**UNIVERSITY OF EXETER**

**SENATE/COUNCIL/ VCEG,** [insert date of the meeting]

**COVER SHEET**

|  |  |
| --- | --- |
| **Document title:** |  |
| **Author/s:** |  |
| **Sponsor on Senate:** |  |
| **Document History:** | First/second/final version *(please include details of other groups/committees that have reviewed the paper before Senate)* |
| **Paper Classification:** | Open/Confidential/Commercial in Confidence/  Legally Privileged (delete as appropriate)  O*pen: open to all internal audiences.*  *Confidential Or Commercial in Confidence: please indicate whether the paper should or can be shared with selected groups of staff e.g. College Executive Groups/PSLT/Education Executive/Research and Impact Strategy Group/Heads of Department.*  *Legally Privileged: this 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 guidelines then it should be stated clearly that it should not be shared.*** |
| **Type of Paper:** | For information/discussion/approval *(please delete as necessary)* |

**Summary of paper:**

|  |
| --- |
| [Summarise the purpose and content of the paper. Please indicate in this section how the paper will support or enable the University to fulfil its strategic priorities and/or supports Senate/Council in undertaking its core duties and responsibilities.] |

**Financial Implications:**

|  |
| --- |
| [Briefly summarise the financial implications for the University and for Colleges and Services. If ‘none’ please indicate the reasons for this.] |

**Risk Assessment**:

|  |
| --- |
| [Briefly summarise key risks. If ‘none’ please indicate the reasons for this.] |

**Equality & Diversity:**

|  |
| --- |
| [Briefly summarise E&D implications and indicate whether an EIA has been undertaken or needs to be undertaken. If ‘none’ please indicate the reasons for this.] |

**People Impacts:**

|  |
| --- |
| [Briefly summarise any staffing implications, including potential changes to staffing levels and profiles; impacts on ways of working; training requirements; and/or how the proposal is aligned with the *Attract, Retain, Perform* People strategy. If not relevant, please indicate the reasons for this.] |

**Communications Plan**:

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

**Senate/Council/ VCEG is asked to:**

|  |
| --- |
| [Summarise actions required at the meeting] |