**[Committee/Board]**

**00.00.2025**

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**[Please delete advisory information in square brackets]**

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| **Title of Paper** |  |
| **Author of Paper** [name, post] |  |
| **VCG Lead** [name, post] |  |
| **Presenter** [name, post] |  |
| **Paper classification**  **[open:** open to all internal audiences and can be published**]**  **[confidential:** exempt from wider publication and not to be shared with external audience – may include commercial in confidence information]  **[strictly confidential:** papers classified as strictly confidential must not be shared more widely than the committee without the permission of the VCG sponsor; if information is legally privileged discuss with University Secretary] |  |
| **Purpose of Paper**  [**for information**: not for discussion]  [**for discussion**: for discussion but not for decision]  [**for discussion and assurance**: for discussion and assurance but not for decision]  [**for endorsement:** the committee is asked to recommend a proposal to a more senior committee for final decision or approval]  [**for approval**: recommendations for decision or approval] |  |
| **Category** [Strategy and Policy / Performance including finance and recruitment / Quality Enhancement / Business Growth / Productivity / Governance and Risk / Governor Reports and Agendas] |  |
| **Previously Considered by [**Demonstrate governance sign-off process the report has gone through to enable submission to UEB] |  |

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| **Executive Summary (purpose of paper and summary of key issues in under 250 words)** |
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| **Risk assessment** |
| [this section should reference any risks related to the topic of the paper and, where relevant, reference the specific risk on the strategic risk register or operational risk register – link] |

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| **Equality and Diversity** |
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| **Legal, regulatory and compliance issues (including OfS Conditions of Registration)** |
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| **Related University KPIs** |
| [Reference level 1, level 2 or level 3 KPIs – access here – link] |

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| **Communication** |
| Is this paper for Cascade? (please tick one)  Yes  No  [If yes, please indicate to whom and by what means] |

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| **Action required by the Committee (recommendations)** |
| [summarise actions required by committee – be explicit about what is requested and ensure the action is reflected in the paper]  [**Note**: no discussion required and for information only]  [**Discuss**: consider the issues raised in the paper and comment, but no action or decision is required]  [**Approve**: the committee is asked to approve or make a decision] |