

MBC – an introduction

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Where we started...

A collaboration (initially) between leading banks and law firms committed to driving change in how we work.

Openness and respect



Smart meetings and emailing



Respecting rest periods



Mindful delegation



In a world where we can be anything, be thoughtful



be brave.



Openness and respect

*In a world where we can be anything,
be thoughtful*



BUILDING TRUST AND EFFECTIVE COMMUNICATION:

- Discussing upfront with my colleagues, clients and contacts their preferred method of communication and clarifying any relevant implications of an individual's working patterns.
- Treating internal colleagues and external contacts with the appropriate level of respect and courtesy.
- Asking for and providing feedback to others on a regular basis.

be brave.



ADHERING TO SMART MEETING AND EMAIL GUIDANCE:

- Allowing people to join meetings by the method they deem suitable, providing dial in details as default on meeting invites unless it is imperative that everyone attends in person.
- Being respectful of others' time by planning meetings properly (considering who needs to attend / giving appropriate notice / setting clear agendas and objectives) and avoiding last minute cancellations.
- Avoiding over-use of email and not copying people into emails that they don't need to receive.
- Making use of subject lines in emails and ensuring these are reflective of the email's content.

Smart meetings and emails

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Respecting rest periods

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CONSIDERATION GIVEN TO THE NEED TO 'SWITCH OFF':

- Where support is required outside of someone's core working hours, giving them options for when that could be (early morning or evening / weekend).
- When sending emails outside of business hours, being clear in the title whether it needs to be read / actioned promptly or considering sending pre-timed emails (so emails are not received late at night and at weekends).
- Including working hours / availability as part of my email signature, so people are aware of each others' working patterns.
- Respecting people's right to take annual leave without the expectation of them checking emails / being on call, and role modelling the same behaviour myself where possible.



Mindful delegation

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IMPLEMENTING A BEST PRACTICE APPROACH TO COLLABORATION, INSTRUCTION AND DELEGATION:

- Respecting the need to provide sufficient context and information for a piece of work, ideally including the purpose and ultimate recipient.
- When instructing on a task, negotiating rather than imposing a deadline, being transparent where possible on the wider timetable, and promptly communicating timing changes which impact others.
- When being instructed on a task, being confident to flag when a deadline is unrealistic and / or unachievable.

Signatories

- **Addleshaw Goddard**
- Akin Gump
- Allen & Overy
- Allied Irish Banks
- Ashurst
- Baker McKenzie
- **Barclays**
- BCLP
- BMO Financial Group
- Burness Paull
- Capsticks
- Charles Russell Speechlys
- Clifford Chance
- CMS
- Coats plc
- Cooley
- Coventry Building Society
- DAC Beachcroft
- Dentons
- DLA Piper
- DWF
- Eversheds Sutherland
- Freshfields Bruckhaus Deringer
- Firefish
- 4 New Square Chambers
- FSCS
- Goldman Sachs
- Herbert Smith Freehills
- HFW
- Hogan Lovells
- Howden Employee Benefits & Wellbeing
- Irwin Mitchell
- JMC Legal Recruitment
- Linklaters
- Lloyds Banking Group
- Matheson
- Michelmores
- Mills Reeve
- Morton Fraser
- Nationwide Building Society
- Network Rail
- Norton Rose Fulbright
- Osborne Clarke
- Paul Hastings
- Pantheon
- **Pinsent Masons**
- PLMJ
- Radiant Law
- RBS
- RPC
- Sarthak Advocates & Solicitors
- Shoosmiths
- Simmons & Simmons
- Social Investment Scotland
- Squire Patton Boggs
- Stone King
- Sullivan & Cromwell
- Summit Law
- TLT
- Travers Smith
- Unilever
- Ward Hadaway
- Weightmans
- Womble Bond Dickinson
- Zico Law



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Creating kinder, fairer,
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