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| **Education Committee** | | | | | | | | | |
| Reference:**XXX-EDC-YY.MM.DD-**Choose an item. | | | | Classification:Choose an item.**[[1]](#footnote-1)** | | | | | |
| **Title** | [The title should be brief and clearly relate to the content of the report] | | | | | | | | |
| **Owner** | [The academic title (if applicable), name and job title of the ultimate owner of the matter at hand. It should only be one person and it may be different to the author eg if a project, this should be the project sponsor.] | | | | | | | | |
| **Author(s)** | [The academic title (if applicable), name and job title of the person(s) who has written the report.] | | | | | | | | |
| **Action(s) required** | The Education Committee is invited to:   1. [Consider approval/recommend to/consider/note] [the report/specific content/] | | | | | | | | |
| Purpose of Report | | | | | | | Indicate all that apply **X** | | |
| To consider approval | | |  | | To canvas opinion to steer any further work | | | |  |
| To provide assurance | | |  | | To highlight an emerging risk or issue | | | |  |
| External regulatory requirement | | |  | | Internal regulatory requirement | | | |  |
| University Strategic Plan | | | | | | | | | |
| Education | | |  | | Research | | | |  |
| Planning and Resources | | |  | | People and Partnership | | | |  |
| In another strategy | | |  | | Not relevant to Strategic Plan or another strategy | | | |  |
| Equality and Diversity | | | | | | | | | |
| Are there any equality and diversity implications that affect the University's obligations under the Public Sector Equality Duty (PSED) to have due regard to the need to eliminate discrimination, advance equality of opportunity fostering good relations between people that should be discussed? | | | | | | | | Choose an item. | |
| 1. Summary   [Please summarise why the paper needs to come to the committee including the specific input you are expecting of the committee. This section should concisely summarise the purpose of the paper, including a note of the key issues (bullet pointed if appropriate), any critical time lines, how it supports strategic objectives and any other requirements it meets (eg compliance with legislation or Health & Safety).  Give enough information that someone reading this section would understand the main things to bear in mind when reaching a decision on whether to take the action required. Please keep this section to a maximum of half a page. This should include key considerations from Committees which have considered it - ie any concerns they had or steers they gave.]   1. Consultation   [In addition to completing the route map, this section should set out what additional consultation and engagement has taken place and with which individuals or named groups. Examples include the relevant Pro-Vice-Chancellor, the budget holder, students, trade unions and any other stakeholders. If no further consultation has taken place or is planned, please state this.]   1. Strategic Plan   [Give details of how, if at all, this item relates to the current Strategic Plan or another University strategy. State if not applicable. It might also be appropriate to state how the report relates to other local priorities, ie those of the committee or its ‘parent’ committee.]   1. Risk Analysis   [Give details of the risks of taking the recommendation (or of not doing so) and how the risks of taking the recommended action are to be managed. If the proposed action changes an inherent or residual risk rating, please state this clearly. Where possible link this to the University’s Risk Register or that of the reporting committee. State if not applicable.  The opportunity could also be taken to refer to risk in respect of any applicable external compliance requirements, eg OfS conditions of registration, government legislation, if not included in the University or committee risk register.]   1. Cost and sustainability   [Include here the costs of the decision, both one-off and recurrent; whether or not they will be met from within existing budgets, and if not how it is proposed to meet the costs. Please include as needed comments on sustainability, including maintenance, replacement, and environmental considerations (see the University’s [Environmental Sustainability Strategy](https://sustainability.admin.ox.ac.uk/environmental-sustainability-strategy)). Indicate if Finance Division has been consulted about any potential additional expenditure and/or indicate where the funds will be sourced. State if not applicable.]  **Finance Division has been consulted and have confirmed that all details are correct?** Choose an item.  [Please note that there is a drop-down box in the sub-title, above. If YES, give the name and role of the person in Finance Division so that further information is easily obtained if needed.]  **Has additional administrative burden been created?** Choose an item.  [Please note that this is a drop-down box in the sub-title, above. If YES, indicate where this activity is likely to fall (UAS, divisions, depts etc), how this is expected to be resourced, and whether the relevant Head of Service has been consulted.]   1. Public Sector Equality Duty   [If selected ‘Yes’ under Equality and Diversity above, give top line details of positive/negative impact. Refer to main report and/or equality impact assessment (stating whether this is included as an annex or on the committee SharePoint site), where further information can be found as appropriate. Information on [equality analysis](https://edu.admin.ox.ac.uk/equality-analysis) is available to help you, as well as the [equality impact assessment form](https://edu.admin.ox.ac.uk/sitefiles/eia-template-guidance-aug-24-1.pdf).  If you have selected ‘No’, you must include one of the two the following statements here:  *It is considered that the proposals in this report will have no impact on equality/It is considered that PSED is not applicable to the proposals in this report.*  You may also wish to consider whether it would be helpful to include a short explanation of why there are not any equality and diversity implications that affect the University's obligations under the PSED (one or two sentences).]   1. Further details   [Please include any further detail that may be helpful and summarise here any appendices or clips. For papers that are longer than two pages, please omit this section and include instead under ‘Main Report’ below. There is no need to include contact details for the report author/s, as their names are included above.] | | | | | | | | | |
| Route Map | | | | | | | | | |
| **Committee** | | **Date** | | **Reference** | | **Action Requested/Taken** | | | |
| Education Committee- last to have received report] | | [DD Month Year] | | XXX-EDC-YY.MM.DD-Choose an item. | | e.g. Recommended | | | |
| [Committee name- first to have received report] | | [DD Month Year] | | XXX-XXX-YY.MM/DD-X | | e.g. Recommended | | | |

Main Report

**[Complete or delete as described in section 2) of notes below.]**

**Notes of guidance on completion of the report template**

1. Make contact with the secretariat

If you are not the secretariat of the committee to which you wish to submit this report and they are not already expecting to receive this report, please make contact with them before starting to draft. They will be able to advise you whether your report meets the terms of reference of the committee, to which meeting it could be submitted and the relevant deadline. They may ask for a draft of your report before the submission deadline.

2. Sections to complete and length of report

Where possible, reports should be no more than **two** pages in length. If more detail is required, section (g) should be omitted and section ‘Main report’ completed. In this case, the total report should be no more than four pages in length. The main report should only include information essential to inform the action required of the committee. The secretariat will be able to advise regarding annexes/appendices and extracting information to clips.

When

3. Font and style

For reasons of consistency and accessibility, please use Arial size 11; left justify text and avoid unnecessary capitalisation. Reports should be written to align with guidance on the [Oxford Style Guide](https://www.ox.ac.uk/sites/files/oxford/media_wysiwyg/University%20of%20Oxford%20Style%20Guide.pdf). Please refer to the University’s [general accessibility guidance](https://communications.admin.ox.ac.uk/digital-communications/accessibility/guidance). Use of the Word ‘Accessibility Checker’ is recommended, as is use of specified Word headings - these have been used for the headings in this template (‘(a) Headings’ – used for sections (a)-(g) in the template. ‘Report Headings – for use in the Main report).

4. (a) Reference

A reference starts with three digits that describe the agenda number. This is followed by three or four (maximum) capital letters that represent the University committee, e.g. COUN (Council), EDC (Education Committee), then the date (YY.MM.DD), then a letter indicating the paper classification, selected using the drop-down (Confidential, Internal or Public). For example - 006-COUN-13.10.25-C.

(b) Classification

Information classifications match the University’s [information asset classification system](https://www.infosec.ox.ac.uk/handling-information) by assigning either ‘public’, ‘internal’ or ‘confidential’ using the drop-down. It is recognised that sometimes there is more nuance to access requirements than is captured by these options, for instance there may be a category of ‘non attending officers’ who are still permitted access to confidential papers.

5. Title

A concise description of the item is added here. It should match the description of the item on the agenda. Where a report is annual, please state the academic year to which it applies eg 2023-24 or specify the financial year where relevant.

6. Owner/Author(s)

Titles are included where they are academic (Professor/Dr), but otherwise omitted (eg Ms, Mrs, Mr).

7. Action required

To update the committee name, highlight the text and press F9.

State succinctly what the committee is required to do. Each action point should include one of the following actions:

* **Consider Approval**: Where the committee is being asked to give **final** approval on a matter or course of action, ie it is not going to be escalated to a more senior committee for approval. This must be on the clear recommendation of a prior committee (or accountable individual if no prior committee).
* **Recommend to**: Where the committee is being asked to recommend a proposal on to another committee, for instance where a committee might be diligent in the scrutiny of a proposal but not be empowered to give approval, so the requested action is escalated to the parent committee for it to ‘consider approval’.
* **Assurance**: Where the committee is being provided with assurance that an action had been completed or where an annual report is being given that may be a regulatory or statutory requirement. Although no action is required of the committee, it is helpful to set out in the ‘action required’ section that the committee is receiving the report for assurance purposes.
* **Advise on**: There is no immediate action or decision for the committee to take but the view of the committee is welcomed, eg in respect of steering further activity. Strategic issues or scoping out potential solutions to a problem are to ‘advise’, it is likely that they will come back to the committee at later date for a decision.
* **Note:** Where there is no apparent action or decision for the committee to take eg updates or reports for information only. Items to note may be above the line if discussion is anticipated; items where no discussion is expected can be put ‘below the line’ on the agenda.

8. Purpose of the report

Please assign the report one of the purposes listed using the check boxes. If the report relates to an external compliance requirement, please tick ‘External regulatory requirement’; if the committee is required to consider the report by virtue of the University’s governance structure (eg GPC always considers regulatory changes before asking Council to consider approval), please tick the ‘Internal regulatory requirement’ box.

9. University Strategic Plan and Risk Register

Indicate to which part(s) of the Strategic Plan [**link to 2025-2030 plan to be added in due course**] the paper relates and how it is relevant and whether it addresses a Strategic (or other registered) Risk. Please state if the report relates to another strategy that is additional to the Strategic Plan, please state the relevant strategy under section c).

10. Equality and Diversity

For guidance on the application of the Public Sector Equality Duty (PSED), see [Equality Analysis](https://edu.admin.ox.ac.uk/equality-analysis) which also gives sources for further advice. If you have selected ‘Yes’ in the box please address this fully in the report; a list of considerations for policy officers and decision makers are set out on the web page.

11. Route map

Complete the route map to show where this item/report been discussed/approved previously and where will it go next. To update the committee name and paper reference, highlight the line and press F9. Committee meetings should be listed in reverse date order so that the most recent meeting/meeting furthest in the future should be listed at the top.

12. Finalising the report

Please delete these notes of guidance, ensure that yellow highlighted fields have been appropriately populated and the yellow highlighting removed. If changes are made subsequent to a draft being submitted to the Secretariat, please make sure you are amending the last version they received.

13. Changes to regulations and policy

Where a report proposes changes to published regulations or policy, please do not use tracked changes as when word documents are converted to pdf the changes do not show up. For clarity, please indicate deleted content by ~~scoring through in red~~ and new content by underlining in blue.

Where changes to Council regulations are requested, please let the secretary of GPC (GPC@admin.ox.ac.uk) know as soon as possible, ideally one or two weeks before the published paper deadline, so they can support you with creating the new content.

1. [Choose a classification as appropriate. Details on how to handle information according to its designation can be found at [Classify and handle University data securely | Information Security (ox.ac.uk)](https://www.infosec.ox.ac.uk/handling-information#tab-1715141)]. [↑](#footnote-ref-1)