**University Partnerships and Enterprise Committee**

**Report for consideration by the Committee at its meeting on DATE**

**TITLE OF PAPER**

1. **INTRODUCTION / BACKGROUND**

|  |
| --- |
| *This has come to UPEC for a decision on X / for information [This section should set out very briefly why the paper is coming to UPEC]* |

1. **SUMMARY (max 2 paragraphs)**

|  |
| --- |
| *This section should very briefly summarise the paper and give the context on why the paper has come to UPEC (e.g. It’s at a request from a UPEC previous meeting / at the request from a UPEC member / because in the scheme of delegation the Board is responsible for making a decision on this / giving financial approval)**Please also note here where a paper has been already – Planning, Ops Group, Finance Committee etc* |

1. **RECOMMENDATIONS**

|  |
| --- |
| *This box should set out what it is you need from UPEC (A decision to do X; to note the paper; to allocate money to etc etc)*  |

1. **FINANCIAL RESOURCES (What are the indicative costs of implementing any of the proposed recommendations? What is the timeframe to which the spending would relate?)**

|  |
| --- |
|  *For significant financial requests please use the financial request coversheet. Please also confirm here you have consulted with Finance colleagues and that capital requirements have been discussed with the Chair of the Capital Management Group.*  |

1. **CONSIDERATIONS**

|  |  |
| --- | --- |
| *Have you taken the following into consideration?* | *Please tick (🗸)* |
| *Resources* |  |
| *Finance* |  |
| *Equal Opportunities* |  |
| *Health & Safety Associated Risk* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** |  | **NAME** |  |
|  |  | **TITLE** |  |

***Report contents & attachments***

* *Cover sheet (2 sides)*
* *Main Report (4-5 sides)*
* *Appendix 1 – Title / Details (x sides)*