**COVER SHEET TEMPLATE**

**UNIVERSITY OF EXETER**

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

**COVER SHEET**

|  |  |
| --- | --- |
| **Document title:** |  |
| **Author/s:** |  |
| **Sponsor on VCEG:** |  |
| **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 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
* A VCEG coversheet to be provided for submission to VCEG.
* Final versions of Council papers must be provided to the Secretariat by paper authors on the agreed deadline, following VCEG sign-off where applicable, to include the COUNCIL version of the coversheet.

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 VCEG/Senate/Council aware of the external/internal context, or perhaps as an aide memoire when issues are returning to VCEG/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)