



Name of Committee (UEB / Senate / Council)
Date of Meeting

COVERSHEET

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Document History:	First/second/final version (please include details of other groups/committees that have reviewed the paper before Council)
Paper Classification:	<p>Open/Confidential/Strictly Confidential/ Legally Privileged (delete as appropriate) Open: open to all internal audiences and can be published (if Council paper in accordance with the OfS Regulatory Framework Ongoing Conditions of Registration) Confidential(Commercial in Confidence): exempt from wider publication and not to be shared with external audiences. Please state why this paper is exempt from publication.</p> <p><i>Please note papers classified as 'confidential' will be made available to Committee members and may be circulated more widely to relevant senior staff where considered appropriate.</i></p> <p>Strictly Confidential (Legally Privileged): Papers classified as strictly confidential must not be shared more widely than the committee without the permission of the paper sponsor and Chair.</p> <p>Please also remember that if papers include information that is considered Personal under GDPR, it should be highlighted clearly that this should not be shared.</p>
Type of Paper:	<p>For information – not for discussion For discussion – issue for discussion not for decision For discussion and assurance – issue for discussion and assurance, but no decision For assurance – not for discussion (Council only) For endorsement – the committee is asked to recommend a proposal to a more senior committee for further endorsement or final decision/approval For approval – recommendations for decision/approval (delete as appropriate)</p>
Appendices	Supplementary information may be included as appendices. The number of appendices should be limited to essential documentation that informs discussion and takes into consideration the intended audience.

List each appendix numerically (eg Appendix 1 – Annual Assurance Report)

Include page numbers for all appendices.

Refer to appendices in the main body of the paper in bold font (eg See **Appendix 1**).

UEB/COUNCIL/SENATE is asked to:

[summarise actions required by Council at the meeting]

e.g.

Note (no discussion required and for information only)

Discuss (consider the issues raise in the paper and comment, but no action or decision is required)

Approve (the committee is asked to approve/make a decision)

The following issues have been considered within the writing of this paper and where directly applicable further information can be found in the relevant sections as detailed below:

Executive Summary	<input type="checkbox"/>	See Section 1
Alignment with Strategy 2030	<input type="checkbox"/>	See Section 2
Financial Implications	<input type="checkbox"/>	See Section 5
Risk Assessment	<input type="checkbox"/>	See Section 6
Equality and Diversity	<input type="checkbox"/>	See Section 7
People Impacts	<input type="checkbox"/>	See Section 8
Environmental/Sustainability Impact	<input type="checkbox"/>	Nil return (where issues have been considered but not directly applicable to the paper)
		Nil return (where issues have been considered but not directly applicable to the paper)
Legal, Regulatory and Compliance Issues	<input checked="" type="checkbox"/>	Nil return (where issues have been considered but not directly applicable to the paper)

Please utilise the above checklist to confirm that these key issues have been considered and summarised within the main paper, where directly applicable. Please cross-reference the specific section of the paper that these issues have been discussed and considered.