University of Cambridge

FINANCE COMMITTEE

Title of the paper

Summary: *Please provide a brief summary of the key objectives of the paper including references to earlier discussions/decisions if applicable. (no more than 75-100 words)*

Action requested of the Finance Committee: the Finance Committee is asked to note/discuss/endorse/approve the proposal. *Please select what action is required of the Finance Committee.*

Main links to the [University Risk Register (2025)](https://www.governanceandcompliance.admin.cam.ac.uk/assurance-audit-regulatory-compliance/risk-management): *Please note significant links between the paper and the risks on the University's Risk Register, for example:* This item relates to risks 1 ‘Failure to have adequate investment capacity to remain world leading’ and 9 ‘Failure to ensure our people feel valued’.

Previous decisions/decisions taken by sub-Committees: *Please state why the matter is being brought to the Finance Committee and list any discussions relating to the paper which have been held by other Committees (including previous discussions at the Finance Committee and any decisions taken by the Committees/the Finance Committee). Please fill in the details in the table below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Committee  | Reason why the matter was considered | Decision | Date | Papers (hyperlinks) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Next steps: *Please provide details of the steps assuming a positive decision of the Finance Committee.*

Annex(es): *Please list any annexes provided with the paper, including annexes provided as hyperlinks).*

Annex A:

# *Title of the paper, for example:* Expected format for the main section

## Context *(rename as appropriate, the suggested length for this sub-section is half a page)*

1. *Please state why the matter is brought to the Finance Committee and summarise any necessary background information. For complex matters, or where there is a lengthy history, please ensure that you provide sufficient information to help newer Council members to understand the context*.
2. *For straightforward matters it may also be possible to provide the following information in this sub-section*:
	1. *an outline of the key issues with clear and well-evidenced recommendations*;
	2. *short references to* [*Statutes & Ordinances*](https://www.admin.cam.ac.uk/univ/so/) *(if relevant)*;
	3. *any particular areas of concern that previous committees may have had and how these have been addressed*;
	4. *any additional costs which would be incurred as a result of the proposal and how these costs would be met*;
	5. *a timeline for the decision-making process and any risks if the timeline is not met*.

## Action requested of the Finance Committee

1. *Please summarise the action(s) requested of the Finance Committee. NB. the same info (or a condensed version of it) is required on the coversheet.*

## *For more complex matters include additional sub-sections on the substantive points, for example:* Key points for note by the Finance Committee

1. *For more complex matters (i.e. where it is not possible to cover points 1-2 in half a page), please use additional sub-sections to provide further information on the substantive points*.

## Next steps

1. *Please summarise the next steps, assuming a positive decision of the Finance Committee. NB. the same info (or a condensed version of it) is required on the coversheet*.

*Title of the annex, for example:* Annex X: Example of an Annex