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| **RVC** *committee name* **– AGENDA ITEM** | |
| **Executive Summary & Report:** *Title of report* | |
| **Prepared by:** *name/ title* | **Presented by:** *name/ title* |
| **To be considered at** *Committee Name* **meeting on:**  *date* | |
| **Action:** *to note/to consider/to approve (delete as appropriate)* | |
| **Approval obtained from other committees/or pending:** *committee name and meeting date/[expected] date of approval*  **If paper requests a change to examinations and/or assessments, please confirm this proposal has been discussed with the Head of Examinations and Assessment prior to submission to this committee:** *Yes/No*  **Reserved item:** *Yes/No* | |

# EXECUTIVE SUMMARY

*Key issue or subject under discussion and the reason it is under consideration. High level background bringing all members up to date so proposals and options can be well understood.*

# Option(s) / proposal(s) and Recommendations: *List proposed actions and options*

*Number them for ease of reference, and highlight any pertinent risks/ effects resulting from the choice. Including the impact of these proposals on vulnerable student /staff groups and how have these been mitigated. Further details can be provided in the report/paper itself.*

*Highlight the recommended option and the justification, and any complexity in the decision. Detail any* *student involvement/feedback associated with this proposal and the recommendation.*

# ownership and further action(S): *Who owns this issue and who will take forward agreed actions? Who does the primary line of responsibility lead to? this could be an individual or a committee/group. If there are key follow up actions given the decision made today, please list them at a high level and their anticipated deadlines (as well as owners if different from above).*

# Communication OF CHANGES: *Please be specific about how, by whom, where and when will these changes be communicated to staff and students or other relevant stakeholders.*

# considerations: Please delete yes/no as appropriate in considering whether the issues outlined have:

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|  | | | *Further info/action or advice* |
| 1. An impact on our commitment and duties with regard to Equality and Diversity and/or the Safety and Well-being of our staff and students? | Yes | No | *HR or Corporate Health & Safety* |
| 1. A financial, reputational or operational impact significant enough to require an amendment to the strategic risk register or, referral to Audit Committee, and Council? | Yes | No | *Secretariat* |
| 1. Sufficient quality of confidentiality such that it should be considered or treated as the reserved business of the Committee or of the College? | Yes | No | *Secretariat* |
| 1. Student Experience and Engagement    * *Requires a change to the provision of information to current or prospective students [in order to enable students to make informed choices]*. | Yes | No | *Academic Registry [Exams Office, Academic Quality etc]* |
| * + *Been consulted on with relevant student representatives* | Yes | No | *Academic Quality* |

IF YOU HAVE INDICATED **YES** TO ANY OF THE ABOVE DETAILS **MUST** BE PROVIDED IN THE MAIN PAPER.