

Availability of Senate papers

In this paper 'Agenda' = the summary Agenda only, excluding supporting papers

1. DESIGNATION OF ITEMS

(a) Reserved Items

Reserved items are indicated in both the Agenda and supporting papers, and are printed on pink paper.

(b) Confidential Items

Confidential items may be included in supporting papers.

2. AVAILABILITY

(a) Members All members of the Senate receive the full Agenda and supporting papers except that student members do not receive reserved items.

(b) Academic Staff The Agenda and supporting papers are available for consultation by Academic Staff during the week preceding each meeting in Academic and Governance Services, Room 3.21, Whiteknights House.

(c) Students The President of the Students' Union receives the full Agenda and supporting papers, except for reserved items. These are for consultation in the Students' Union by any student except that confidential papers are available only to the President and, at his/her discretion, to the successors of the student members or representatives entitled to receive them.

3. DISCUSSION AND REPORTING

(a) Reserved items may not be discussed by anyone with others before a meeting or afterwards except with the agreement of the Chairman concerned who may withhold this if he or she thinks fit. Similarly, members or representatives may not 'report back' on confidential or reserved matters except by agreement. Minutes that are in themselves confidential or reserved are included in a separate section.

It is open to any individual member to ask at the end of a meeting whether a matter which is included in a confidential paper for that meeting should remain so.

- (b) There is no objection to matters in a paper not indicated as being confidential being discussed with anyone in the University before a meeting; and there is no bar to 'reporting back' on such matters. But 'reporting back' should normally be confined to giving the decisions; the discussion which preceded a decision should be mentioned only if it is necessary to make that decision clear. No names, either appearing in the papers or of members who took part in the discussion, should be mentioned, except in obvious cases, such as giving the membership of a Committee.

Dr R.J. Messer
University Secretary

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