**UNIVERSITY OF EXETER**

**VICE-CHANCELLOR’S EXECUTIVE GROUP,** [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 VCEG)* |
| **Paper Classification:**  | Open/Confidential/Commercial in Confidence/Legally Privileged (delete as appropriate)O*pen: potentially 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.* *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, that this should be highlighted clearly that this 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 summarise the key points in the paper and decisions required/encapsulate the findings of the paper. If relevant, please indicate in this section how the paper will support or enable the University to fulfil its strategic priorities and/or supports VCEG/Council in undertaking its core duties and responsibilities.] |

**Financial Implications:**

|  |
| --- |
| [Briefly summarise the financial implications for the University and for 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 Attract, Retain, Perform HR strategy]  |

**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 VCEG members are expected to take to implement or cascade any decisions.
 |

**VCEG is asked to:**

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