**COVER SHEET TEMPLATE**

**UNIVERSITY OF EXETER**

**COUNCIL,** [insert date of the meeting]

**COVER SHEET**

|  |  |
| --- | --- |
| **Document title:** |  |
| **Author/s:** |  |
| **Sponsor on UEB:** |  |
| **Document History:** | First/second/final version **(please include details of other groups/committees that have reviewed the paper before Council)** |
| **Paper Classification:** | Open/Confidential/Commercial in Confidence/  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 Or Commercial in Confidence: – not to be shared unless stipulated. Please state why this paper is exempt from publication.*  *Legally Privileged: must not be shared unless with the written permission of the paper author and sponsor.*  **Please also remember that if papers include information that is considered Personal under GDPR, that this 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 approval – recommendations for decision/approval  *(delete as required)* |

**Executive Summary**

|  |
| --- |
| [**Please summarise the key points in the paper and encapsulate the findings of the paper.**] |

**Financial Implications:**

|  |
| --- |
| [Briefly summarise the financial implications for the University, Colleges and Services. Please indicate if there are none, and the reasons for this.] |

**Risk Assessment**:

|  |
| --- |
| [Briefly summarise key risks. Please indicate if there are none, and the reasons for this.] |

**Equality & Diversity:**

|  |
| --- |
| [Briefly summarise E&D implications and indicate whether an EIA has been undertaken or needs to be undertaken. Please do not leave this blank but highlight nil returns.] |

**People Impacts**

|  |
| --- |
| [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] |

**Environmental/Sustainability Impacts:**

|  |
| --- |
| [Briefly summarise the Environmental/Sustainability Impacts.] |

**COUNCIL is asked to:**

|  |
| --- |
| [summarise actions required by Council at the meeting] |

# Template and instructions for Papers

Below is a sample outline template for all reports and the Coversheet to be used for most

papers is provided above.

* Council papers should be no more than **four pages** plus a coversheet.
* Each paper should be in PDF form combined with the coversheet and appropriate page numbers to be allocated.
* A UEB coversheet to be provided for submission to UEB. Not all Council papers will require approval by UEB. However, if you would like your paper to be considered by UEB prior to Council, please consult the UEB dates and deadlines, where agenda and paper deadlines can be found; and contact [UEBsecretariat@exeter.ac.uk](mailto:UEBsecretariat@exeter.ac.uk) to get your item on the agenda. If you are unsure whether your paper requires UEB consideration, please contact the UEB Secretariat team
* Final versions of Council papers must be provided to the Secretariat by paper authors on the agreed deadline (please see committee deadlines document), following UEB sign-off where applicable, and should include the COUNCIL coversheet.
* All papers must be approved by Registrar and Secretary before the paper deadline - if your paper has not been to the UEB the Committee Secretary will arrange for this but must receive the paper **ONE WEEK BEFORE** THE PAPER DEADLINE.

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

# UNIVERSITY OF EXETER

**COUNCIL,** [insert date of the meeting]

# Document Title

# [Please note that there is no need to repeat the Executive Summary in the coversheet]

# Context

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.

# Main Proposals

This section should include

* Details of the issue/proposal
* Financial and other resource implications
* Analysis of any legal consequences and the risks of a course of action (and mitigation activities)
* Equality and diversity – in particular whether an Equality Impact Assessment has been carried or needs to be (separate guidance available)
* Health and safety issues

# Recommendation/s to Council

Please clearly state what you would like Council to decide upon or put into action. Bullet point lists are the best way to achieve this.

# Next Steps

Outline what will happen after the Council meeting if the paper is approved and the expected timeline.

# Communications

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

* Brief communications timeline
* Which individuals and groups have been consulted on the proposals so far
* What plans are in place to consult with or involve colleagues going forward
* Highlight any action individual members are expected to take to implement or cascade any decisions.

1. **Slide Protocol**

* No additional slides to be used at Council meetings unless by prior agreement
* Additional slides in exceptional instances to be agreed at the initial call for papers stage with the Secretariat, who will gain approval from the Chair of Council
* In these instances slide packs will be four slides max
* Slides must be in widescreen navy 16:9 [corporate template](https://www.exeter.ac.uk/departments/communication/communications/design/downloads/) with text in calibiri

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)