

[Title of Committee]

Paper Coversheet

Date of meeting: Date of meeting

Paper number: **Paper number – to be assigned by Committee Officer**

Paper author: **Paper Author**

Speaker: **Member of the Committee who will be speaking to / introducing the item**

Subject / Title of Paper: **Subject / Title of Paper**

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| Brief description and background to paper |
| Please provide a brief description and a background to the paper. Please then indicate what you are asking the Committee to do and what (if any) previous consultation has taken place. |
| Action required of the Committee: |
| [ ]  | **To note:** To acknowledge information given. Generally there is no need to discuss the particular item. |
| [ ]  | **To receive:** To formally receive the document or piece of information. The committee is not being asked to make a decision. |
| [ ]  | **To consider:** To discuss the topic / document. The committee is not being asked to make a decision about it, but is being asked for its views and any follow-up actions. |
| [ ]  | **To approve:** To discuss and reach a decision about something wholly within the committee’s remit. This may take the form of straightforward acceptance or it may involve substantial discussion. |
| [ ]  | **To recommend:** To discuss an issue and recommend action to another body. |
| [ ]  | **To endorse:** To support a decision approved elsewhere by an authorised body. Endorsement signals reinforcement and full support for the decision to approve. |

Stakeholders: **Stakeholders involved, e.g. Students, Faculties, Staff etc.**