

## ***[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](#) including how to use templates is available on the staff intranet including for [diagrams and pictures](#), [PDFs](#) and [excel sheets](#).

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

# PAPER X

Coversheet element	Content
Paper	Insert Title of Paper
Meeting	Advisory Group/Committee Name: Insert Date Month Year, <i>[e.g. 10 March 2023]</i>
Purpose of paper/presentation	<i>[Provide a <u>short</u> 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?]</i>
Intended outcome	<p>The Group/Board/Committee is invited to:</p> <ul style="list-style-type: none"><li>• <b>approve/resolve/determine</b> <i>[the next steps for the project];</i></li><li>• <b>note</b> <i>[the draft report prior to its consideration by Council];</i></li><li>• <b>confirm</b> <i>[its support for the campaign];</i></li><li>• <b>consider/discuss/comment</b> <i>[the proposed changes to the policy];</i></li><li>• <b>advise</b> <i>[of any further changes it would wish to see to the Risk Register];</i></li><li>• <b>recommend</b> <i>[the approval of the project and related expenditure to UPRG];</i></li><li>• <b>endorse/support</b> <i>[the initiative's further exploration as outlined in the paper];</i></li><li>• <b>receive</b> <i>[the options appraisal for information].</i></li></ul> <p><i>[Intended outcomes should match the recommendations included at the end of a paper.]</i></p>
Paper Sponsor	Insert Name and Job Title <i>[This must be a member of or standing attendee of the group or committee.]</i>
Paper submitted by (if different to above)	Insert Name and Job Title <i>[e.g. Director, Associate Director, Associate Dean or Head of Service.]</i>

<b>Key contact(s)</b>	Insert Name <u>Job Title</u> email:  <i>[Name of the individual who can provide additional information or answer queries about the item.]</i>
<b>Dependencies or other implications</b>	Briefly summarise any dependencies or other implications including resource implications.  <i>[e.g. impact requiring a change to policy or constitutional arrangements, dependencies on Professional Services for consideration or implementation.]</i>
<b>Next steps</b>	Please outline any significant next steps required after consideration at this meeting.  <i>[e.g. receipt by a committee, submission to an external body or communication]</i>
<b>Restricted business</b>	<i>[Is this business restricted? Delete as appropriate]</i>  No Restriction: Open Item  <b><i>Restricted and Confidential or</i></b>  <b><i>Restricted and Commercial in Confidence</i></b>  <i>[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:</i> <ul style="list-style-type: none"> <li>• <i>contain information or data that the University would not provide publicly, or intend to enter the public domain; or</i></li> <li>• <i>contains sensitive personal data; or</i></li> <li>• <i>relates to business s where a formal position had not been reached; (draft proposal or policy); or</i></li> <li>• <i>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.]</i></li> </ul>
<b>Estimated time in meeting</b>	X minutes  <i>[Indicate the anticipated discussion time required. Final timings will be confirmed by the Secretary.]</i>
<b>Paper/presentation development</b>	Insert Name and Job Title, Group Name  <i>[Name(s) of individuals/groups with whom the matter has been discussed, including engagement with students where appropriate.]</i>

**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]*