

**<Add School, Dept or Directorate name>**

|  |  |
| --- | --- |
| Title: | <name of report> for <name of committee> |
| Author: | <name and job title/office> |
| Date: | <month, year> |
| Background | <Brief background to report > |
| Report Summary and Recommendations | <Draw out the key points of the report and the recommendations to be considered here> |
| Action Required | The Committee is asked to <indicate the action you wish the committee to take here eg, approve, note, ratify etc.> the report. |