**University of Cambridge**

**THE GENERAL BOARD OF THE FACULTIES**

# Title of Institution Annual Report

**Summary**: The Title of Institution Annual Report for the attention of the General Board. Under hyperlink to relevant document, the Title of Institution is required to submit an annual report to the General Board. *If there are any key topics such as challenge areas you wish to draw to the attention of/discuss with the General Board, please summarise here (75-100 words).*

**Action requested of the General Board**: the General Board is asked to **note** the Title of Institution Annual Report. *If there are further recommendations, please add them here.*

Main links to the [**University Risk Register**](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 be financially sustainable as a leading global institution’ and 9 ‘Failure to ensure our people feel valued’.

**Previous decisions/decisions taken by sub-Committees:** *If your annual report has been noted/approved by other committees, please include this in the table. Alternatively, leave blank.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Committee  | Reason why the matter was considered | Decision | Date *(dd.mm.yyyy)* | Paper no. (include as hyperlinks where possible) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Next steps**: None

**Annex(es):** Please list any annexes which are provided with the paper, including annexes provided as hyperlinks). We suggest keeping the amount of supplementary material to the minimum that the General Board need in order to undertake the actions asked of them.

Annex A:

Annex B: ***Guidelines for completing the main section of the paper***

### Suggested length and content of papers

*Papers should include a one-page coversheet (see the first page of this document) plus a main section. The main section should not normally exceed two pages, although complex matters may require three pages. Longer reports or further background information can be provided in an annex or as hyperlinks.*

*As a minimum, the main section should include three sub-sections: context, action requested of the General Board and next steps. For more complex matters, additional sub-sections may be required to provide further information on the substantive points. Please refer to the guidelines below.*

### 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 General Board and summarise any necessary background information.*
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 areas of concern 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 General Board

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

### [For more complex matters] Additional sub-sections on the substantive points

1. *For more complex matters (i.e. where it is not possible to cover points 2.1-2.5 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 by the General Board. NB. the same info (or a condensed version of it) is required on the coversheet.*

## *Formatting guidelines*

*For consistency, please use the styles which are built into this template (the main styles which are used in the General Board papers are listed below for convenience). All paragraphs should be numbered.*

# Heading 1

## Heading 2

### Heading 3

#### Heading 4

1. Paragraph
	1. Sub-paragraph

## *Contacting the General Board Secretariat*

*Please contact Emma Frampton and Anna Ulyanova via* *generalboard@admin.cam.ac.uk**, as far in advance as possible, to discuss bringing a paper to the General Board, and for details of paper deadlines etc.*