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| **Committee Name** |
| **Date** |

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# COVERSHEET

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| **Document title:** | **Document Title in Bold** |
| **Author/s:** | Author (Full Name and Job Title of Author) |
| **Sponsor on UEB:** | Sponsor (Full Name and Job Title of Sponsor) |
| **Document History:** | First/second/final version **(please include details of other groups/committees that have reviewed the paper before Council)** |
| **Paper Classification:** | **Open/Confidential/Strictly Confidential/**  Legally Privileged (delete as appropriate)  **O*pen:*** *open to all internal audiences and can be published (if Council paper in accordance with the OfS Regulatory Framework Ongoing Conditions of Registration)*  ***Confidential(Commercial in Confidence):*** *exempt from wider publication and not to be shared with external audiences. Please state why this paper is exempt from publication.*  ***Please note papers classified as ‘confidential’ will be made available to Committee members and may be circulated more widely to relevant senior staff where considered appropriate.***  ***Strictly Confidential (Legally Privileged):*** *Papers classified as strictly confidential must not be shared more widely than the committee without the permission of the paper sponsor and Chair.*  **Please also remember that if papers include information that is considered Personal under GDPR, it should be highlighted clearly that this should not be shared***.* |
| **Type of Paper:** | **For information** – not for discussion  **For discussion** – issue for discussion not for decision  **For discussion and assurance** – issue for discussion and assurance, but no decision  **For assurance** – not for discussion (Council only)  **For endorsement**  –  the committee is asked to recommend a proposal to a more senior committee for further endorsement or final decision/approval  **For approval** – recommendations for decision/approval  *(delete as appropriate)* |
| **Appendices** | Supplementary information may be included as appendices. The number of appendices should be limited to essential documentation that informs discussion and takes into consideration the intended audience.  List each appendix numerically (eg Appendix 1 – Annual Assurance Report)  Include page numbers for all appendices.  Refer to appendices in the main body of the paper in bold font (eg See **Appendix 1**). |

**UEB/COUNCIL/SENATE is asked to:**

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| *[summarise actions required by Council at the meeting]*  e.g.  **Note** (no discussion required and for information only)  **Discuss** (consider the issues raise in the paper and comment, but no action or decision is required)  **Approve** (the committee is asked to approve/make a decision) |

**The following issues have been considered within the writing of this paper and where directly applicable further information can be found in the relevant sections as detailed below:**

|  |  |  |
| --- | --- | --- |
| **Executive Summary** | **** | See Section 1 **(entries in this table are just for example, please edit as appropriate)** |
| **Alignment with Strategy 2030** | **** | See Section 2 |
| **Financial Implications** | **** | See Section 5 |
| **Risk Assessment** | **** | See Section 6 |
| **Equality and Diversity** | **** | See Section 7 |
| **People Impacts** | **** | See Section 8 |
| **Digital/IT Assurance** | **** | See Section 9 |
| **Environmental/Sustainability Impact** | **** | Nil return (where issues have been considered but not directly applicable to the paper) |
| **Legal, Regulatory and Compliance Issues** | **X** | Nil return (where issues have been considered but not directly applicable to the paper) |

Please utilise the above checklist to confirm that these key issues have been considered and summarised within the main paper, where directly applicable. Please cross-reference the specific section of the paper that these issues have been discussed and considered.

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**Committee Template for Main Report**

Most papers should contain the following elements.[[1]](#footnote-1)

**UNIVERSITY EXECUTIVE BOARD / SENATE / COUNCIL** [insert date of the meeting]

# Please note that the Executive Summary and information on key issues (eg Alignment with Strategy 2030 / Financial Implications / Risk Assessment / Equality and Diversity / People Impacts / Environmental/ Sustainability Impacts) should now be incorporated as separate sections within the main body of the paper as detailed below.

1. Executive Summary
   1. Please summarise the key points in the paper and encapsulate the findings of the paper.
2. Context
   1. A short paragraph contextualising the paper in order to make UEB/Senate/Council aware of the external/internal context, or perhaps as an aide memoire when issues are returning to UEB/Senate/Council for further discussion.
3. Main Proposals
   1. This section should provide in a concise and focused manner the key information and analysis the Committee needs to consider in order to provide the response/outcome requested. **The following areas are intended to provide guidance to authors and should only be included if applicable / relevant.** If a heading is not applicable, then it does not need to be completed.
      1. **Details of the issue/proposal:**
      2. **Alignment with Strategy 2030:** As applicable, outline how the proposals in the paper fit with the delivery of Strategy 2030 and support the University’s commitment to a greener, healthier and fairer society. Please also highlight the alignment with the Strategy Delivery 2030 Plan and specific strategic performance indicators or targets.
      3. **University Purpose, Vision and Values:** As applicable, outline how the proposal contributes to the purpose and vision of the University and the value it creates. An overview of the University’s Values is available [here.](https://www.exeter.ac.uk/about/strategy2030/howwewillwork/)
      4. **Analysis of any legal, regulatory, policy consequences and mitigations in place:**  Please detail any specific legal, regulatory and/or policy issues.
      5. **Health and Safety Issues:** Please detail any specific health and safety issues which need to be considered.
4. Recommendations to Committee (UEB/Senate/Council):
   1. Please clearly state what you would like the committee to decide upon or put into action and ensure any recommendations for endorsement or approval are clearly signalled on the cover sheet. Brief lists are the best way to outline this succinctly:
      1. Recommendation 1:
      2. Recommendation 2:
      3. Recommendation 3:
5. Financial Implications
   1. Please summarise the financial implications for the University, Colleges and Services. Please also include information regarding how the proposals will help the University to deliver Value for Money or enable delivery of cost efficiencies.
   2. Please indicate if there are none, and the reasons for this.
6. Risk Assessment
   1. Please briefly summarise key risks associated with the issues or proposals and indicate a formal risk register been carried out, or whether an existing risk register is impacted and if so outline how recommendations expected to impact on risk scores.
7. Equality and Diversity
   1. The University requires an Equality Impact Assessment (EIA) to be undertaken for all new or modified university policies, proposals and significant activities that affect people with protected characteristics. Please indicated whether an Equality Impact Assessment has been carried out or needs to be undertaken. Please do not leave this blank, but on rare occasions that this section is not applicable highlight nil returns. Guidance on the EIA process is available [here](https://www.exeter.ac.uk/departments/inclusion/policiesanddata/eia/) and further support and assistance can be provided by contacting the EDI [here](mailto:edi@exeter.ac.uk)
8. People Impacts
   1. Briefly summarise any staffing implications, including potential changes to staffing levels and profiles; impacts on ways of working; training requirements; and how the proposal is aligned with the HR strategy.
9. Environmental/Sustainability Impacts
   1. Briefly summarise the Environmental/ Sustainability Impacts associated with the issue or proposal, including impact on energy consumption, associated carbon emissions and Net Zero target. Further information on the University’s Environment and Climate Emergency Policy Statement is available at <https://www.exeter.ac.uk/about/sustainability/>
10. Consultation
    1. This section should set out what consultation and engagement has taken place and with whom, including relevant stakeholders, working groups and student representatives.
11. Next Steps
    1. Outline what will happen after the meeting if the paper is approved and the expected timeline.
12. Communications
    1. Papers may need to include a section outlining the communications issues relating to any proposal/decision, and a full communications plan for Council to discuss and approve if appropriate. This should include:
       1. Brief communications timeline
       2. Which individuals and groups have been consulted on the proposals so far
       3. What plans are in place to consult with or involve colleagues going forward
       4. Highlight any action individual members are expected to take to implement or cascade decisions.

1. It is noted that some reports (for example research grant or admissions data) may follow a different (separately agreed) format to the template set out here. [↑](#footnote-ref-1)