**ITEM**

**THE UNIVERSITY OF MANCHESTER**

**INSERT COMMITTEE**

**INSERT DATE**

**TITLE:**

**SPONSOR:** the committee member or regular attendee who will present the paper/report

**AUTHOR:** the member of staff who has written the paper/report

**EXECUTIVE SUMMARY**

This should provide a concise summary of the paper to be presented which covers the purpose of the paper, and all key points.

**DECISIONS REQUESTED**

This should clearly and precisely state the action required from the committee. A committee should be asked to:

1. note (i.e no decision is required) or
2. recommend (if endorsing/presenting/recommending to a parent/superior committee for formal approval), or
3. approve (if the matter is within the decision-making remit of the committee).

All decisions requested should be listed individually and specifically.

For further guidance on the wording of decisions requested, and the appropriate decision to request of a committee, please contact the relevant committee secretary at the earliest opportunity.

**APPENDICES**

Any appendices which support the paper/report should be listed here.

**DETAIL OF REPORT**

The content of the report/paper itself (colleagues are advised to aim (depending on the complexity of the issue under consideration) for a maximum paper length of between 2000-3000 words, and follow the [[guidance notes](https://documents.manchester.ac.uk/display.aspx?DocID=50339)](https://www.staffnet.manchester.ac.uk/governance/handbook/report-paper-writing/) produced by the Governance Office and endorsed by the Chair of the Board of Governors and the Registrar, Secretary and Chief Operating Officer).