**Guidance on completion of form**

Font and size should not be altered on the cover sheet (Arial, 12pt). Spacing should remain as single throughout and unjustified. Text in brackets should be removed/typed over. Cover sheets should be concise and brief – no more than 2 pages.

**Court Meeting:** Insert the date of the Court Meeting this is going to.

**Document Title:** Insert the title of the document.

**Responsible:** Insert full name(s) and job title(s) of authors of the paper. In the case of a report from the Committee, it should be the Chair.

**Executive Summary:** The executive summary should be comprehensive enough to allow members to fully engage with the topic and emphasise the key information that Court needs to consider. It should be tailored for a lay member audience, clearly defining acronyms and explaining higher education terminology. Additionally, if questions arise, the summary must provide sufficient context to facilitate meaningful discussion.

**Action Required: Clearly and concisely state here what Court is being asked to do. Provide any specific questions for members to consider.**

Formally Approve - This section includes matters where Court is expected to take action based on its Statement of Primary Responsibilities and Scheme of Delegation. These requests include seeking approval for new recommendations or items that have been discussed previously but require final agreement. There may be some overlap with the next category.

For Discussion - These are matters that Court should focus on and may need to comment on for other bodies. They require adequate time for thorough discussion, especially if Court is expected to feedback on specific points.

To Note/For Information - These are relevant matters that are unlikely to require extensive discussion. They include regular updates from reporting committees, which can be assumed to need no discussion unless the Chair or Clerk is informed otherwise in advance. If any items require approval, this must be noted on the cover sheet.

**If applicable, the cover sheet should also include the following information. N/A can be entered.**

**Resource Implications:** What are the resource implications (including financial considerations) of doing/not doing. If the paper includes a funding request, please state the source of funding.

**Risk and Assurance:** If the purpose of this paper is to provide assurance regarding compliance requirements, state this explicitly. Additionally:

* + - * + Highlight any links to risks on other registers (e.g., operational) and their relevance.
        + Indicate whether this paper introduces any new risks or opportunities for the University to consider.
        + What are the potential risks if the proposed actions in this paper are not approved?

**University Strategy:** Indicate which of the University’s [strategies](https://www.gla.ac.uk/explore/strategies/) the paper is addressing.

**Sustainability Implications/** Does the proposal have any implications for Glasgow Green?

**Assessment:**

**Student Experience:** How will it support and/or enhance the student experience/student life?

**Equality Considerations:** Are there any ED&I implications. Has an Equality Impact Assessment has been completed? Completed Equality Impact Assessment Templates should be attached to the cover sheet. Wherever possible, such assessments should be undertaken prior to presenting the matter to a committee.

**Supporting Information:** If there are any appendices or supplementary documents that provide additional details. Do not expect these to be essential reading for the main discussion.

**Paper classification:** **If Confidential or Strictly Confidential, a brief rationale for the classification must be supplied.**

Open: Available to all and will be published within a month of the Court Meeting. Most papers will fall into this category.

Confidential: Restricted to Court/SMG access only and will not be published online following the Court meeting. These papers may contain commercially or financially sensitive information where disclosure could pose a risk or cause reputational damage. Examples include but is not exhaustive - IP, release of student application data, identification of significant risks, financial and commercially sensitive information, contract negations or concerns

**If any information is to be redacted before publishing, those responsible are expected to supply a redacted copy to the Clerk of Court.**

Authors should consider if parts of the paper could be redacted or if the whole papers should be withheld. Authors should clearly identify sensitive areas and specify the timeframe after which the information could be released.

Strictly confidential: Restricted to Court Members only and will not be published. Examples include but is not exhaustive - personal data such as contract details, information that could have significant reputational impact or could lead to identification of individuals in relation to confidential staff matters such as employment tribunals. Any document classified as strictly confidential will be reviewed annually to assess when it can be made published. Authors should clearly identify a timeframe for publication.