

## 1. REPORTS

- 1.1 General Format. All reports should be brief, clear and to the point. Details should be consigned to the Annexes.
  - Section 1 - purpose of the paper - what the committee is being asked to do.
  - Section 2 – background, to set the context for the committee’s consideration of the item
  - Section 3 – for consideration – brief resume of key issues and options
  - Section 4 – for decision: what exactly the committee is being asked to do, for example, approve or recommend approval of a set of proposals or a course of action, or choose between a range of options. Committee secretaries are responsible for ensuring that what is proposed in a committee report falls within the powers of the committee to resolve or recommend as defined by its terms of reference, and that where it is proposed another committee should consider something, the proposal also falls within the other committee’s terms of reference
- 1.2 Cover Paper. A cover paper should be attached to the front of all committee reports (see Appendix 6 ). Committees need different information to make decisions, and the cover paper is a way of drawing out the relevant key points for each committee, rather than having to rewrite the paper. Moreover, a cover paper enables members with little time available to absorb the key elements of the paper quickly so as to contribute towards the discussion.
- 1.3 Appendices/Annexes. Appendices help to clarify the main message of a committee paper by stripping out the detail from the general narrative, but attachments themselves should be kept as brief as possible. Where large appendices are involved, they should not normally be circulated but the paper or agenda top sheet should refer to their availability for inspection in a specified office or website.
- 1.4 Acknowledgement of authorship. The name of the author should always be shown on committee papers.
- 1.5 Consultation on committee reports. It is sensible and courteous to consult with administrative colleagues and heads of other operational units in the School if a committee report alludes to their areas of responsibility. It is not necessary for the committee chair to see and agree all reports before they are circulated – though they may see selected drafts.
- 1.6 If the report contains several recommendations these should be in bold in the report, and summarised at the end so that it is clear what the Committee is being asked to agree.
- 1.7 House Style

Committee reports should use the LSE house style with the name of the Committee on the top left hand side of the page, the date of the Committee meeting, and the Committee reference on the right hand side (which will be provided by the Secretary of the Committee which is considering the report). Reports should also:

- a) use headings exactly which correspond with the titles listed on the agenda top sheet.
- b) use sequential numbering from the beginning of each academic year after the committee prefix (eg EC/1, EC/2, EC/3).
- c) use size 10, 11 or 12 Times New Roman or Arial font, with left hand or full justification.
- d) be spellchecked using a British-English spellchecker.
- e) be divided into paragraphs and sub-divided using any appropriate system e.g. legal style indented numerals (1, 1.1, 1.1.1) or lettering ((a), (b), (c)) or little roman numerals (i) (ii) (iii). Whichever system is used, it should be uniform and kept as simple as possible. Main headings of reports do not usually need numbering; the numbering used ought not to proceed beyond three levels.
- f) contain numbered pages. The numbers should be aligned at the centre or right hand side of the bottom of each page.
- g) show clearly the purpose of the report in the first few paragraphs and proposals and recommendations, indented and emboldened, at the end. If there are several proposals shown throughout the report they too should be summarised at the end.
- h) be dated and attributed.
- i) include attachments if appropriate conforming to the following conventions:
  - attachments to committee reports are labelled Annex A, B, C etc to the committee paper concerned eg EC/01 Annex C
  - attachments to minutes and sub-attachments to Annexes are labelled Appendix 1,2,3 etc eg Appendix 3 to Annex A of EC/02

## SPECIMEN REPORT

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

NEC/14

NON-EXISTENT COMMITTEE

Xx June 20xx

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### REPORT TITLE

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#### 1. Purpose of paper

1.1 To approve the proposals in this report.

#### 2. Background

2.1 point 1

2.2 point 2

#### 3. Subject Matter / Issues

3.1 Issue 1

3.2 Issue 2

3.3 Issue 3

#### 4. Proposals / Recommendations

4.1 The Committee is invited to approve the recommendations in paragraphs 3.1 to 3.3

Name

Position

Date