

(Committee Report reference here – SEN19D001 as an example).

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Author: (Name and Title)
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 - Information is legally privileged
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STRICTLY CONFIDENTIAL

Freedom of Information Advisory Note:

Disclosure of the information in this paper may be prejudicial to the University's compliance with the Data Protection Act, conduct of public affairs or commercial interests. Not to be disclosed without consultation with the Vice-Chancellor.

Issue

[Short summary of the purpose of the paper e.g. "an update on the restructuring process with particular reference to staffing structure panels".]

Recommendation

[The recipients can be asked to decide to note, receive, endorse, consider, advise or recommend or oppose. It should be clear from this paragraph precisely what the recipients are being asked to do.

A series of actions might be proposed e.g.

"Recipients are invited:

To note the timetable for work;

To receive the author's interim report;

To advise on the author's future plan of work."]

Resource Implications

[This section is intended to identify any capital or recurrent resource implications which would arise if the proposals are approved]

Risk Implications

[This section is designed to highlight how the proposal will impact the overall level of risk facing the University. Proposals should contain an analysis of the risks facing the proposal and any mitigating factors that can be put in place. A broad assessment of the risk should be included e.g. low, medium, or high. If not applicable this should be stated.]

Sustainability

[How will any proposals in this paper impact on UEA's efforts to be sustainable. Please consider environmental, social, financial and any other appropriate areas.]

Equality and Diversity

[A brief statement setting out how equality and diversity has been taken into account in reaching these recommendations. This section should set out how any impact of the proposals on groups with protected characteristics has been considered and, where adverse impact has been found, it should describe the steps that have been taken/will be taken to mitigate that impact. The Equality and Diversity Manager will provide further guidelines for the completion of this section in due course.]

Timing of decisions

[A note of any other timetables or decision making processes upon which the timing of this decision depends e.g. "to be reported to X committee in May 20XX" or "a decision made today will require Senate/Council approval in June 20XX".]

Further Information

[This section should include references to any previous Committee papers on the same subject – quote the document number from the relevant agenda e.g. COU13D001. It should also include contact details (name, phone and e-mail) for enquiries about the content of the paper and references for any further web-based information.]

Background

[A brief summary of the background leading to the production of this paper e.g. any relevant national policy/legislation/previous decisions by a Project Board that have led to this matter being brought forward for consideration.]

Discussion

The substance of the issues before the recipients.

Attachments

[Please clearly list all appendices which will be added to the report.]