UNIVERSITY OF WARWICK

For the meeting of the [insert Committee name] to be held on [date]

**[Title of the Report]** *[This should mirror the title on the cover sheet]*

*[Notes for those completing this template (please delete these notes after completion):*

* *Please use Calibri 11, putting section titles in bold, left justifying the text and using single line/6pt spacing.*
* *Reports should be no more than 4 sides of A4. If your report is two sides of A4 or less in length (excluding appendices/annexes), the report and coversheet may be consolidated using the coversheet template only.*
* *The [insert Committee name] Secretariat will be able to provide advice if you send a copy of your draft report to [insert email] ahead of the submission deadline. Should you wish to make further changes to your report following submission, please request the latest version of your report from the [insert Committee name] Secretariat to ensure you are working from the most up to date copy.]*
1. **Introduction**

*[The introductory section should include concise information which summarises the proposal and answers the following questions:*

* *Why does the paper need to come to the Committee?*
* *What are the key issues the Committee needs to know, including any critical timelines?*
* *How does the proposal support the objectives of the University Strategy?*
* *Does the proposal meet other requirements – such as compliance with legislation or Health & Safety?]*
1. **Background/Context**

*[This section should cover the key information the Committee needs to know including:*

* *context;*
* *scope of impact within the University (and on external stakeholders, where appropriate);*
* *a summary of key facts;*
* *comparator data;*
* *options appraisal and alternatives considered;*
* *deliverables and benefits to be realised (where applicable) and;*
* *rationale for recommendation (where applicable).]*
1. **Financial and Resource Implications**

*[This section should clearly set out any financial implications, together with the budget or budget area from which these will be met. Consultation/engagement with the Finance Office is expected before a proposal is submitted to a Committee.*

*Also, consider what the implications of the proposal are for: Space, Estates, Digital/IT, HR and any other part of the University? For example, does the proposal rely on work to be done by another part of the University or will it have an impact (positive or negative) on another part of the University?]*

1. **Risk, Equality and Environmental Sustainability Considerations/Impacts**

*[Consideration* ***MUST*** *be given to the potential impacts and implications of the proposal. Consider the points and examples in the supporting guidance document* [*https://warwick.ac.uk/services/gov/committeesecs/templates/guidance\_notes\_for\_committee\_reports\_edi\_risk\_and\_sust\_for\_web.pdf*](https://warwick.ac.uk/services/gov/committeesecs/templates/guidance_notes_for_committee_reports_edi_risk_and_sust_for_web.pdf) *and outline summary details in the coversheet, with further details provided here in the main body report.]*

1. **Consultation**

*[This section should set out what consultation and engagement has taken place and with whom. Examples include the relevant Executive Board member, the budget holder, the Finance Office and Strategic Planning & Analytics. In addition, think about whether consultation with students, Trade Unions or other external stakeholders is required.*

*You can also include any Committees/Groups that have discussed your report previously (this information should also be included on the route map on the coversheet)].*

1. **Next Steps**

*[What are the next steps for implementation; who will be responsible; and what is the anticipated timescale? How will the decision be communicated?]*

1. **Further Information/Appendices**

*[State where further information is available and list any appendices.]*

**Recommendation(s)**

*[This should mirror the recommendations outlined on the coversheet.]*

[Name of the Author]

[Role title of the Author]

[Date that the report was prepared]