|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Committee: | | | | Click here to enter text. |
| Title of paper: | | | | Click here to enter text. |
| [**Classification**](https://sp.essex.ac.uk/committees/TemplatesGuidance/Information%20security%20and%20paper%20classifications.pdf)**:** | | | | Click here to enter text. |
| Action required: | | | | Click here to enter text. |
| Paper sponsor(s): | | | | Click here to enter text. |
| Paper author(s): | | | | Click here to enter text. |
| Date of paper: | | | | Click here to enter a date. |
|  | | | | |
|  | | Purpose of the report | | |
| Provide a brief description of the purpose of the report, stating why it is being presented to the Committee, and explain how it enables the Committee to discharge its responsibilities, as defined in the Committee's terms of reference. | | | | |
|  | Executive summary | | | |
| Succinctly outline the key ideas, arguments and conclusions of the report, highlighting the key operational, organisational, policy and/or strategic issues that are relevant to the committee that is considering the paper, including any impact on the student experience. Keep the intended audience in mind; how much do they already know, and how much do you need to explain - this is likely to change as the paper moves through the committee structure. Throughout the cover sheet and paper, it is important to write in plain English and to avoid the use of acronyms, especially when writing for external committee members. | | | | |
|  | | | Resource implications (financial, staffing, space, and equipment) | |
| Highlight the known and/or potential resource implications of your report (e.g. financial, staffing, space and equipment resources), where this is relevant to the work and remit of the Committee. All financial resource implications should be discussed and agreed with the relevant Finance colleague. | | | | |
|  | Legal and regulatory considerations | | | |
| Highlight any legal and/or regulatory considerations associated with the information being reported/recommendations being proposed. You should also provide assurance that you have taken, or plan to take, appropriate steps to manage any legal or regulatory implications arising from your report. | | | | |
|  | Equality impact assessment | | | |
| Describe the known and potential impact of the information being reported or the proposals being made on [equality](https://sp.essex.ac.uk/committees/TemplatesGuidance/Assess%20the%20impact%20of%20proposals%20on%20equality.pdf). | | | | |
|  | Consultation undertaken/required | | | |
| Describe the level and method of consultation that has/needs to be undertaken; this should include details of any committees or boards which have/need to consider the paper. You may wish to refer to the [guidance on information security and paper classification](https://sp.essex.ac.uk/committees/TemplatesGuidance/Information%20security%20and%20paper%20classifications.pdf).  Consultation in relation to any financial resource implications must be undertaken with the relevant Finance colleague prior to consideration by committees. | | | | |
|  | Environmental impact and considerations | | | |
| State the known and potential impact of your report on the environment, both now and in the future; and highlight any considerations that need to be brought to the attention of the Committee.  Describe how your report and recommendations will support the delivery of the University's Sustainability Sub-Strategy. You may wish to [review the guidance to help you think through the relevant environmental issues.](https://sp.essex.ac.uk/committees/_layouts/15/WopiFrame.aspx?sourcedoc=/committees/TemplatesGuidance/Assess%20the%20impact%20of%20proposals%20on%20the%20environment.pdf) | | | | |
|  | Analysis of risk | | | |
| State any known or potential risks associated with implementing the proposals or taking no action; this includes but is not limited to [health and safety risks](https://sp.essex.ac.uk/committees/TemplatesGuidance/Assess%20the%20impact%20of%20proposals%20on%20health%20and%20safety.pdf) relating to students, staff and visitors.  You should also state if any of the identified risks have been highlighted as part of the University's [Strategic Risk Register](https://sp.essex.ac.uk/committees/RiskRegisters/UniversityRiskRegister.pdf); if they have, please state which risks are relevant and describe how the proposals will impact on the University’s management of those risks. | | | | |
|  | Recommendations | | | |
| State the recommendations as they appear in the paper. | | | | |

**Title**

Subheading

Subheading

Example table style and format

Table 1: Include a descriptor of table (eg Student recruitment by fee group for entry in 2022-23)

|  |  |  |
| --- | --- | --- |
| Text | Text | **Text** |
|  |  |  |
|  |  |  |

Bullet point style

1. Example text

* First bullet
* Second bullet

Recommendations

Name of paper authorRole

Date of paper