# Appendix 1

## U N I V E R S I T Y O F Y O R K

**Senior Committee (*e.g. Senate*)**

**SUB-COMMITTEE (*e.g. Teaching Committee*)**

## Report for consideration by [*Teaching Committee*] at its meeting on [*date*]

## TITLE/SUBJECT

1. **INTRODUCTION**
2. **BACKGROUND**

## FACTS GATHERED/INFORMATION TO BE REPORTED

1. **DISCUSSION** (*e.g. arguments for/against courses of action*)
2. **RECOMMENDATIONS FOR ACTION AND RESPONSIBILITIES (***where possible identify the group(s)/individual(s) who will be responsible for the recommendations)*

## RESOURCE IMPLICATIONS/RISKS

1. **IMPLEMENTATION PLAN AND FOLLOW UP** *(where appropriate detail the way in which the suggested recommendations will be achieved)*

**FOR FURTHER INFORMATION** (*i.e. contact details for Chair and/or Secretary of sub-committee or author of the report*)

**DATE**