

**COVER SHEET**

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| **Title** | Title as it appears on the Agenda (add subtitle if appropriate) | |
| **Action requested** | **Please select** | |
| **Executive Summary** | * Purpose of this paper in brief * Key points (see overleaf)   *Details to be set out in the paper rather than cover sheet.*   * Recommendation/Options | |
| *Please confirm that any impact on workload and any Equality, Diversity and Inclusion considerations have been addressed by the paper* | |  |
| **Appendices** | Please list any appendices included or type None | |
| **Referred by** | Please name the Committee/Working Group or type N/A | |
| **Author(s)** | Name(s) | |
| **Executive lead** | Must be a member of the Committee | |

**GUIDANCE ON COVER SHEETS AND PAPERS**

**Please delete this Guidance page before submitting**

**COVER SHEETS**

Cover sheets should:

* be completed and included with all papers
* not exceed **1 page**
* confirm that a member of UMB has approved the paper

The Executive Summary section should:

* highlight key points including
* whether a proposal requires additional resource or funding and/or whether delivery will have an impact on existing resource
* Are there workload implications?
* whether an Equality Impact Assessment is required and has been completed
* does this have sustainability implications?
* does this require support from Communications?

Please note key points in the executive summary. Please address them, providing details in the paper itself rather than the cover sheet.

* Executive Summaries are **not** required for dashboards and other short items which are submitted for the Board **to Note.** For these items, please insert ‘Not required’.

**PAPERS**

Papers should:

* be a maximum of **3-4 pages** in length
* this should include sufficient information for decision making by UMB
* other material should be attached as separate appendices

**DEADLINE**

Please send papers and their cover sheets to [umbsecretary@imperial.ac.uk](mailto:umbsecretary@imperial.ac.uk) for consideration a minimum of 7 working days before the meeting.