Executive Summary of Business for Council

General notes on completion:
Each paper or sub-committee report for Council needs an Executive Summary cover sheet.

A blank template can be downloaded from the [Governance web pages](#).

The Title, Author, Contact details, Strategic context, Summary, Information Classification and Recommendation sections of the template **must** be completed.

Other sections should be completed if relevant. Otherwise, insert 'N/A'.

The completed form should not exceed two sides of paper.

If you have any queries about completing the form, please contact:

David Swinn (d.swinn@sheffield.ac.uk; ext 21213), or

Kathryn Clements (governance-admin@sheffield.ac.uk; ext 21716).

Title:
[Insert the title of the paper, which should match that of the paper itself]

Author:
[Insert the author's name and job title]

Contact details:
E: [Insert author's email address], T: [Insert author's telephone number]

Date:
[Insert date of paper – this should reflect the date of the paper or sub-committee meeting, not the date of the meeting the paper is going to.]

Strategic context:
[Insert strategic context – examples include: University governance: routine report of a sub-committee of Council; Education and student experience; Research; Capital development.]

Summary:
[Insert summary - State briefly the purpose of the paper, its context and what it covers. Where relevant, explain how the paper aligns with the University Vision, including institutional values and culture, for example under the One University principle.]

Essential reading:
[If relevant, flag up any sections of the paper where approval or discussion is required, or which need to be read in order to understand a particular issue.]

Risk analysis:

[If relevant, briefly state what risk/benefit analysis has been undertaken and its outcome. If appropriate, refer to the relevant section of the paper.]

Resource implications:
[If relevant, provide brief details.]

Stakeholder Impact and Engagement:
[Briefly state which stakeholders are affected, how their interests have been taken into account and any further engagement or communications planned.]

Information Classification:
[State the information classification applicable to the report/paper in accordance with the University's Information Classification and Handling Scheme and associated guidance. Public / Internal / Restricted / Highly Restricted]

FoI & Data Protection implications:
[If relevant, provide brief details of sensitive or confidential matters, and any relevant exemptions under the FOIA, including any personal information, data or other identifiers covered by the Data Protection Act. If appropriate, refer to the relevant section of the paper.]

Equality and diversity implications:
[Significant reviews, decisions or changes of University policy should be accompanied by an Equality Impact Assessment (EIA). If relevant, provide brief details, including the outcome of any EIA. If appropriate, refer to the relevant section of the paper.]

Charity law implications:
[If relevant, refer to any Charity Law implications for the Council to consider when making its decision. The University's objects are 'to advance education through teaching and research', and therefore what is proposed must either further this objective, be a means of generating income to further the objective or be a mix of the two.]

Consultation:
[If relevant (and definitely) for proposals requiring approval/decision, state briefly what consultation has been undertaken. This might include other committees, groups or stakeholders.]

Future actions:
[If relevant, briefly summarise any next steps, e.g. in terms of implementation, future review, further Council approvals, further consultation or engagement with stakeholders, including students.]

Effective date of introduction:
[If relevant, provide the date when the proposal, if approved will take effect, e.g. with immediate effect or a date in the future.]

Recommendation:
[If the paper includes a recommendation for which Council approval is sought, briefly summarise the recommendation here and refer to the relevant section of the paper. If the paper is for information, state this, and that there are no recommendations for which Council approval is sought.]