

COMMITTEE NAME



Name of Paper (I.e. Core Plan Key Performance Indicator Update November 2024)

Origin: List the author(s) of the paper

Action Required:

(E.g. To **APPROVE**, To **CONSIDER**, To **NOTE**, To **RECOMMEND**)

Clearly indicate what the committee is being asked to do. If there are specific questions for members to consider, make these clear here. For the most part, only items which require discussion will be kept on the main (Section A) unstarred agenda.

Executive Summary

The executive summary should stand alone in providing enough detail to engage with the topic and highlight the critical information that the committee needs to engage with. It should be written for the lay members audience in particular, spelling out any acronyms and explaining any HE jargon. If questions are being asked, the executive summary should provide enough context to enable discussion.

Other Committees Consulted

Clearly list any committees that inputted or considered the paper prior to current committee.

Equity, Diversity and Inclusion Considerations

EDI considerations should be listed here, including if an Equality Impact Assessment has been undertaken. Please view the information here regarding where equality considerations are required <https://www.lboro.ac.uk/equality-diversity-inclusion/equality-impact-assessment/>. In rare cases where EDI considerations are not applicable please write N/A.

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The paper details should then follow.

Supplementary Reading

Links to any additional documents (Appendixes) at the end of the paper or direct readers to the BI bookshelf for committees which use this software.

[Style Guide – Font Arial, Size 12, Spacing 1.5 throughout.]

Papers should be as brief as possible – 2 pages is good, 4 pages should be considered the upper limit. Supporting information should be hyperlinked as an appendix but should not be expected to be read. Data should be used meaningfully and sparingly.