****This template must be used for all papers submitted to School Committees. The Secretary has authority to refuse to accept a paper if papers are not presented in this manner. **[Delete this red text before submission]**

**Paper YY.CommitteeRef.PaperNo**

**Name of Committee**

Date of meeting

**Title of paper or agenda item**

Author: XXXXXXX

**Background**

[Briefly describe the reason the paper is bring brought to the Committee – for example: describe the problem the proposal is resolving; ideally no more than one or two sentences]

**Action requested**

[Include the relevant action required of the Committee in relation to this paper/agenda item from the following:

* **To note:** *to acknowledge information given. There is generally no need to discuss the item in question.*
* **To receive:** *to formally receive the document or information (eg a report). The committee is not being asked to make a decision but may wish to discuss the contents of the document or information provided.*
* **To consider:** *to discuss the topic/document. The committee is not being asked to make a decision about it but is being asked for its views.*
* **To approve:** *to discuss and reach a decision about something wholly within the committee's remit.*
* **To recommend:** *to discuss an issue and recommend action to another body.*
* **To endorse:** *to support a decision made elsewhere.*

In some cases, more than one of the above may apply to a single agenda item, for example a committee may **receive** a report and **approve** proposals contained within it.]

**Proposal/Report**

[Provide the detail of the proposal/report and/or refer to attachment if the proposal/report is in a separate paper]

**Equality, Diversity & Inclusion implications**

[Two considerations are required here:

* EqIA - In almost all cases where a new policy or procedure is being proposed an Equality Impact Assessment will be required and should be provided and attached. If you believe that one is not required, the reason must be stated here. EIA training is available from the Skills & Training module of People & Money
* Note how this supports the University or School’s overall EDI goals and/or any implications on EDI not already covered in the EqIA

**Resource implications**

[Include details of any resource implications – additional (or reduction in) staff, workload, space, expenditure]