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BORDERS COLLEGE REGIONAL BOARD

REGIONAL BOARD

26 October 2023

Revisions to Board Practice/Documentation

1.0 PURPOSE OF PAPER

For decision

2.0 EXECUTIVE SUMMARY

2.1 **Format and template for Board and Committee Papers.** Members will have noticed that the papers for this Board are in a different format to that used previously. In an attempt to present the information provided in the way that works best for Members the template for the papers for this meeting was devised.

2.2 Members were asked for feedback on the proposed template. Four Members provided a response, those that responded had a diverse range of opinions.

3.0 RECOMMENDATION(S)/ACTION(S) REQUIRED

3.1 I recommend that the Regional Board: -

3.1.1 discuss the proposed changes and agree the format the template for papers should take in the future.

4.0 BACKGROUND

4.1 As is often the way with the production of a template that meets the needs and requirements of everyone completing it and everyone reading it, it is unlikely that we will be able to have papers in a format that is the preferred option for everyone. However, we will aim to have a format that gives Members the information they need, in the format that works best for them and yet is still concise and to the point.

4.2 There have been a number of changes to the template for papers over recent years and the intention will be to agree a format that will be used for at least the remainder of this academic year.

4.3 Questions to consider prior to the discussion - What do Members think are essential components of a paper? What do they not want to see? What format – text, tables, lists?

5.0 IMPLICATIONS AND CONSIDERATIONS

5.1 Financial Implications

5.2 Learner Implications

5.3 Staff Implications

5.4 Equality and Diversity Implications/Equality Impact Assessment

5.5 Sustainability/Environmental Implications

6.0 RISK COMMENTARY

6.1 Members should receive papers in a format that is accessible and informative and easy to read and digest. If this is not achieved there is a risk that key Board business may not be open to the full scrutiny and discussion required and/or information is missing that may influence a Board decision.

7.0 CONCLUSION

7.1 The template will be agreed by Board and implemented for all Board Committee and Board Meetings for the remainder of the academic year.

Ray McCowan

Chair of the Board

Previous Board or College Committee Approvals: None

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