[Yellow highlighted text is descriptive and should be deleted]

[Green highlighted text indicates a choice – all non-applicable text should be deleted]

*PLEASE SELECT ONE OF THESE DESIGNATIONS (delete as appropriate)*

OPEN[[1]](#footnote-1)

RESTRICTED[[2]](#footnote-2)

CONFIDENTIAL[[3]](#footnote-3)

RESERVED CONFIDENTIAL[[4]](#footnote-4)

**PLANNING AND RESOURCE ALLOCATION COMMITTEE**

**[Paper title]**

Ref. Nos. PRAC/1 – [MONTH] 2021

1. **Summary**

[Please summarise the purpose of the paper, normally in a few sentences]

1. **Action Required of PRAC**

PRAC is asked to **approve/recommend to Council/note** …. [please set out precisely what action is required of PRAC, including the cost and proposed source of funds where appropriate. It is helpful, if possible, to encapsulate the main recommendation in a single sentence that can be extracted and highlighted on the agenda paper]

Timing for decisions: [please state by what date a decision is required]

1. **Committees/groups considered by**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee/group** | **Date** | **Sharepoint Link to original paper**  | **Sharepoint Link to minute of decision** | **Decision (endorsed/ approved etc)** |
| Include previous discussion at PRAC if appropriate |  |  |  |  |

*Please state briefly why the item is coming to PRAC*

1. **Key points**
2. [*Main body of report. Please set out the key points for the committee to consider. Papers should normally not exceed two sides of A4 –* ***please retain paragraph numbering*** *and add sub-headings as appropriate*]

[*Include in this section the following, under these sub-headings. Where not applicable, state that*.]

*Strategic Plan*

How this item relates to the current Strategic Plan and strategic priorities set out under it[[5]](#footnote-5).

*Risk analysis*

The risks of taking the recommendation (or of not doing so) and how the risks of taking the recommended action are to be managed. Where possible link this to the University’s Strategic Risk Register or that of the reporting committee. This will enable PRAC to consider the implications of proceeding down a particular route.

*Cost, Sustainability & Value for Money*

Include here the costs of the decision, both one-off and recurrent, including commentary on tax payable; whether or not these costs will be met from within existing budgets, and if not from what source it is proposed to meet the costs; and comments on sustainability, including maintenance, replacement, and environmental considerations. Where applicable, please also give details of how the proposals in this paper impact the University’s value for money initiatives.

*Sign off by Finance Division*

*In the case of any paper with financial implications, the Finance Division must be consulted and confirm that it is satisfied that the financial details are correct, that tax issues have been addressed, and that an appropriate source of funds has been identified. Please state here that this has been done and give the name of the Finance Division contact. [To discuss this requirement further, please contact Stephen Purbrick,* *stephen.purbrick@admin.ox.ac.uk**.*

1. **Annexes**

*[Please list all Annexes to this report. Delete this section (e) if there are no annexes.]*

1. **Public Sector Equality Duty**

As a public body, the University has an active duty to consider the impact on equality in all decision making[[6]](#footnote-6). *Please choose the most relevant of the following statements:*

* + 1. *Negative Equality impact*

*Either*

It is considered unlikely that this item will have a negative equality impact by creating or contributing to a risk of discrimination, harassment, victimisation or other prohibited conduct.

*OR*

This item could have [a] negative equality impact[s] by creating or contributing to a risk of [discrimination/harassment/victimisation/other prohibited conduct (*select all that apply*) because (*describe the impact and identify the protected group[s] affected)*

This negative impact[s] [cannot be remedied or mitigated/ can be remedied/mitigated by…]

* + 1. *Positive Equality impact*

*Either*

It is considered that this item will have no impact on equality

*OR*

[This item could have [a] positive impact[s] on equality by [eliminating unlawful discrimination, harassment or victimisation / advancing quality of opportunity between people who share protected characteristics and those who do not /fostering good relations between people who share a protected characteristic and those who do not *(select all that apply)*]

The positive impact[s] will be achieved by… *(describe the steps to be taken and identify the protected group[s] affected).*]

* + 1. *Evidence:*The following evidence was considered:.../Groups consulted were… / No groups were consulted because…
1. **Further information**

Further details are available from [Name(s) (email addresses)].

1. **Attendance at the meeting of the [Name of committee/group] on [date of meeting]**

*[Include this section in the case of any report from a committee or group. Insert names, including title and first name, in the format below. Delete this section if not applicable]:*

Present: xx

Officers in attendance: xx

Apologies for absence: xx

1. OPEN: This paper is *not* of a sensitive nature; it may be discussed within the wider University and may be published on the intranet. It should **not** be made available to any individual who is not a member of the collegiate University. *[Add any further rationale for designation]* [↑](#footnote-ref-1)
2. RESTRICTED: This paper may be discussed within the wider University but because of certain sensitivities will not be made known to the wider University through publication on the intranet.  *[Add any further rationale for designation]* [↑](#footnote-ref-2)
3. CONFIDENTIAL: This paper contains sensitive information and may be discussed only with other members of the committee, including student members, and relevant officers; it will not be put on the intranet. *[Add any further rationale for designation. Confidential business contains sensitive information, but not to the extent that student members cannot be present for its discussion]* [↑](#footnote-ref-3)
4. RESERVED CONFIDENTIAL: This paper is confidential and may be discussed only with other senior members of the committee and relevant officers, and may **not** be discussed with student members; it will not be put on the intranet*. [Add rationale for designation. Business is reserved where a breach of confidentiality would have potentially serious consequences. This category should be used as sparingly as possible, for cases such as personal matters pertaining to specific individuals, or issues of exceptional commercial or strategic sensitivity.]* [↑](#footnote-ref-4)
5. The Strategic Plan 2018-23 is available online at: <http://www.ox.ac.uk/about/organisation/strategic-plan-2018-23/resources> [↑](#footnote-ref-5)
6. For guidance on the application of this duty, see <http://www.admin.ox.ac.uk/eop/policy/data/analysis/> which also gives sources for further advice. [↑](#footnote-ref-6)