LSE House Style for Agendas   **APPENDIX 1**

1.   AGENDAS

1.1   An agenda is a list of items to be considered at the meeting. This forms the first page of the papers for the meeting.

1.2   The agenda begins with a formal notice of the meeting, showing the date, time and place when it will be held and the name of the secretary. Where the time or place of a meeting is unusual it is advisable to draw the attention of members to the unusual arrangements.

1.3   If members are asked to bring anything other than the distributed papers indicated in the list of items it should be made clear at this point, e.g. papers circulated for a previous meeting or diaries to arrange an extra meeting.

1.4   Order of agendas. The ordering of items should normally be as follows:

- Declarations of interest.
- Minutes of the previous meeting.
- Matters arising from the minutes. This item should normally be dealt with orally and not made the subject of a separate written report. It should be kept as short as possible, conveying only relevant updating information on an item which is not covered elsewhere in the agenda top sheet. Matters arising ought to be included with related items on the agenda, where possible, so that the same topic does not appear twice.
- Substantive major issues on which decisions are required in accordance with the committee's terms of reference (note: "decision" includes a recommendation to another body). This will often be an appropriate place at which to include reports from subordinate bodies which contain recommendations for approval
- Other items requiring a decision
- Matters for information and report not requiring decisions
- Any Other Business

1.5   As with committee reports, the agenda should show below the final item of the agenda the date on which it was finalised.

1.6   The name of the secretary and the date should appear at the end of the agenda, together with the dates of all further meetings for the current academic year. The current membership and circulation may also be shown here.

1.7   Grouping of related items. Where appropriate, items dealing with related subjects should be grouped under a single agenda heading, but given separate report numbers.

1.8   Descriptions of agenda items. To assist members and others identify the issues to be considered quickly, and to allow the minutes to be produced more easily using the agenda top sheet as a template, short descriptions of each agenda item should be inserted after the title of the report on the agenda top sheet. It should be made clear on the agenda what the committee is asked to do.

SPECIMEN AGENDA

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE
NON-EXISTENT COMMITTEE
DATE OF MEETING

There will be a meeting of the Non-Existent Committee at 2.00pm on Wednesday xx March 20xx in the Vera Anstey Room.

<u>AGENDA</u>

1.	**Declarations of Interest**	
2.	**Minutes**	
3.	**Matters Arising from the Minutes**	
4.	**Business Item 1** To approve……..	**EC/01**
5.	**Business Item 2** To approve……..	**EC/02**
6.	**Business Item 3** To consider and provide feedback on the proposals…...	**EC/03**
7.	**Business Item 4** To receive the report of the xx Sub-Committee	**EC/04**
8.	**Any Other Business**	
9.	**Date of Next Meeting**	

Name
Secretary to the Non-Existent Committee
Date (final agenda agreed)

<u>Further Meetings of the Non-Existent Committee</u>

8 May 20xx
19 June 20xx