



General notes on completion:

Each paper or sub-committee report for Senate needs an Executive Summary cover sheet.

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

The Title, Author, 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:

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Title	Insert the title of the paper, which should match that of the paper itself
Author	Insert the author's name and job title, telephone number and email address (T) (E)
Date	This should reflect the date of the paper or sub-committee meeting, not the date of the Senate meeting.
Strategic context	Examples include: University governance: routine report of a sub-committee of Senate Education and student experience Research
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 and FoI & Data Protection implications	State the information classification applicable to the report/paper in accordance with the University's Information Classification and Handling Scheme and associated guidance. 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. For guidance see: https://www.sheffield.ac.uk/polopoly_fs/1.697556!/file/FOI_data_protection_guidance.pdf
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 Senate 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, eg in terms of implementation, future review, further Senate 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, eg with immediate effect or a date in the future.
Recommendation	If the paper includes a recommendation for which Senate 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 Senate approval is sought.