

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.

(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) Staff The Agenda and supporting papers are available for consultation by Staff. Please contact the Secretary to Senate who will arrange access during the week preceding each meeting.

(c) Students The President of the Students' Union and the Student Officers receive the full Agenda and supporting papers, except for reserved items. These are available for consultation in the Students' Union by any student, alternatively contact the Secretary to the Senate to arrange access.

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 Chair concerned who may withhold this if they think fit. Similarly, Senators 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 Senator to ask 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