**UNIVERSITY OF EXETER**

**VICE-CHANCELLOR’S EXECUTIVE GROUP,** [insert date of the meeting]

**COVER SHEET**

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| **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:**

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| [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:**

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| [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**:

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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 highlight nil returns.] |

**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 Attract, Retain, Perform HR strategy] |

**Communications Plan**:

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| [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:**

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