

REPORT WRITING – TOP TIPS

- Use the University's House Style, format and layout as set out in the Good Practice Guidance document that can be found [here](#).
- Set out the report using appropriate headings.
- Explain the purpose of the report in a short, succinct summary:
 - What is the report about and why;
 - Who asked for the work to be undertaken?
 - Does it link to a University strategic objective?
 - Is it required as part of external policies / regulators requirements
- What is the committee receiving the report being asked to do with it:
 - note it
 - comment
 - recommend upwards
 - approve the recommendations set out within the report
- Include a brief description of the work undertaken to produce the report and conclusion of the key issues that were explored as part of the work:
 - Useful, vital information
 - Clear and concise
 - Do not regurgitate minutes or records of meetings
- Give an assessment of the arguments for and against any proposed actions the committee is being asked to take, including:
 - Resource implications of any options presented (e.g. Financial / Staff / other)
 - o Has this resource been accounted for?
 - o Is there resource available?
 - o Will additional allocation of resource be required?
 - Assess the risks associated with proceeding and/or not proceeding with the recommendations
 - Timing implications / time-limited options attached to the recommendations
- Set out clear and succinct recommendations (if that is the purpose of the report) for the Committee to consider.
- Recommendations should also indicate where the responsibility for implementing the recommendations is held.
- Information that is not required for the main body of the report, but which may provide helpful context to the committee should be attached to the report as an appendix.
- A coversheet is required for all reports that exceed four sides of A4 in length (excluding appendices).
- Author's name and date (e.g. March 2018) at the end of the report.