**Coversheet template**

Cover sheets should be structured on the following template. Text appearing in square brackets is for guidance and should be replaced by content specific to the paper.

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***[Name of Committee and date of meeting 00-00-21]***

***Agenda item [enter item number]***

(Author)

(Title of Item)

**Action requested** [approve, for information; **choose** **one**]

**Background rationale** [summarise why the issue has arisen and from what source; the history of discussions so far; any internal or external consultation conducted; and any key decisions taken to date]

**Alignment to Strategic Objectives/External Policy Driver** [Clearly indicate which of the University’s strategic objectives or which external policy/regulatory driver the paper is addressing]

**Resource Implications** [Where appropriate, summarise the resources needed and from where these will be secured]

**Brief description / summary of the item** [including any specific recommendations; provide a clear and specific recommendation for a particular course of action which is supported by your analysis]