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| **Committee name** |  |
| **Committee meeting date** |  |
| **Paper title** |  |
| **Paper prepared by** | [name] |
| **Paper to be presented by** | [name] |
| **Other committees approval obtained or required** |  |
| **Action required by this committee – tick one only (see Academic Committee Handbook for guidance):**    To note  To consider  To approve | |

**EXECUTIVE SUMMARY (complete as relevant, no more than one side A4):**

1. **ISSUE:**
2. **BACKGROUND:**
3. **OPTIONS(S)/PROPOSAL(S):**
4. **RECOMMENDATION:**
5. **DECISION REQUIRED: [If approval is required include detail of the approval sought]**
6. **RESPONSIBLE FOR IMPLEMENTATION**