

**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. Reports should ask the Committee to:

1. note (i.e. no decision is required), or
2. discuss - **usually for University Executive (UE) matters only** (for matters which UE is receiving for initial/early sight (‘Green Paper’) consideration, with the expectation that detailed proposals will be presented to a future meeting for formal approval (‘White Paper’)), or
3. recommend (if endorsing/presenting/recommending to a parent/superior committee for formal approval), or
4. 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 Governance Office.

**FOR UE PAPERS ONLY**

**ACTION REQUIREMENTS**

This section should identify any significant action that is required in relation to the report, and in particular the colleague who will be responsible, and timescales for action.

**FOR UE PAPERS ONLY**

**COMMUNICATION REQUIREMENTS**

This section should identify any significant communications that need to be issued, and the target audience, lead colleague and timescales.

**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 2000 words, and follow the [guidance notes](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)..