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APPENDICES

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1. **Deadlines for the submission of reports and papers**

1.1 Deadlines for the submission of reports and papers for Senate and Council in 2018-19 are as follows:

<table>
<thead>
<tr>
<th>Date of Senate meeting</th>
<th>Deadline for submission of papers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 23 October 2019</td>
<td>Lunchtime on Wednesday 9 October 2019</td>
</tr>
<tr>
<td>Wednesday 11 December 2019</td>
<td>Lunchtime on Wednesday 27 November 2019</td>
</tr>
<tr>
<td>Wednesday 18 March 2020</td>
<td>Lunchtime on Wednesday 4 March 2020</td>
</tr>
<tr>
<td>Wednesday 24 June 2020</td>
<td>Lunchtime on Wednesday 10 June 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Council meeting</th>
<th>Deadline for submission of papers*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 14 October 2019</td>
<td>Lunchtime on Monday 130 September 2019</td>
</tr>
<tr>
<td>Monday 25 November 2019</td>
<td>Section C: Lunchtime on Monday 4 November 2019</td>
</tr>
<tr>
<td></td>
<td>Section A &amp; B: Lunchtime on Monday 11 November 2019</td>
</tr>
<tr>
<td>Monday 24 February 2020</td>
<td>Section C: Lunchtime on Monday 3 February 2020</td>
</tr>
<tr>
<td></td>
<td>Section A &amp; B: Lunchtime on Monday 10 February 2020</td>
</tr>
<tr>
<td>Monday 27 April 2020</td>
<td>Section C: Lunchtime on Monday 6 April 2020</td>
</tr>
<tr>
<td></td>
<td>Section A &amp; B: Lunchtime on Monday 13 April 2020</td>
</tr>
<tr>
<td>Tuesday 23 June 2020**</td>
<td>Lunchtime on Wednesday 10 June 2020</td>
</tr>
<tr>
<td>Monday 13 July 2020</td>
<td>Section C: Lunchtime on Monday 22 June 2020</td>
</tr>
<tr>
<td></td>
<td>Section A &amp; B: Lunchtime on Monday 29 June 2020</td>
</tr>
</tbody>
</table>

* An earlier deadline (three weeks prior to the date of each business meeting) applies to the submission of information for inclusion in Section C and the President & Vice-Chancellor’s report to Council. Information about the P&VC’s report is circulated separately to regular contributors of content.

** The June meeting of the Council is an away day, and no reports are expected from Committee Secretaries for them unless specifically requested.
1.2 The University Secretary and the Head of Governance are responsible for the administration of the Council, Senate and UEB.

1.3 All papers should be submitted as email attachments to either Rebecca Barker or Kathryn Clements. For UEB papers please email ueb-admin@sheffield.ac.uk. For Council and Senate please use governance-admin@sheffield.ac.uk.

1.4 There will be two circulations of Council papers and one circulation of Senate papers only, and the above deadlines should be followed strictly. Reports received after the deadline will not be circulated or tabled.

1.5 Reports of the Estates and Finance Committees are presented for information to the meeting of the Senate following the meeting of the Council at which they were approved. The following schedule will therefore apply in 2018-19:

<table>
<thead>
<tr>
<th>Date of Council committee meeting</th>
<th>Date of Council meeting</th>
<th>Date of Senate meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings held in October/November 2019</td>
<td>25 November 2019</td>
<td>11 December 2019</td>
</tr>
<tr>
<td>Meetings held in January/February/March/April 2020</td>
<td>24 February 2020 or 27 April 2020</td>
<td>218 March 2020 or 24 June 2020</td>
</tr>
<tr>
<td>Meetings held in May/June 2020</td>
<td>13 July 2020</td>
<td>October 2020 (date to be confirmed)</td>
</tr>
</tbody>
</table>

Please note that reports of the Honorary Degrees Committee (which is a joint committee of the Senate and the Council) should be submitted to the next business meeting of the Senate or Council, whichever takes place first.

PART A: KEY SECRETARIAL MATTERS

2. Report-writing conventions

2.1 Content of reports

2.1.1 The report of a committee to its parent body should provide clear and concise details of recommendations requiring the approval of the parent body, including the rationale, and information concerning matters about which the parent body needs to be informed. It should not normally include information on ongoing or uncompleted items of business unless these are of particular significance or where the parent body needs to provide a steer and/or will be asked to make a decision in future.

2.1.2 Committee Secretaries should remember that, unlike Minutes, which are written for committee members, reports are written for an audience which may not have detailed knowledge of the area of business. Some matters for report may therefore require a brief additional explanation of the context. More detailed or complex proposals or those which have been subject to lengthy discussion in other fora (e.g. sub-committees, working groups, faculty and department) could include a timeline.
to demonstrate to the parent body the level of prior scrutiny, and refer to alternative options that have been considered but discounted (see 2.2.2). In particularly contentious matters it may be helpful to the parent body to indicate the strength to the committee’s support, to inform its decision-making.

2.1.3 Reports should be kept brief (i.e. a maximum of 3 sides). Where it is essential for detailed information to be included, appendices should be used. However, appendices should not be used where a brief summary of their content in the main body of the report would be more appropriate.

2.1.4 When writing reports and papers for Council and Senate it may be useful to consider some or all of the following questions:

1. To which University goal or strategy does it relate? How?
2. External and internal context?
3. Competitor analysis?
4. Clear evidence base? Should this be made available?
5. Is there a proposal?
6. Are alternative options explained?
7. Are any decisions required clearly stated at the start of a section/the paper?
8. Are formal recommendations clearly stated at the end of the item/paper?
9. What are the next steps proposed? These may include:
   a. Actions to be progressed (by whom?)
   b. External return or response
   c. Communications required?
   d. Further discussion/consultation (why and where)?

2.1.5 All reports of committees of the Council and the Senate should be prefaced by an executive summary, using a standard template (see APPENDIX 1, which includes guidance on completing each section; also downloadable from http://www.shef.ac.uk/govern/council and https://www.sheffield.ac.uk/govern/senate). Executive summaries should include:

- a summary of key issues and clear sign posts as to the action required;
- for major decisions, an outline of the full range of options available (including doing nothing), as well as details of the recommended option;
- for investment decisions or capital projects, identify the Charity Law implications of the recommended decision and justification as to its compatibility with the University’s charitable objectives, ‘to advance education through teaching and research’.

2.1.6 Executive summaries should be used routinely for all reports and papers presented to Council sub-committees. These should be based on the Council template, adapted to suit particular requirements.

2.1.7 Secretaries of committees of the Council should include in the executive summary an indication of any sensitive or confidential information, together with the applicable exemption(s) under the Freedom of Information Act.
(http://www.sheffield.ac.uk/foi/index), to inform the publication or withholding of reports and papers under the general policy on publication of Council papers set out in APPENDIX 2 (see also section 4.5 for further information about FoI and closed minutes).

2.2 Presentation of reports

2.2.1 Papers and reports should be as short and concise as possible, being clear as to action required. The standard template for reports should be used. This can be downloaded from http://www.shef.ac.uk/govern/council.

2.2.2 Report authors, with the committee Chair, should consider including at the beginning of reports a brief bullet point summary of key matters being reported on or those issues to which the committee wishes to draw Council or Senate’s particular attention. Reports should then be structured as follows and each item reported should appear under one of these three sections:

(a) Items requiring discussion, formal recommendations requiring discussions prior to approval, and items presented orally. Recommendations should be clearly set out in the report (e.g. ‘the Committee has agreed to recommend that...’) and refer to the appropriate reserved power.

(b) Formal recommendations requiring approval, but on which no discussion is required, with reference to the reserved power.

(c) Items presented for noting (a decision that the committee has made in accordance with its terms of reference or powers delegated by University Regulations) and/or for information only (e.g. to give assurance).

Within each section, items should appear in order of importance (which may differ from the order in which they are presented in the Minutes).

Reports to Council and Senate that seek a decision in relation to a reserved matter should include an appraisal of the range of options considered, rather than presenting a single recommended option for approval; and where an option is preferred to recommend it with reasons. Where UEB has also considered the same matter, its view can be added.

Reporting should be prospective as well as retrospective and take into account the annual cycle of committee business. Committees should similarly consider when and how they might engage Council or Senate during the development of a given project or initiative within those business cycles before formally presenting a final proposal.

2.2.3 Each item within each section of the report should be given a separate number and a heading. Numbering within each Section should commence at 1. Sub-sections should be numbered 1.1, 1.2, 1.3, etc and given a sub-heading. Where further differentiation is required within sub-sections, use (i), (ii), (iii) or (a), (b), (c), with or without a further sub-heading.

For ease of reference during meetings, the use of bullet-points should be avoided.
2.2.4 Appendices to reports should carry a numerical reference (Appendix 1, 2, 3, etc), and where an Appendix in turn has its own Appendices, these should also be clearly labelled (Appendix 1/Annex A to Appendix 1).

2.2.5 All pages in a report, including the Appendices, should be numbered consecutively as an entire document for ease of reference during meetings. This may necessitate the insertion of blank pages so that the overall layout and pagination is correct, i.e. each new Appendix should start on a recto (right-hand/front page).

2.2.6 More detailed guidance on report writing is available from the Governance Team in the University Secretary’s Office: https://www.sheffield.ac.uk/uso/team

2.3 Approval of reports

Please ensure that your report has been approved by the Chair of your committee and any other relevant officers before submission to the University Secretary’s Office, and ahead of the deadline for papers.

3. Conflicts of interest

3.1 The Committee of University Chair’s Higher Education Code of Governance (December 2014) states that, 'Members must act, and be perceived to act, impartially, and not be influenced by social or business relationships. A member who has a pecuniary, family or other personal interest in any matter under discussion must disclose the interest’. In order to comply with this precept, members of the Council, its committees and sub-committees, should be asked at the beginning of each meeting to declare any potential conflicts of interest. If any interests are declared then the committee secretary should report these to the University Secretary’s Office, which maintains a central record of any declared interests for all University committees.

3.2 The agenda for each meeting should include a standing item one, ‘Declarations of conflicts of interest’. There may be certain circumstances where the committee member will need to withdraw from certain decisions or from undertaking certain roles, in order to protect themselves and the University from accusations of unfair bias or impropriety. Any conflicts declared should be included in the Minutes, together with any associated decision and/or action by the committee. Actions could include:

- Requiring the member to not attend the meeting.
- Excluding the member from receiving meeting papers relating to their interest.
- Excluding the member from all or part of the relevant discussion and decision.
- Noting the nature and extent of the interest, but judging it appropriate to allow the member to remain and participate.
- Removing the member from the group or process altogether.

3.3 In addition, lay committee members are asked annually to update their entry on the University’s formal Register of Interests, which is published online. This covers the following:
• Paid employment and nature of business;
• Self-employment and nature of business;
• Charity Trusteeships;
• Directorships held (whether paid or unpaid);
• Share/equity holdings;
• Other relevant pecuniary interests (e.g. where the member’s employer, business associates, spouse/partner or other family member has a direct pecuniary interest in the supply of goods or services to the University; or where the member or the member’s spouse/partner or other family member has a substantial beneficial interest in the securities of a company or other body that is involved in the supply of goods or services to the University.)
• Other relevant appointments (e.g. membership of any statutory or other body of any other educational institution or organisation in the education sector, membership of a University Conference, General Council or equivalent, membership of a Funding Council, the QAA or a Research Council, membership of any validating or awarding body in the education sector, membership of any relevant governmental or institutional advisory committee.)

3.4 Declaring conflicts of interest, and taking appropriate action in response is one element of ethical behaviour (see section 8, Code of Ethics, below). In a committee context, ethics refer to the standards of behaviour that committee members should apply in decision-making. Like other sectors, personal and corporate ethics inform and underpin the regulatory and codified regimes applicable to higher education institutions. The Seven Principles of Public Life (the ethical standards expected of holders of public office, including members of university governing bodies but also relevant to all committee members) are a useful guide to ethical behaviour:

https://www.gov.uk/government/publications/the-7-principles-of-public-life

4. Committee Papers and Minutes

4.1 When writing Minutes, committee secretaries should ensure that:

• All papers received by the committee are given an Appendix reference that matches the item number in the Minutes (see para 11.3.1.(b));
• the required text concerning the confirmation of the Minutes is included at the foot of the last page (see para 4.4)

4.2 When preparing committee papers, committee secretaries should ensure that:

• Appendices to papers are correctly referenced (see para 11.3.2);
• An additional copy of the committee papers is printed for Minute Book purposes.

4.3 After Committee meetings, committee Secretaries should ensure that:

• a copy of any tabled papers is retained for Minute Book purposes (see also section 11, Content of minute books).
4.4 The following text should appear at the foot of the final page of the Minutes, so that the Chair can sign and date them at the next meeting, thereby indicating that they were received and approved:

These Minutes were confirmed at

a meeting of held on ...............  
..................................... Chair

4.5 **Closed Minutes and Freedom of Information:** If matters dealt with by the committee are commercial, otherwise confidential or contain personal or sensitive information the relevant minute or the paper should be marked as 'Closed' to inform the withholding of the minute, report and papers from publication together with the applicable exemptions under the Freedom of Information Act. 

https://www.sheffield.ac.uk/foi/staffguidance

The downloadable document Guidance on Freedom of Information and Data Protection for UEB members and contributors provides further useful information and considerations relevant to committee secretaries:  

https://www.sheffield.ac.uk/ueb/meetings
5. Annual reports and review of committee terms of reference

5.1 Committee secretaries are asked to ensure that committees review their terms of reference (downloadable from http://www.shef.ac.uk/govern/committees) on an annual basis, at the first meeting of the academic session, to ensure that these are fit for purpose and are still applicable (NB: Section 6, Equality and Diversity). This should be confirmed in the Minutes of the meeting.

5.2 Amendments to committee terms of reference must remain consistent with the committee’s powers and any delegated authority set out in the University Regulations and require the approval of the parent body. For committees of Senate and Council, therefore, details of the amendments proposed and the reasons for the changes should be included in the report to Senate/Council. The current terms of reference should be provided as an Appendix with the proposed amendments tracked.

5.3 Where the committee does not already do so each sub-committee secretary is requested to consider preparing a brief annual report during 2019-209, on a timing which fits its cycle of business, summarising the decisions taken by that committee within its delegated powers, or recommendations made and the outcome reached where the powers are retained by Council or Senate. This report should be presented to Council or Senate, as appropriate. Please contact the Governance Team to agree when in the cycle of business, if appropriate, an annual report from the sub-committee can be presented. The report should also inform the sub-committee’s annual consideration of its terms of reference, for example to confirm that the sub-committee is operating in accordance with its terms of reference/delegated authority or in highlighting where some amendment may be required.

PART B: CONSIDERATIONS FOR SECRETARIES AND COMMITTEES

6. Equality & Diversity

6.1 During 2017/18 Council approved a number of proposals from Equality, Diversity & Inclusion Committee, two of which affect other committees:

6.1.1 Equality Impact Assessments (EIA)

Where a committee is considering a significant decision, change or policy review it may be appropriate to the proposal to include an EIA for members to take into account in their deliberations, and provide additional assurance. This is referred to in the executive summary.

https://www.sheffield.ac.uk/hr/equality/strategy/eiatraining

6.1.2 Terms of Reference

As part of the annual review of terms of reference (ToR) (see para 5) all Council and Senate committees should ensure their ToR include reference to how they will progress ED&I within their remit. Note that at the highest level, Council has recently approved the following additional ‘primary function’ under University Regulations:
“to promote equality and diversity throughout the University, including in relation to its own operation.”

It is for each committee to decide how to reflect ED&I matters in its ToR, which will vary depending on the committee’s remit.

7. **Reportable Events**

7.1 The Office for Students acts as the principal regulator for universities, including those like TUOS that are exempt charities. OfS provides a list of ‘reportable’ events that require notification. The full list is available in Annex E to OfS Regulatory Notice 2: ([https://www.officeforstudents.org.uk/media/9a19402b-8631-4454-9277-af28d32c2706/ofsf2018_12_amended.pdf](https://www.officeforstudents.org.uk/media/9a19402b-8631-4454-9277-af28d32c2706/ofsf2018_12_amended.pdf)).

7.2 If the committee is considering actions or matters that are reportable, materially affect the University’s legal form and/or its ability to comply with its conditions of registration this must be reported by the committee Chair or Secretary to the University Secretary as soon as possible to ensure that the University is not at risk of sanction for breaching the OfS’ requirements.

8. **Code of Ethics**

8.1 The University has established mechanisms by which informed decisions can be taken on matters relating to ethics (and the associated risks managed) within the appropriate policy or procedural context. Where appropriate, the policies and procedures referred under the University Code of Ethics should be monitored and reviewed by the committees responsible and any substantive findings or changes escalated through reports to their respective parent bodies.

8.2 The operation of the overarching Code of Ethics is reviewed annually by the University Secretary’s Office for report to Council via its Audit Committee.

[https://www.sheffield.ac.uk/govern/ethicscode](https://www.sheffield.ac.uk/govern/ethicscode)

9. **Legal advice**

9.1 If the committee considers that it requires independent external legal advice to comply with the law then the Chair or the Secretary should contact the relevant colleague (see link below) authorised to issue legal instructions and/or the University Secretary’s Office to discuss their requirements and anticipated costs.

[https://www.sheffield.ac.uk/uso/legal](https://www.sheffield.ac.uk/uso/legal)

**PART C: PRACTICAL MATTERS**

10. **University Secretary’s attendance at sub-committee meetings**

10.1 In its response to the effectiveness review, Council has agreed that more regular attendance by the University Secretary at meetings of sub-committees would be beneficial, and with this in mind, we are amending the sub-committee details on the Governance web pages to include the University Secretary as ‘in attendance’ (though
in most cases this will be occasional rather than routine). The University Secretary’s Executive Assistant will be in touch in advance of meetings he would like to attend to make the necessary arrangements.

10.2 To support the University Secretary in maintaining effective oversight of the sub-committees on behalf of Council, you are asked to include him on the circulation list for sub-committee agenda and papers as well as any other information routinely provided to committee sub-members.

11. Content and maintenance of minute books

11.1 The responsibility for maintaining Minute Books for the following committees rests with individual committee secretaries:

- Council Audit Committee
- Council Nominations Committee
- Council Equality, Diversity and Inclusion Committee
- Council Finance Committee
- Honorary Degrees Committee
- Senate Learning and Teaching Committee
- Military Education Committee
- Senate Research and Innovation Committee
- Research Ethics Committee
- Senate Budget Committee
- Senate Nominations Committee
- Senior Remuneration Committee

11.2 The binding of Minute Books for permanent archive purposes is co-ordinated by the University Secretary’s Office (contact: Kathryn Clements, governance-admin@sheffield.ac.uk; ext 21716).

11.3 Minute Books should comprise, in chronological order, the Minutes of meetings of the Committee, to which should be appended all papers received by the Committee (including tabled papers and papers from second and subsequent circulations).

11.3.1 Minutes

(a) Minutes should be copied double-sided on grey paper. They should not be stapled or clipped.

(b) Each paper received by the committee should be given an Appendix reference that matches the item number in the minutes.
11.3.2 Appendices to Minutes

(a) Each paper received by the committee (including any tabled papers or papers issued in second or subsequent circulations) should be appended to the Minutes. Appendices should be double-sided, and should not be stapled or clipped.

(b) Each Appendix should be clearly marked, at the top right of each right hand (recto) page, with its alphabetic reference.

11.3.3 Minute Books

(a) Minutes and their Appendices should be filed, in chronological order, in a temporary binder.

(b) The Minute Book should be taken to each meeting of the Committee by the Secretary. If the Minute Book is very large, and the venue for the meeting is not close, the grey copy of the Minutes can, exceptionally, be used on its own.

(c) When the temporary binder is full (5-6cm thick), the contents should be checked for completeness, order and referencing and forwarded to Kathryn Clements in the University Secretary’s Office for permanent binding.

11.4 Archive Minute Books

11.4.1 The University Secretary’s Office will arrange for Minute Books to be bound and deposited in the Library. Please note that USO’s role is essentially a co-ordinating one, and that responsibility for the content, order and referencing of Minute Books rests with individual committee secretaries.

11.5 Checklist

Many aspects of the compilation and maintenance of temporary Minute books can, and should, form part of the normal preparation for and follow-up to Committee meetings (e.g. when writing minutes or preparing committee papers), and should not be seen as tasks to be completed at a later stage.

11.6 Further guidance and information can be obtained from Kathryn Clements (governance-admin@sheffield.ac.uk; ext 21716).
12. **Annual review of committee membership**

12.1 Details of the terms of reference and membership of University committees can be found on the web at [http://www.shef.ac.uk/govern/committees](http://www.shef.ac.uk/govern/committees).

12.2 An annual review of committee membership is coordinated each year by the University Secretary’s Office. Committee secretaries will receive full details of the 2018-19 review in October, but may at this stage wish to note the main elements of the annual schedule, as follows:

<table>
<thead>
<tr>
<th>Timing</th>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>University Secretary’s Office (USO) liaises with committee secretaries to determine likely vacancies on committees and to request person specifications for any vacancies.</td>
<td>End December</td>
</tr>
<tr>
<td>January</td>
<td>USO issues call for expressions of interest in serving on University committees to all members of staff.</td>
<td>End January</td>
</tr>
<tr>
<td>February/March</td>
<td>USO supplies details of expressions of interest received to committee secretaries. Committee secretaries liaise with Chairs to bring forward recommendations for the appointment to vacancies of new representatives of the Senate/Council or the reappointment of existing representatives.</td>
<td>Mid-April</td>
</tr>
<tr>
<td>February/March</td>
<td>USO requests committee secretaries to submit details of other changes to committee membership (i.e. those not relating to Senate/Council representation).</td>
<td>End June</td>
</tr>
<tr>
<td>May/June</td>
<td>Senate Nominations Committee meets to agree recommendations concerning Senate representation on committees and sub-committees, for approval by the Senate in June.</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Council Nominations Committee meets to agree recommendations concerning Council representation on committees and sub-committees, for approval by the Council in July.</td>
<td></td>
</tr>
<tr>
<td>June/July</td>
<td>USO issues letters of appointment and reappointment in respect of Council and Senate representatives on committees.</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>July/August</td>
<td>Updated committee membership details published on web; Committee Secretaries informed that annual review is complete and sent copies of appointment and reappointment letters.</td>
<td></td>
</tr>
<tr>
<td>August/September</td>
<td>Committee Secretaries provide details of meeting dates etc to committee members.</td>
<td></td>
</tr>
</tbody>
</table>

12.3 Committee Secretaries are asked to notify any changes to committee membership arising outside the annual review to Kathryn Clements in the University Secretary’s Office (governance-admin@sheffield.ac.uk).

13. **Almanac of meetings**

13.1 The preparation and publication of the Almanac of meetings of central University committees (not Faculty committees) is co-ordinated annually by the University Secretary’s Office. This process includes the initial booking of rooms (where specified), but not catering and AV arrangements, which are the responsibility of individual committee secretaries.

13.2 For committees where the University Secretary’s Office make the initial bookings: Committee secretaries will be asked to confirm the dates/times of meetings in 2020-21 by early May 2020, as well as to provide an indication of the preferred venue and number of members normally attending. Details of the rooms booked will be notified to Committee Secretaries in July/August and then published on the Almanac Google Calendar (https://www.sheffield.ac.uk/govern/committees/almanac).

For all other committees:
Committee secretaries will be asked to confirm the dates/times of meetings in 2020-21 by early May 2020, and then make the relevant room bookings and confirm venues with the University Secretary’s Office by June 2020.

14. **Parking for lay members**

14.1 **Lay member parking provision**

At the start of each academic year, the University Secretary’s Office will contact individual committee secretaries to outline the provision and method of booking for lay member parking for each individual committee. This will vary from committee to committee based on a number of factors including the number of lay members requiring parking, dates of meetings and location of meetings.
For the 2019-209 session, parking provision will be spread across: a) the Hounsfield Road Car Park, b) the visitor parking spaces outside DARE, and c) the Crescent outside Firth Court (mainly reserved for the Chair of Council, Treasurer and Pro-Chancellor's).

14.2 Responsibility for making parking reservations

(a) Parking for Chair of Council, Treasurer and Pro-Chancellor's

The University Secretary's Office will continue to reserve spaces on the Crescent for the Chair of Council, the Treasurer, the Pro-Chancellor's and several other specified senior lay members attending central University committee meetings (according to meeting details confirmed in the Almanac). However, please note that prior to each committee meeting, it is the responsibility of each committee secretary to keep the Firth Court porters informed of any changes throughout the year (e.g. changes to meeting dates or when a space is no longer needed and can be released).

(b) Parking for other lay members

Unless otherwise indicated, the onus will now be on individual committee secretaries to contact EfM (see contact details below) to reserve parking spaces for other lay members of central University committees. Please note that prior to each committee meeting, it is the responsibility of each committee secretary to keep EfM (see contact details below) informed of any changes throughout the year (e.g. changes to meeting dates or when a space is no longer needed and can be released).

In cases where the University Secretary's Office are still making the initial reservations (committee secretaries will be specifically informed if this is the case), it is still the responsibility of each individual committee secretary to keep EfM (see contact details below) informed of any changes throughout the year (e.g. changes to meeting dates or when a space is no longer needed and can be released).

14.3 Lay member virtual permit system

With visitor display permits no longer in use, there is now a requirement for lay member car registrations to be stored on the EfM database so that the Campus Wardens who patrol the University car parks can see that their cars are authorised to be parked. Please note that it is the responsibility of individual committee secretaries to make sure that EfM (see contact details below) are provided with names and car registrations for all lay members who require parking and that EfM are kept updated with any changes.

14.4 Contact details for EfM

Rachel Broomhead (Rachel.Broomhead@sheffield.ac.uk)
General notes on completion:

Each paper or sub-committee report for Council needs an Executive Summary cover sheet.

A blank template can be downloaded from the Governance web pages.

The Title, Author, Strategic Context, Summary and Recommendation sections of the template must be completed.

Other sections should be completed if relevant. Otherwise, insert ‘n/a’.

The completed form should not exceed one side of paper.

If you have any queries about completing the form, please contact Sue Stephens (d.swinn@sheffield.ac.uk; ext 21213) or Rebecca Barker (r.barker@sheffield.ac.uk; ext 21741).

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General notes on completion:
Each paper or sub-committee report for Senate needs an Executive Summary cover sheet.
A blank template can be downloaded from the Governance web pages.
The Title, Author, Strategic Context, Summary and Recommendation sections of the template must be completed.
Other sections should be completed if relevant. Otherwise, insert ‘n/a’.
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If you have any queries about completing the form, please contact Matthew Borland (m.borland@sheffield.ac.uk; ext. 21201).

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Public Availability of Council Papers

Council is asked to confirm at the end of each business meeting those papers which are to be published via the University website in addition to the Minutes of the meeting, categorised as:

- Publication on the Council webpages under the existing policy;
- Publication on the Council webpages (ad-hoc items, policies, reports);
- Publication separately on the website (e.g. Estates Masterplan);
- Non-publication (i.e. confidential).

The following routine classifications are used as the starting point for publication or non-publication:

**Non-Publication (Confidential)**

Report of the Audit Committee
Report of the Finance Committee*

**Publication (non-confidential, unless specifically indicated)**

Report of the Council Nominations Committee
Report of the Health and Safety Committee*
Report of the Honorary Degrees Committee
Report of the Human Resources Committee*
Report of the Senate
Minutes of the Senior Remuneration Committee
Annual Report of the Alumni Board
Annual Report of the Audit Committee
Annual Report of the Employability Board
Annual Report of the Equality, Diversity and Inclusion Committee
Annual Report of the Military Education Committee
Annual Report of the Sport Sheffield Board

*Edited versions of these reports are circulated to the following meeting of Senate.