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| **Report to the Steering Committee** |
| **Reference:** | **XXX-SCDDMMYY** | **Report classification:** | **Public/Protected/Restricted** |
| **Meeting Date** | [Date]  |
| **Title** | [Title – the title should be brief and clearly relate to the content of the report]  |
| **Author / Presenter** | [Name, Position – this should be the author, followed by the presenter]  |
| **Purpose of Report** | Tick all that apply **✓** |
| **To provide assurance** |  | **To obtain approval** |  |
| **Regulatory requirement** |  | **To highlight an emerging risk or issue** |  |
| **To canvas opinion** |  | **For information** |  |
| **To provide advice**  |  | **To highlight student or staff experience** |  |
| **University Strategy**  |
| **Research** |  | **Education** |  |
| **Innovation** |  | **Inclusion** |  |
| **Regional Leadership** |  | **Internationalisation**  |  |
| **Equality and Diversity** |
| **Are there any equality and diversity implications that would affect the University's obligations under the Public Sector Equality Duty (PSED; to eliminate discrimination, advance equality of opportunity and foster good relations between people) that should be discussed as part of this report? *(if yes, details to be provided within the report)*** *[please contact* *Equality@warwick.ac.uk* *if you have queries relating to E&D]* | **Yes** |  |
| **No** |  |
| **Summary of Report** | *[Include key points and additional information as necessary regarding purpose of report. A cover sheet should be no more than two sides of A4]* |
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| **Recommendation** | The Steering Committee is invited to:1. Note [XXX]
2. Approve [XXX]
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| **Route Map for this Report**  |
| **Committee**  | **Date** | **Reference** | **Action Requested/Taken**  |
| [Committee Initials] | [DD Month Year] | 00X-[initialsDDMMYY] | e.g. Recommended.  |
| [Committee Initials] | [DD Month Year] | 00X-[initialsDDMMYY] | e.g. To approve. |

[A cover sheet should be no more than two sides of A4, single line spacing, left justified and Calibri 11 should be used throughout. The cover sheet should put across the key points of the report and we usually advise people to write the cover sheet with the thought in mind that if the member of the Committee had limited time and therefore could only read the cover sheet, will the cover sheet highlight the key points to the member of the Committee sufficiently enough for them to understand what is being asked of them?

If you would like advice on this, please send your draft report to steering.committee@warwick.ac.uk in plenty of time before the draft report deadline so that whoever is supporting the meeting can review it and give appropriate advice.

The Steering Secretariat will add the report/item number once they receive your final report. Any questions, please contact steering.committee@warwick.ac.uk in the first instance.

To avoid issues related to version control, please request a copy of your report from steering.committee@warwick.ac.uk if you need to make amendments after the report has been submitted.]