# *[Guidance and Paper Templates for University Executive Boards, Advisory Groups and Committees*

*This coversheet and paper template should be used by deleting and* ***replacing the*** *black body text* ***with report specific content*** *and* ***the removal of all blue italicised guidance text*** *in [] prior to submitting your coversheet and paper.*

*If formatting is required, please do so using the Word styles functions set for the template*.

[Guidance on accessibility for word documents](https://portal.lancaster.ac.uk/ask/word-checklist/) *including how to use templates is available on the staff intranet including for* [diagrams and pictures](https://portal.lancaster.ac.uk/ask/digital/accessibility/adding-alternative-text-to-diagrams-and-images/), [PDFs](https://portal.lancaster.ac.uk/ask/digital/accessibility/accessibility-guides-and-checklists/accessibility-checklist-for-scanned-pdfs/) *and* [excel sheets](https://portal.lancaster.ac.uk/ask/digital/accessibility/accessibility-guides-and-checklists/accessibility-checklist-for-microsoft-excel-spreadsheets/).

*Authors are responsible for ensuring their paper/presentation is accompanied by a succinct and complete coversheet and papers/presentations correctly use this template.]*

***[Restricted/Confidential/Commercial in Confidence]*** 

# PAPER X

| Coversheet element | Content |
| --- | --- |
| Paper | Insert Title of Paper |
| Meeting | Advisory Group/Committee Name: Insert Date Month Year, *[e.g. 10 March 2023]* |
| Purpose of paper/ presentation | *[Provide a short outline of the purpose of the paper/presentation and what you wish the receiving body to do in relation to the business. Is the paper giving assurance? Reporting on performance or progress? A proposal for action? Options appraisal, analysis or review?]* |
| Intended outcome | The Group/Board/Committee is invited to:   * **approve/resolve/determine** *[the next steps for the project];* * **note** *[the draft report prior to its consideration by Council];* * **confirm** *[its support for the campaign];* * **consider/discuss/comment** *[the proposed changes to the policy];* * **advise** *[of any further changes it would wish to see to the Risk Register];* * **recommend** *[the approval of the project and related expenditure to UPRG];* * **endorse/support** *[the initiative’s further exploration as outlined in the paper];* * **receive** *[the options appraisal for information].*   *[Intended outcomes should match the recommendations included at the end of a paper.]* |
| Paper Sponsor | Insert Name and Job Title  *[This must be a member of or standing attendee of the group or committee.]* |
| Paper submitted by (if different to above) | Insert Name and Job Title  *[e.g. Director, Associate Director, Associate Dean or Head of Service.]* |

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| --- | --- |
| Key contact(s) | Insert Name Job Title email:  *[Name of the individual who can provide additional information or answer queries about the item.]* |
| Dependencies or other implications | Briefly summarise any dependencies or other implications including resource implications.  *[e.g. impact requiring a change to policy or constitutional arrangements, dependencies on Professional Services for consideration or implementation.]* |
| Next steps | Please outline any significant next steps required after consideration at this meeting.  *[e.g. receipt by a committee, submission to an external body or communication]* |
| Restricted business | *[Is this business restricted?*  *Delete as appropriate]*  No Restriction: Open Item  ***Restricted and Confidential*** or  ***Restricted and Commercial in Confidence***  *[Applied when there is a legitimate reason to do so and a clear need to limit the circulation of the paper/presentation to named recipients. Restrictions usually relates to papers which:*   * *contain information or data that the University would not provide publicly, or intend to enter the public domain; or* * *contains sensitive personal data; or* * *relates to business s where a formal position had not been reached; (draft proposal or policy); or* * *items which are commercial in confidence and relate to third party interests; and contain information that could affect the University’s reputation or competitive position.]* |
| Estimated time in meeting | X minutes  *[Indicate the anticipated discussion time required. Final timings will be confirmed by the Secretary.]* |
| Paper/presentation development | Insert Name and Job Title, Group Name  *[Name(s) of individuals/groups with whom the matter has been discussed, including engagement with students where appropriate.]* |

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| --- | --- |
| Equality, diversity and inclusion considerations | *Please confirm if there are any EDI considerations arising from this item and whether they have been addressed as part of this paper.*   * EDI considerations addressed within the paper * EDI considerations identified and to be addressed in due course * No EDI considerations identified |
| Date paper produced | Insert Date Month Year, *[e.g. 4 October 2022]* |