

Governance Reports Template

This report style should be used for all meeting bodies throughout the University and adopted as “the house style” to keep consistency.

Please do not re-title, re-order or re-number paragraph headings. Please use the exact font style size, use of bold, italics and underlining as set out in this template – stick to this “house style”.

Please keep your report to 4 sides wherever possible; and including appendices the total must not exceed 10 pages. You can refer to other documents, but these cannot be part of the report.

Identify the Executive sponsor for any report to Council or Council Committee and ensure they have agreed the report before circulation.

Use each section for exactly its purpose; for instance, don’t stray into explaining implications in the summary. For the cover sheet use bullet points, sections 1, 2 and 3 use sentences and section 4 onwards use free text.

For the “Implications” section ensure that if the report is to be considered by UEB, an advisory Group or a Committee that you state any implications clearly under the headings given at section 5. If the report is to be considered by Senate or Council and has already been to UEB/a Committee there is no requirement to repeat the implications, a summary detailing which body has already considered them will suffice. Any major implications that UEB or a Committee highlighted and clearly stated that Senate/Council should be made aware of, however, should be summarised.

When you have completed the report then complete the Front Sheet – see below.

Check with Governance Services if you are unsure of the correct meeting body, recommendation type or indeed if a report is needed at all.

Make any appendices part of this Word document report that lead on as part of the report rather than as separate documents, this helps with report management, styling, distribution and archiving. Don’t embed documents and don’t attach PDFs for example.

Front Sheet

All sections of the Front Sheet must be completed and not exceed the single page

The Front Sheet must make clear the action requested from Council or Committee. This can be:

- For council to **NOTE** where discussion or decision is not necessary for the Committee of Council to **DISCUSS** and provide **COMMENT**
- For the Committee to **ENDORSE** when the paper arises from a recommendation for a decision from a Council Committee and the Committee of Council is asked to confirm that decision
- For the Committee of Council to **AGREE** or **APPROVE** where a decision of a Committee of Council is required.