TEMPLATE FOR REPORT COVER SHEET:  
REQUIRED FOR ALL REPORTS LONGER THAN 4 SIDES OF A4 (EXCLUDING APPENDICES)

THIS REPORT COVER SHEET MUST NOT EXCEED ONE SIDE OF A4

## UNIVERSITY OF LEICESTER

# NAME OF COMMITTEE

### Date of meeting

## Title of Report

Purpose of attached report:

Summarise what the report is about and identify the key issue(s) arising from it.

1. …
2. …
3. …

Decisions or actions required of the committee:

Explain what specific decisions or actions are required of the Committee arising from the report.

1. …
2. …
3. …

Timing implications:

Identify any key deadlines arising from the report, and why it was necessary for it be considered at this meeting. If appropriate, explain why it is important for the Committee to make a decision at this meeting, and what will happen if a decision is deferred.

1. …
2. …
3. …

Name of author (no personal titles to be used)  
Job title/position of author  
Date of completion of paper  
E-mail and telephone contact details