

COMMITTEE NAME



**Loughborough
University**

Name of Paper

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, 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 inputting into the paper prior to submission

Equality 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.

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

The paper should then follow here.

Font size should always stay at 12. Font should be Arial. Spacing should remain at 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.

Supplementary Reading - Links to additional documents (Appendixes) should be provided in this section at the end of the paper or direct readers to the BI bookshelf for committees which use this software.