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| XXX: DD.MM.YY File Ref | **PAPER NUMBER** |

The University of Edinburgh

Committee name

Meeting Date

**Paper Title**

**Executive Summary**

*Please summarize the issues covered and the context (max. 100 words).*

**How does this align with the University / Committee’s strategic plans and priorities?** *See supporting guidance.*

**Action requested** *For discussion / approval / information; to note formally / consider the recommendations etc.*

**How will any action agreed be implemented and communicated?** *Please include timescales where possible.*

**Resource / Risk / Compliance**

1. **Resource implications (including staffing)**

*Please detail any resource implications associated with the paper. (See supporting guidance)*

1. **Risk assessment**

*Please outline key risks associated with the paper. (See supporting guidance)*

1. **Equality and Diversity**

*Has this been considered? Is an Equality Impact Assessment required? Does the paper have any major equality impacts? (See supporting guidance)*

1. **Freedom of information**

*Is the paper* ***open*** *or* ***closed****? If the paper is closed, please detail which exclusion it falls under. (See supporting guidance)*

**Key words**

**Originator of the paper**  
*Name, function, date.*

**Guidance on Completing Committee Coversheet**

**Alignment with University / College / School / Committee’s Strategic Plans and Priorities**

The University’s strategic plans and priorities are laid out in the Strategic Plan 2016.

The University’s **mission** is to:

* provide the highest-quality research-led teaching and learning;
* challenge the boundaries of knowledge, research and disciplines;
* enable our graduates and staff to be exceptional individuals equipped to address global challenges;
* promote good health, economic growth, cultural understanding and social well-being.

Current **strategic objectives**:

* Leadership in Learning
* Leadership in Research

Current **development themes**:

* Influencing Globally
* Contributing Locally
* Partnerships with Industry
* Digital Transformation and Data

The Strategic Plan 2016 can be found here: <http://www.ed.ac.uk/governance-strategic-planning/strategic-planning/strategic-plan>

Committee priorities are laid out in the ‘Annual Report of the Senate Committees’, considered by Senatus each year at its June meeting, and available via the Senate website: <http://www.ed.ac.uk/academic-services/committees/senate/agendas-papers>

**Resource Implications**

This section should detail any resource implications associated with the paper. If appropriate, costs, and how they will be met should be outlined. The expectation is that costs will be met from within existing budgets and approval from the relevant budget holder should be sought. If an application for funding will be submitted to the Planning Round, this should be stated here.

**Risk Assessment**

This section should outline key risks associated with the paper. Please refer to the University’s Risk Policy and Risk Appetite: <http://www.docs.sasg.ed.ac.uk/GaSP/Governance/RiskManagement/RiskAppetite.pdf>

**Equality and Diversity**

The University is required by law (Equality Act 2010 and supporting Regulations) to give due consideration to equality and diversity. If the paper proposes new or revised policies or practices, these will also require an Equality Impact Assessment (EIA): <http://www.ed.ac.uk/equality-diversity/impact-assessment>

This section of the coversheet should detail:

* whether equality and diversity has been considered
* whether an EIA is required

**Freedom of Information**

This section should specify whether the paper is open or closed. Wherever possible, papers should be open. If closed, please detail which exclusion this falls under. Further guidance is available on the Records Management website: <http://www.ed.ac.uk/records-management-section/freedom-of-information>

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| Its disclosure would substantially prejudice a programme of research |  | Its disclosure would substantially prejudice the effective conduct of public affairs |  |
| Its disclosure would substantially prejudice the commercial interests of any person or organisation |  | Its disclosure would constitute a breach of confidence actionable in court |  |
| Its disclosure would constitute a breach of the Data Protection Act |  | Other, within terms of FoI legislation (please give further details) |  |

December 2016