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| **Item Code:** | Committee Secretary to complete |
| **Category 2 papers** | Committee Secretary to complete |
| **Item Classification:** | Committee Secretary to complete |
| **Committee:** | Committee Secretary to complete |
| **Meeting Date:** | Committee Secretary to Complete |

# Please insert the Paper’s title here using this heading style (Heading Style 1), font and colour

## 1.0 Recommendation(s) (Heading Style 2)

1. UEB/Council/XXX Committee/Group is asked to:
   1. Approve, Endorse, Consider, Note (delete as applicable)
   2. Approve, Endorse, Consider, Note (delete as applicable)

*Itemise each specific recommendation (where this is more than one) starting with approve, endorse, consider, or note. Please make the recommendation(s) specific. It is not enough to say, ‘UEB/Council/XXX Committee is asked to ‘consider’ the paper for example’, with no further up front detail in the recommendation. Try to group recommendations where there are multiple, e.g., place all items to note together. Always provide a direct and clear steer to the Board/Council/Committee as part of the recommendation, particularly where a choice of options or scenarios are presented.*

## 2.0 Context (Heading Style 2)

*This is the* ***main*** *part of the paper in which you will lay out your core argument. Provide an explanation and commentary on the elements of the subject matter for readers. The final section will always be next steps, i.e. what actions are you intending to take after this meeting. Do not use this space to repeat or paraphrase the other sections of this paper, e.g. Recommendations Section*

1. The purpose of this paper is to…

### Sub-Section Title (Heading Style 3)

1. *Abc*
2. *Def*

### Next Steps

1. *Keep this section concise and where possible group together related actions into one*
2. *abc*

## 3.0 Equality, Diversity and Inclusion, Ethical, Environmental, Legal and Regulation

*Briefly outline in bullet format what key issues have been identified relating to this item, and how these are being addressed. If no such considerations are applicable, please write N/A in this section.*

## 4.0 Financial / Resource Planning

Have you discussed and agreed any financial/resource plans or implications in this paper with the Finance Department / your management accountant, HR or Estates etc.? *Summarise these below. When requesting financial funding that is not included in existing budgets or the Five-Year Forecast, you should do this before submitting your paper, otherwise approval will not be granted.*

Have you identified in your paper the financial, human, physical and virtual resource implications and whether these are: *[a] in budget specifying the period and [b] how these can be accommodated by existing people (without increased workload), space or places? Please also refer to how the proposal represents value for money (this may not be just financial savings, but how it improves the efficiency or effectiveness of an activity).*

1. ABC

## 5.0 Corporate Risks

*Please list in full any corporate risks to which the item relates in bullet format. Committee/Board members will not know what Risk No. 3 is. A list of the* [*Corporate Risks*](https://docs.google.com/spreadsheets/d/1z5N1pUMerRsiCwsRRSOZR6G8n6VGWXs5So63EG0lTeU/edit#gid=0) *is provided for information.*

1. ABC

## 6.0 Communications, Responsibilities and key dates for implementation of outcomes

How will the outcomes of the paper be communicated? *Are there any restrictions on release? Which role holders and or groups are responsible for communicating and implementing the substance of the activities set out in the paper? Identify any key dates/milestones.*

1. ABC

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| Item Sponsor (Heading Style 4) | Item Author(s) |
| List the name and job title of the (UEB) member or other senior staff member(s) who is/are sponsoring this paper at this meeting. | List the name and job title of the key author(s) only. |
| Individuals or groups consulted for the item | Consideration and approval route to date |
| Confirm the key individuals (job titles) /bodies consulted and the key date(s) you did this where relevant (e.g. Finance Director’s Senior Management Team) | List the groups, committees, boards who considered this item prior to this meeting (add date of meeting/other form of consideration, e.g., UEB: 21 March 2023) |

**No text/images/links to be written/included beyond this point (delete once complete).**

**Delete this page once your paper is complete**

## Further Guidance on completing this template

* This template is intended to enable the committee readership to understand an effectively written committee item and will therefore cover off the key areas identified in each of the sections. However, some elements will be more applicable than others
* If a section asks for information which is genuinely ‘not applicable’ or relevant to your item, then please add ‘N/A’ in the space where you would otherwise complete the text. However, ‘N/A’ should not be used because you don’t have the information you need to hand, or you are pressed for time and do not wish to look up the legislation, regulation and policy which the item is intended to comply with, build on. This is about giving the committee readership assurance that as a Sponsor and/or Author you have a strong grasp of your paper and can signpost to the key information. It will serve as prompt for the committee to ask you questions and seek clarification as part of its consideration of the item
* This template is set up to be an accessible document. **Please don’t remove or amend the headings or the font, content or structure of the template,** or its value will be diminished. As a minimum, we ask you to:
  + Use headings (Heading Style 2) and sub-headings (Heading Style 3)
  + Use left alignment for paragraphs not justification
  + Not to underline words or phrases unless they form part of a hyperlink
  + Use bold judiciously and apply the principle ‘less is more’
  + Avoid excessive use capital letters or for entire words or phrases (unless they are acronyms)
  + Avoid using of roman numerals and Latin phrases unless necessary
  + You can find more information/guidance on making documents digitally accessible on the [University’s accessibility web pages](https://www.york.ac.uk/about/equality/accessibility/digital-accessibility/)
* The maximum number of sides for each paper (excluding appendices) should be **five.**
* Please remove the text where it asks you to insert the paper title and all text in italics in the template before submitting it – it is there as a guide to help you complete your paper, but does not need to be part of your completed paper, or it will significantly exceed the five sides maximum allowed
* Please complete this template with care to support the credibility of the item you are presenting. If it is easy for the committee readership to navigate and understand your item, they are more likely to be positively predisposed to its content!
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