
Other sharing from Moira and Helen of updates as needed.

## Personal Development Plans

Each team member will have a personal development plan
Including job description, goals and training needs
In 21-22 this will be a meet to review job description, 6 monthly check in and
annual review.

## How will we tell each other we are unavailable?

Calendar Indication - to block out time
Slack Working patterns posts are useful to notify of expected change to hours that week
Staff don't post if working regular weekly hours

## What will do if we need help or something goes awry?

Text out with scan time
Slack for less important comms and to keep chat out of emails

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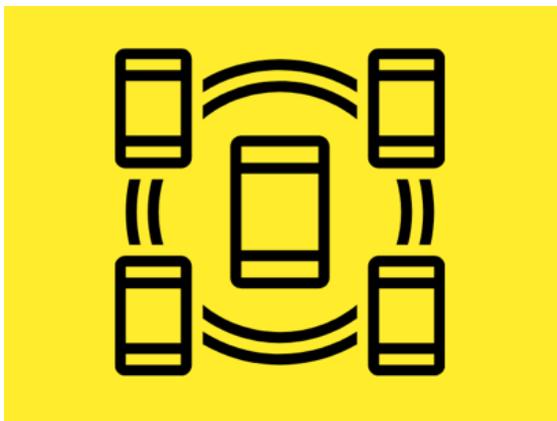
**Where are our boundaries?**

Recognise staff may work at different times from you
Sending messages out of regular office hours is ok, but don't expect reply
Consider turning off Email notifications out of hours
Only to contact directly out of hours in emergency
Develop policy for social channels out of hours


**How will we make everyone feel included?**

Team meetings - allow time for everyone to contribute
Monday update email may help share view of the week ahead
Group channels – use these to understand better working hours and connectivity


**How can we support and encourage each other?**

SCAN SCRAN fortnightly online lunch on Tuesdays at 1pm
SCAN SOCIAL monthly online drinks on a Thursday at 6pm

Getting to know each other better- this needs to be more deliberate in these circumstances
Make time for informal chat
Flagging when able to take on more and support others
Let a colleague know if you need support or time out
Remember you can use PAM assist completely confidentially

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