|  |
| --- |
| **General Purposes Committee**  |
| **Reference: XXX-XXXX-YY.MM.DD-X** | **Classification: Public/Internal/Confidential** |
| **Title** | **Change to regulations for XX** |
| **Owner** | [The academic title, 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 e.g. if a project, this should be the project sponsor.] |
| **Author** | [The academic title, name and job title of the person(s) who has written the report.]  |
| **Action required** | The General Purposes Committee is invited to:(a)[Consider approval/recommend/discuss/note][the report/specific content](b)  |
| **Purpose of Report** | Indicate all that apply **X** |
| To provide assurance |  | To canvas opinion |  |
| Regulatory requirement |  | To highlight an emerging risk or issue |  |
| **University Strategic Plan** |
| Education |  | Research |  |
| People |  | Engagement and Partnership |  |
| Resources |  |  |  |
| **Equality and Diversity** |
| Are there any equality and diversity implications that affect the University's obligations under the Public Sector Equality Duty (PSED) to eliminate discrimination, advance equality of opportunity fostering good relations between people that should be discussed? | Yes |  |
| No |  |
| 1. Summary

[Please summarise why the paper needs to come to the committee, 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.]1. Consultation

[In addition to completing the route map, this section should set out what additional consultation and engagement has taken place and with whom. Examples include the relevant Pro-Vice-Chancellor, the budget holder and the Finance Division. In addition, think about whether consultation with students, trade unions or other stakeholders is required. If no further consultation has taken place, please state this.]1. Strategic Plan

[Give details of how, if at all, this item relates to the current Strategic Plan. State if not applicable]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. Where possible link this to the [University’s Risk Register](https://compliance.admin.ox.ac.uk/university-risk-register) or that of the reporting committee. State if not applicable.]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; and comments on sustainability, including maintenance, replacement, and environmental considerations. Indicate if central finance have been consulted about any potential additional expenditure and/or indicate where the funds will be sourced. State if not applicable.] ***Finance Division have been consulted and have confirmed that all details are correct? YES / NO*** (~~delete as applicable~~)***Has additional administrative burden been created? YES /NO*** (~~delete as applicable~~)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. 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.  |
| **Route Map** |
| **Committee**  | **Date**  | **Reference**  | **Action Requested/Taken** |
| [Committee name] | [DD Month Year] | XXX-XXXX-YY.MM.DD-X | eg. Recommended.  |
| [Committee name] | [DD Month Year] | XXX-XXXX-YY.MM.DD-X | eg. Recommended.  |

**ANNEX A**

**Changes to Regulations**

The General Purposes Committee of Council has made the following changes to regulations, to come into effect on ………………..

**[Subject of Regulation, e.g. Regulations for Divisional Boards]**

*Explanatory Note*

The following changes have been made…….[Insert brief explanation, noting this will be published in the Gazette, so needs to be written with a wide audience in mind.]

*Text of Regulations*

In [insert name of regulation e.g. Council Regulations 17 of 2002], concerning [inset subject of the regulation eg regulations for Divisional Boards], amend [state ‘the regulation’ or ‘sections X-Y’, as appropriate] (new text underlined, deleted text struck through):

‘*[insert subject of regulation eg Regulations for Divisional Boards]*

[Insert within the inverted commas the relevant portion of the legislation as currently published by the University: [Legislation | Governance and Planning (ox.ac.uk)](https://governance.admin.ox.ac.uk/legislation). It is not always necessary to publish the whole regulation, we would typically try to publish as little as possible, using elllipsis where necessary.]

.’