

APPENDIX 6

[Insert Committee Name]
[Date / month / year]

[Paper Reference No]

[SUBJECT]

- | | |
|---|--|
| 1.1 Purpose of paper | What is the paper about and what are you hoping to achieve? |
| 1.2 Background | What are the important points you want to highlight for <u>this</u> committee? Don't forget, every committee will have a different focus. Include the rationale, options, and key points extracted from the report. |
| 1.3 Recommendations | What are the recommendations you want approved? |
| 1.4 Consultation and approval process | Clearly state the decision trajectory (approvals history, where will the paper go next)? |
| 1.5 Strategic context / student impact | How do the recommendations relate to the School's priorities or strategic plan? What will be the impact on students, and the student experience? |
| 1.6 Risk assessment and mitigation | Analyse the major risks associated with the proposal and explain how these risks will be managed. Ensure explicit reference is made to any relevant risks on the Strategic and Operational risk registers. Dan Bennett, Risk Manager can provide further advice and a copy of the Risk Registers - d.bennett@lse.ac.uk |
| 1.7 Financial considerations | If your paper has any financial implications you need to state what they - if none, you should state that. If the Committee you are sending your report to doesn't have financial authority you should discuss the paper with the Finance Director who will advise how to deal with the issue. If the committee does have financial responsibilities add the expenditure implications here, in an annex if detailed. |
| 1.8 Inclusivity considerations | Has the policy passed an Equality Impact Assessment ? |
| 1.9 Ethical considerations | Are any of the six core principles in the Ethics code engaged? Stephanie Alison, Ethics Manager, can provide further advice and information – s.allison@lse.ac.uk |
| 1.10 Environmental considerations | Are any of the issues in the school policies relating to sustainability engaged? |
| 1.11 Responsibility for implementation | Who has responsibility for implementing the recommendations, if approved? |
| 1.11 Author Name | [Name] - [Job title] |
| 1.12 Report Sponsor | [Name] - [Job title] |
| 1.13 Release of Paper | Release information. Is it blocked, embargoed, subject to redaction? |

Note: this cover note should be attached to the front of all committee reports. It should be a focused report for the specific committee concerned, highlighting the key points of the paper and explaining exactly what you need the committee to approve, and why, addressing the key headings.