

### Agenda Development

1	<p>The secretary to the committee prepares a draft agenda for the Chair to approve. The draft agenda can be informed by a range of factors, which include:</p> <ul style="list-style-type: none"> <li>• decisions made at the previous meeting(s) of the committee</li> <li>• the committee’s business schedule or forward agenda</li> <li>• reporting requirements of a parent committee, or sub-committee</li> <li>• requests from committee members</li> <li>• emerging issues and themes which have been identified since the previous meeting</li> </ul>
2	<p>The draft agenda should highlight which items are for approval, or endorsement, and which are to note. Items which are for approval, or endorsement should normally be prioritised, and therefore be scheduled earlier on the agenda, and be allocated a larger amount of the committee’s time in the meeting</p>
3	<p>Once the Chair has signed off the draft agenda, the secretary should liaise with paper and report authors and sponsors regarding the submission of items. It is helpful to set a deadline for submission of papers and reports. This should normally be several days prior to the circulation of the agenda and papers to the committee</p>
4	<p>The circulation of the agenda and papers to a committee should normally be at least 7 calendar days prior to the meeting. In some instances, it may be helpful to circulate even earlier. The agenda and papers for Senate for example are circulated 12 days prior to the meeting to facilitate discussion of papers at Faculty and School level.</p> <p>Papers which have not been received by the secretary in time for circulation to the committee, can (with the Chair’s agreement) be included in a supplementary circulation to the committee.</p> <p>Ideally, no papers or reports should be tabled at a committee meeting. Even circulating an agenda item 24 hours prior to a meeting, while not ideal, does at least allow a small window for committee members to consider the paper or report.</p>