



Introduction

This document provides general guidance regarding the drafting, approval, and submission of reports to University and School committees.

- 1 Reports to boards and committees must conform to a standard format. A report template, and guidance on its use, can be downloaded from the 'Resources' section of the Governance & Legal Services website at:

<http://www.leedsbeckett.ac.uk/partners/academic-governance/templates-training/>

- 2 The University's Standing Orders for the Conduct of Meetings regulate the conduct of business at University meetings and are a useful point of reference for report authors. They can be downloaded from the website at:

<http://www.leedsbeckett.ac.uk/-/media/files/partners/governance-and-legal-services/corporate-governance/board-of-governors/standing-orders.pdf>

- 3 For advice and guidance on reports, or any other aspect of the operation of the University's governance structures, please contact Governance & Legal Services on 0113 812 7542.

Requests for reports

- 4 Most reports will be requested by the Chair of the board / committee, via the Secretary, because they appear on the schedule of business or were requested at a previous meeting. Boards / committees normally have in place a schedule of business for the year. This is an agenda planning tool which enables reports to be scheduled throughout the year in advance. It is reviewed at each meeting.
- 5 Members of boards / committees, as well as members of staff more generally, may also request that reports are submitted for consideration. Anyone wishing to make such a request is advised to consult with the relevant Secretary and Chair well in advance of the deadlines for receipt of reports (see below).
- 6 Regular report authors are advised to review the schedules of business and contact the relevant Secretary if they have any questions about the schedules.
- 7 In general terms, the three types of report received by board / committees are:
 - (a) For information – e.g. reports from other boards / committees, reports from officers, or contextual reports which do not require any formal action or decision;

- (b) For discussion – e.g. to support the development of strategic documents, policies and operations, prior to these being approved;
 - (c) For decision – e.g. where a particular course of action is proposed and requires official sanction, or where policy, strategy, or regulation requires approval.
- 8 Reports should seek to add value to the University, by providing important information, prompting high-level discussion and seeking approval for a course of action. Reports should be aligned to, and contribute to the achievement of, the University's Strategic Plan.

Report deadlines

- 9 There are agreed timetables for the submission of reports and the distribution of committee papers. Authors of scheduled reports are contacted 4 weeks before the date of the meeting and asked to submit their reports 2 weeks prior to the meeting. This allows time for the Chair and Secretary to review the reports and request any changes that are necessary. Papers are circulated 7 calendar days in advance of a meeting.
- 10 The most consistent difficulty faced in achieving the timely distribution of papers is the late submission of reports. You must inform the Chair and Secretary of a Board / Committee as soon as possible if your report is not going to be available by the set deadline so that they can make alternate arrangements for its distribution or delay its presentation to a future meeting.

Sign off process

- 10 In order to ensure quality and accuracy there are a number of arrangements in place. The first should be consultation between the report author and their immediate manager or management team. Reports for University boards / committees should normally be approved by the relevant member of the Senior Management Group (SMG). SMG members may delegate this responsibility to nominated individuals. It is the responsibility of report authors to ensure that reports receive appropriate approval before being submitted to the Secretary.
- 11 Reports to the Board of Governors, its committees, and Academic Board and which propose to commit the University to policy, strategy, or expenditure must also be reviewed by the UET. The UET normally meets fortnightly. Papers for submission to the UET should be submitted to the Secretary & Registrar no later than 10am on the preceding Friday. The UET may provide feedback on reports and / or request changes to them. It is therefore important to build sufficient time into your report authoring timetable to allow this to happen before the report is submitted to the board / committee for which it is destined.