Senate XXX Committee

Date

Title

Description of paper
1.

Action requested / recommendation
2.

Background and context
3.

Discussion
4.

5.

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Resource implications
7.

Risk management
8.

Equality & diversity
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Communication, implementation and evaluation of the impact of any action agreed
10.

Author
Name
Date

Presenter
Name

Freedom of Information
Description of paper
State the purpose of the paper in clear, non-technical terms. (1 or 2 sentences)

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

Background and context
Committees need to be able to understand quickly what it is they are being asked to consider, and why. This section should cover the reasons for the paper. It may be helpful to state how the topic relates to the Strategic Plan (or not) here. (1-2 paragraph)

Discussion
This is the main part of the paper – please provide sufficient detail for Committee members to understand the issues and for good decision-making. (1-3 pages. If there is a substantial amount of additional information to include, consider providing this in the form of appendices.)

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 Management
Key risks and mitigating measures associated with the paper should be outlined here. You may wish to reference the University’s Statement of Risk Policy and Risk Appetite.

Equality & Diversity
The University is required by law (Equality Act 2010 and supporting Regulations) to give due consideration to equality and diversity. If proposing new or revised policies or practices, these also require an Equality Impact Assessment (EIA). Please detail whether equality and diversity has been considered, whether an EIA is required, and any major equality impacts.

Communication, implementation and evaluation of the impact of any action agreed
Please summarise how any action to be taken as a result of the paper will be communicated and implemented eg. who will be responsible for overseeing the implementation? Where possible, please also provide details of the ways in which the impact of any action taken will be evaluated and reported.

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

- 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 the terms of FoI legislation (please give further details)