Vice Chancellor’s Office



***[Agenda Item Template]***

**Title:** *[title of the item]*

**Committee:** *[name & date of meeting]*

**Committee Sponsor:**  *[committee member presenting the item]*

**Author/s:** *[author/s of the document]*

**Date:** *[date of the report]*

**Action required from the committee:** *[actions requested from the committee, for instance: request of advise/guidance; approvals of recommendations; etc.]*

**Report & summary recommendations:** *[brief description of the background, context and, rationale for the recommendations and how they address identified needs; detail of recommendations; indication of other benefits in addition to those addressing identified needs]*

**Research & Innovation Strategy priorities addressed by the recommendations:** *[brief description of which strategic priorities the recommendations are aligned with and how they address them]*

**Key Risks and mitigations:** *[high level risks of implementing the recommendations, initial risk level (H,M,L) and overview of mitigation plans]*

**Implications for staff, including E&D considerations:** *[summary of how the recommendations affect staff – all or any specific groups - and what immediate steps are required to manage the impact – i.e. communication with relevant staff; communication with line managers/Heads of section; recruitment; etc. Please include potential implications, impacts, benefits or negative effects in relation to E&D considerations]*

**Financial implications:** *[summary of any financial impact of the recommendations and immediate steps required to manage these – i.e. request of resource through internal funding schemes, applications for external funding; discussions with budget holders; etc.]*

**Communications:** *[summary of how the recommendations will be communicated, to whom, when and by whom]*

**Annexes:** *[any detailed report, analysis or other documentation providing background or evidence in support of the recommendations in the paper]*

**[Notes: the length of this document must not exceed 3 A4 pages. Any additional information can be provided through Annexes.]**