**UNIVERSITY OF EXETER**

**UNIVERSITY EXECUTIVE BOARD/COUNCIL/SENATE** [*insert date of the meeting*]

**COVERSHEET**

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| **Document title:** |  |
| **Author/s:** |  |
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| **Document History:** | First/second/final version **(please include details of other groups/committees that have reviewed the paper before UEB)** |
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**Executive Summary**

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| [**Please summarise the key points in the paper and encapsulate the findings of the paper.**]  An effective executive summary is essential to successful board-level papers.  It gives an overview of a report’s purpose, methods, findings, and conclusions/recommendations. They are an absolutely essential tool for busy board members who may not have time to read the whole report.  There is a lot of free guidance available on how to write an effective executive summary. For example:  RMIT Learning Lab: <https://emedia.rmit.edu.au/learninglab/content/beginning> |

**Financial Implications:**

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

**Risk Assessment**:

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

**Equality & Diversity:**

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| [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 on the rare occasion that this section is not applicable to your paper, please highlight nil returns in advance to the UEB Secretariat (or the Secretariat for Council papers) or liaise with the EDI team. |

**People Impacts**

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| [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:**

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

**UEB is asked to:**

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| [summarise actions required by UEB at the meeting] |