

**REPORTS AND PAPERS FOR SUBMISSION
TO UNIVERSITY BOARDS AND COMMITTEES**

Following discussion with the Vice-Chancellor & Chief Executive and Chair of the Board of Governors, please use the attached format for all papers and reports submitted for consideration at all University Boards and Committees.

Information requirements at the start of reports:

- Complete the Title and Author (Job Title) boxes in relation to the report
- In the Audit Trail box add information of any other groups or Committees the report has already been received by and the relevant dates. If it has not previously been to any groups or Committees, please insert 'Not Applicable'
- The Date of Meeting box relates to the meeting the report will be going to, please insert a date

Sections 1-4 should be completed as succinctly as possible.

Purpose – Briefly explain the purpose that the report is going to the Committee.

e.g. The purpose of this report is to provide a summary of the anticipated 2020/21 recruitment figures based on data as at 10 September 2020.

e.g. The purpose of the paper is to provide an up-date on key activities within the PVC (Education) portfolio that are either in train or completed.

Executive Summary – Summarise in detail what you wish to highlight within the report, including the main points of your report and what key points require the attention of the committee.

Financial Implications/Risk Analysis – Briefly explain any financial or other risks associated with the report. Rarely are there no implications, but where this is true please insert 'Not Applicable'.

Recommendation – Briefly explain the recommendation(s) this report makes. If the report does not contain specific recommendations for the Board or Committee, consider asking for approval or noting of the contents of the report.

Please choose whether the report is for approval, endorsement, information or discussion using the drop down menu 'Click here to choose an item'.

Papers:

- Will include the information that was previously required on a separate cover sheet
- Should be no more than four (4) pages long (any relevant data/background reports may be provided in appendices) and should provide the key issues within the executive summary
- Will set out succinctly the issues/options upon which a decision is required
- Will be “anchored” in the existing strategic plan making clear the strategic goal(s) or objective(s) to which they relate
- Include any risks or financial implications as appropriate
- Should avoid the use of acronyms or provide a full definition of any acronym subsequently used throughout a paper
- Should be written in Arial font, size 12, and single line spacing used throughout the report and appendices
- Pages should be numbered throughout the report and appendices

For further information, guidance and templates relating to the University Boards and Committees please visit:

<https://www.ljmu.ac.uk/secretariat/committees/templates-and-guidance-notes>