The headings below are the standard section headings which should be used, as appropriate, in reports to University committees, Senate and Council. They are arranged in the order in which they should appear in the report, with general reminders as to what each section should contain. For more detailed advice please refer to the main document “Guidance for Writing Reports”.

Not all of the standard headings will be relevant to every type of report. In such cases it is best to omit the redundant heading(s), rather than enter them as ‘not applicable’.

Authors may use additional headings of their own choosing if this adds to the clarity and effectiveness of the report.

Purpose of this report

1. Provide a concise statement of what the report is setting out to achieve.

Background

2. Briefly explain the background to the report and why it has been written.

Key issues

3. Explain in more detail the key issues raised by the report, and outline the evidence for and against any proposed actions.

Resource implications

4. Summarise any resource implications (costs or savings) that flow from recommendations in the report.

Risk factors

5. Identify any risks to the University that flow from the matters addressed in the report, and explain how these risks can be mitigated.

Equality implications

6. Confirm whether due regard has been taken of any equal opportunity issues arising from matters addressed in the report. Will any mitigating actions be required as a result?

Social impact and sustainability

7. Confirm whether due regard has been taken of any social impact and sustainability issues arising from matters addressed in the report. Will any mitigating actions be required as a result?
Timing implications

8. Explain why it was necessary for the report to be considered at this meeting. If the committee is being asked to decide something at the meeting, explain what will happen if the decision is deferred.

Conclusions

9. Provide a brief recap of the key issues explored in the report and the conclusions that arise from it.

Recommendations

10. Clearly set out the recommendations and proposed actions arising from the conclusions reached by the report

Actions required of the committee

11. Clearly set out what the committee is being asked to do with the report. Usually it will link back to the recommendations and it will involve approving or noting something.

Report Author: [Input first and last name and position/job title – no personal titles to be used, eg Mr/Ms/Professor/Sir]

Date of report: [Input date]