****

|  |  |
| --- | --- |
| **Paper Details** | Paper Name:  Paper number: [populated by QSC secretary]  Date: |
| **Author** |  |
| **Required Action[[1]](#endnote-1)** |  |
| **Tri Campus Operating Model[[2]](#endnote-2)** | Category 1  Category 2  Category 3 |
| **Summary[[3]](#endnote-3)** |  |
| **Consultation/contribution[[4]](#endnote-4)** |  |
| **Internal communication and engagement plan[[5]](#endnote-5)** |  |
| **Equality, Diversity & Inclusion[[6]](#endnote-6)** |  |
| **Quality Manual [[7]](#endnote-7)** | Yes  No |
| **Attachments[[8]](#endnote-8)** |  |

1. Summarise what you want the Committee to do. Are you asking the Committee to note the paper? Or approve particular recommendations? [↑](#endnote-ref-1)
2. Tri Campus Operating Model – consider the impact on all three campuses and agree which category best fits your proposal:

   |  |  |  |
   | --- | --- | --- |
   | Category 1:  Global Activities that are led and managed by the University, across the institution. Category 1 proposals must evidence there has been appropriate consultation with UNNC and UNM. | Category 2:  Activities that have university-led global direction but are managed locally | Category 3:  Activities that are managed locally (note unspecified activities will be listed in this category by default and only specified further if required) |

   [↑](#endnote-ref-2)
3. The summary needs to include the paper’s core issues and recommendations (if any). You should give a real sense of what the paper says. [↑](#endnote-ref-3)
4. Set out brief details of who has been involved with/contributed to the design of the paper’s proposals. If the paper affects a department/process owner outside the Committee, are they aware of the paper and its potential impact? [↑](#endnote-ref-4)
5. Briefly summarise how you will engage with staff about your proposals should the paper be approved. How will any plans/changes be communicated to the University community?  [↑](#endnote-ref-5)
6. Please indicate any associated implications relating to equality, diversity and inclusion (EDI). In particular, EDI will include considerations relating to age, disability, sex, gender reassignment, race, sexual orientation, religion and belief, pregnancy and maternity and marriage or civil partnership. If relating to a policy, practice or procedural change, please indicate whether an Equality Impact Assessment (EIA) has been undertaken with reasonable mitigations identified (where possible) for any adverse impact(s) identified. [↑](#endnote-ref-6)
7. Confirm whether the paper’s proposal will entail implementing a new Quality Manual policy, or an update/amend to an existing policy. [↑](#endnote-ref-7)
8. Include details of associated documentation which the Committee can view if required. [↑](#endnote-ref-8)