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| **[Report Title]** | | |
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| ***Executive Summary*** | | |
| [Please identify the purpose of the report, summarize the key points, and draw attention to any particular issues or matters for decision.] | | |
| ***Action Requested*** | | |
| [What action is the board / committee recommended to take?]  [Report authors should also indicate which committees / areas should receive the report and why following consideration by the Board/Committee] | | |
| ***Appendices*** | | |
| [Please list and give details of any appendices accompanying the report.] | | |
| ***Author*** | | |
| *Name:*  *Job title:*  *Date:* |  | |
|  | | |
| ***Approval Route*** | | |
| *<Date><Month><Year>* | | *<Approving Person / Body>* |
| *<Date><Month><Year>* | | *<Approving Person / Body>* |
| *<Date><Month><Year>* | | *<Approving Person / Body>* |

# [REPORT TITLE]

## Introduction

[Covering the purpose of the report and the background and context to it.]

## [Body of report]

[The body of the report should contain an explanation of the matters for consideration, including any evidence and supporting arguments. Please feel free to break the body of the report down into a number of sections and to title those sections as appropriate.]

[Please ensure that, where relevant, it is clear how the report relates to University strategy. Associated resource implications should be identified and explained, with an estimate of income and expenditure, and an indication of whether the resource is already accounted for in the relevant financial plan or whether new provision should be made.]

[Some proposals, particularly those relating to regulations, policies, and procedures, may require an equality impact assessment to be carried out. For more information, please contact the Equality & Diversity Manager]

[The author of a report is responsible for version control, making amendments requested by a committee, and circulating the final approved version. The status of a document should be clearly indicated in the document footer, highlighting whether it was in draft or whether, and by which body (ies), it had been approved.]

## Conclusions and recommendations

[Please list the main conclusions arising from the report and any recommended action which the board / committee is asked to consider.]

## References and further information

[A list of references used and / or cited and sources of further information which may be of use to members of the board / committee (if any).]

## [Author(s)]

## [Name(s), job title(s) and date report written.]

## Formattting

[The standard font for reports, is Calibri 12pt. Headings and sub-headings will be printed in Calibri Bold, 12 – 14 pt.}

[Each paragraph of a report should be numbered sequentially from the start to the end of the report. Sections should not be numbered to preserve a simple sequence of numbers (i.e.: 1, 2, 3 … instead of 1.1, 1.2, 2.1, 2.2, 3.1 etc.).]

[Sub-paragraphs should be indented and numbered (a), (b), (c) etc. The level below should be further indented and numbered (i), (ii), (iii), etc.]