**[Committee/Board]**

**00.00.2025**

|  |  |  |
| --- | --- | --- |
|  |  |  |

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

|  |  |
| --- | --- |
| **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] |  |

|  |
| --- |
| **Executive Summary (purpose of paper and summary of key issues in under 250 words)**  |
|  |

|  |
| --- |
| **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] |

|  |
| --- |
| **Equality and Diversity**  |
|  |

|  |
| --- |
| **Legal, regulatory and compliance issues (including OfS Conditions of Registration)**  |
|  |

|  |
| --- |
| **Related University KPIs**  |
| [Reference level 1, level 2 or level 3 KPIs – access here – link] |

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

|  |
| --- |
| **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] |