



AGENDAS

- 1 Secretaries to boards and committees, both at University and Faculty level, are responsible for ensuring that the agenda for meetings conform to the University template. The template, together with a worked example of an agenda, can be downloaded from the resources section of the Governance Services website at:

<http://www.leedsmet.ac.uk/metoffice/gov/index.htm>

- 2 The Secretary is responsible for drafting the agenda for approval by the Chair. Items of business for inclusion in the agenda may originate from a number of sources, including:

- (a) business outstanding or arising from previous meetings;
- (b) scheduled matters appearing in the committee's annual business plan;
- (c) standard reports from officers or (sub-)committees;
- (d) matters on reference from members of staff or other boards / committees.

- 3 In drafting the agenda, the Secretary should give consideration to the most expedient ordering of business. It is recommended that the agenda be organized into the following sections:

- (a) Preliminary items

Including: apologies; declarations of interest; terms of reference; membership; minutes; matters arising.

- (b) Reports from officers and committees

Reports tailored to the specific requirements of the board / committee.

- (c) Matters for information

Matters which the board / committee is required to note but which do not require formal discussion or decision.

- (d) Major topics

A small number of strategic items which will form a substantial portion of the meeting's business. Some major topics may require an

immediate decision; others may be matters of longer term significance, where the board's / committee's input will inform ongoing discussions in the University.

- (e) Matters for discussion / decision

Substantial matters which the board / committee is required to discuss and / or formally to resolve.

- (f) Other matters

Including: date of next meeting; schedules of business; other business.

- (g) Reserved business

Reserved items of business for closed discussion.

- 4 The ordering of business in this manner is deliberate. By placing reports and matters for information at the start of the agenda, the board / committee will be have received all relevant information by the time it reaches the strategic items later on in the meeting. With effective chairing, the meeting will be steered relative rapidly to the strategic items. Indicative timings should be included for each section and / or item to assist in the running of the meeting.
- 5 The Secretary, with the approval of the Chair, is responsible for deciding in which section to place an item of business. The Secretary and Chair should review the agenda to ensure there is an appropriate balance between the different types of business: if all items are for information only, one might question the usefulness of the meeting; similarly, if all items are classed as major topics, one might question whether the meeting will be able to devote its full attention to each of them within the allotted time.
- 6 Normally, each agenda item will be accompanied by a paper. The Secretary is responsible for ensuring that each paper is given a unique reference number (see separate guidance). The agenda should identify the paper reference number and the name of the person who will lead discussion of the item. If the item is to be an oral report, the agenda should say so.
- 7 It is not necessary for the agenda to detail the recommended action for each item, as has previously been standard practice. Arranging the agenda in sections, as detailed above, will flag up whether an item is for information, discussion, decision, etc. The recommendations arising from each report are captured in the report coversheet and in the body of the report.