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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **[Committee name]** | | | | | | | | | | |
| **Reference: XXX-XXXX-YYMMDD-X** | | | | | | **Classification: Public/Internal/Confidential** | | | | |
| **Title** | [The title should be brief and clearly relate to the content of the report] | | | | | | | | | |
| **Owner** | [The academic title, name and job title of the ultimate owner of the matter at hand. It should only be one person and it may be different to the author e.g. if a project, this should be the project sponsor.] | | | | | | | | | |
| **Author(s)** | [The academic title, name and job title of the person(s) who has written the report.] | | | | | | | | | |
| **Action required** | The [Committee Name] is invited to:  (a)[Consider approval/recommend/discuss/note][the report/specific content]  (b) | | | | | | | | | |
| **Purpose of Report** | | | | | | | | Indicate all that apply **X** | | |
| To provide assurance | | |  | | To canvas opinion | | | | |  |
| Regulatory requirement | | |  | | To highlight an emerging risk or issue | | | | |  |
| **University Strategic Plan** | | | | | | | | | | |
| Education | | |  | | Research | | | | |  |
| People | | |  | | Engagement and Partnership | | | | |  |
| Resources | | |  | |  | | | | |  |
| **Equality and Diversity** | | | | | | | | | | |
| Are there any equality and diversity implications that affect the University's obligations under the Public Sector Equality Duty (PSED) to eliminate discrimination, advance equality of opportunity fostering good relations between people that should be discussed? | | | | | | | | | Yes |  |
| No |  |
| 1. Summary   [Please summarise why the paper needs to come to the committee, the purpose of the paper, including a note of the key issues (bullet pointed if appropriate), any critical time lines, how it supports strategic objectives and any other requirements it meets (eg compliance with legislation or Health & Safety). Give enough information that someone reading this section would understand the main things to bear in mind when reaching a decision on whether to take the action required. Please keep this section to a maximum of half a page.]   1. Consultation   [In addition to completing the route map, this section should set out what additional consultation and engagement has taken place and with whom. Examples include the relevant Pro-Vice-Chancellor, the budget holder and the Finance Division. In addition, think about whether consultation with students, trade unions or other stakeholders is required. If no further consultation has taken place, please state this.]   1. Strategic Plan   [Give details of how, if at all, this item relates to the current Strategic Plan. State if not applicable]   1. Risk analysis   [Give details of the risks of taking the recommendation (or of not doing so) and how the risks of taking the recommended action are to be managed. Where possible link this to the [University’s Risk Register](https://compliance.admin.ox.ac.uk/university-risk-register) or that of the reporting committee. State if not applicable.]   1. Cost and sustainability   [Include here the costs of the decision, both one-off and recurrent; whether or not they will be met from within existing budgets, and if not how it is proposed to meet the costs; and comments on sustainability, including maintenance, replacement, and environmental considerations. Indicate if central finance have been consulted about any potential additional expenditure and/or indicate where the funds will be sourced. State if not applicable.]   1. Further details   Please include any further detail that may be helpful and summarise here any appendices or clips. For papers that are longer than two pages, please omit this section and include instead under ‘Main Report’ below. | | | | | | | | | | |
| **Route Map** | | | | | | | | | | |
| **Committee** | | **Date** | | **Reference** | | | **Action Requested/Taken** | | | |
| [Committee name] | | [DD Month Year] | | XXX-XXXX-YYMMDD-X | | | eg. Recommended. | | | |
| [Committee name] | | [DD Month Year] | | XXX-XXXX-YYMMDD-X | | | eg. Recommended.  [add more rows as needed] | | | |

Main Report

[Complete or delete as described in section 2) of notes below.]

**Notes of guidance on completion of the report template**

1. Make contact with the secretariat  
   If you are not the secretariat of the committee to which you wish to submit this report and they are not already expecting to receive this report, please make contact with them before starting to draft. They will be able to advise you whether your report meets the terms of reference of the committee, to which meeting it could be submitted and the relevant deadline. They may ask for a draft of your report before the submission deadline.
2. Sections to complete and length of report  
   Where possible, reports should be no more than **two** pages in length. If more detail is required, section (f) should be omitted and section ‘Main report’ completed. In this case, the total report should be no more than **four** pages in length. The secretariat will be able to advise regarding appendices and extracting information to clips.
3. Font and style  
   For reasons of consistency and accessibility, please use Ariel size 10; left justify text and avoid unnecessary capitalisation. Reports should be written to align with guidance on the [Oxford Style Guide](https://www.ox.ac.uk/sites/files/oxford/media_wysiwyg/University%20of%20Oxford%20Style%20Guide.pdf). Please refer to the University’s [general accessibility guidance](https://communications.admin.ox.ac.uk/digital-communications/accessibility/guidance). Use of the Word ‘Accessibility Checker’ is recommended, as is use of specified Word headings (eg ‘Heading 1’) - these have been used for the headings in this template.
4. (a) Reference

A reference starts with three digits that describe the agenda number. This is followed by three or four (maximum) capital letters that represent the University committee, e.g. COUN (Council), EDC (Education Committee), then the date (YY/MM/DD), then a letter indicating the paper classification (Confidential, Internal or Public). For example - 006-COUN-23/06/19-C.

(b) Classification

Information classifications match the University’s [information asset classification system](https://www.infosec.ox.ac.uk/handling-information#tab-1715141) by assigning either ‘public’, ‘internal’ or ‘confidential’.

1. Title  
   A concise description of the item is added here. It should match the description of the item on the agenda. Where a report is annual, please state the academic year to which it applies eg 2023-24 or specify the financial year where relevant.
2. Owner/Author

Titles are included where they are academic (Professor/Dr), but otherwise omitted (eg Ms, Mrs, Mr).

1. Action required

State succinctly what the committee is required to do. Each action point should include one of the following actions:

**Consider Approval:** Where the committee is being asked to give **final** approval on a matter or course of action, i.e. it is not going to be escalated to a more senior committee for approval. This must be on the clear recommendation of a prior committee (or accountable individual if no prior committee).

**Recommend**: Where the committee is being asked to recommend a proposal on to another committee.

**Assurance**: Where the committee is being provided with assurance that an action had been completed or where an annual report if being given that may be a regulatory or statutory requirement.

**Discuss:** There is no apparent action or decision for the committee to take but substantive consideration of the topic is required (i.e., it is not just for note).

**Note:** There should be no apparent action or decision for the committee to take eg updates or reports for information only. Any item to note should be ‘below the line’.

1. University Strategic Plan

Indicate to which part of the [Strategic Plan](https://www.ox.ac.uk/about/organisation/strategic-plan-2018-24) the paper relates.

1. Equality and Diversity  
   For guidance on the application of the Public Sector Equality Duty (PSED), see [[Equality analysis | Equality and Diversity Unit (ox.ac.uk)](https://edu.admin.ox.ac.uk/equality-analysis)/](http://www.admin.ox.ac.uk/eop/policy/data/analysis/) which also gives sources for further advice. If you have put an ‘X’ in the Yes box please address this fully in the report; a list of considerations for policy officers and decision makers are set out on the web page.
2. Route map

Complete the route map to show where this item/report been discussed/approved previously and where will it go next.

11. Finalising the report  
Please delete these notes of guidance, ensure that yellow highlighted fields have been appropriately populated and the yellow highlighting removed. If changes are made subsequent to a draft being submitted to the Secretariat, please make sure you are amending the last version they received.

12. Changes to regulations and policy

Where a report proposes changes to published regulations or policy, please do not use tracked changes as when word documents are converted to pdf the changes do not show up. For clarity, please indicate deleted content by ~~scoring through in red~~ and new content byunderlining in blue.