*PLEASE SELECT ONE OF THESE DESIGNATIONS (delete as appropriate)*

**OPEN/RESTRICTED/CONFIDENTIAL/RESERVED CONFIDENTIAL[[1]](#footnote-2)**

**SAFETY EXECUTIVE GROUP**

[Paper Title]

# Ref. Nos. EMS/1/11

## Summary

*[Please summarise the purpose of the paper, normally in a few sentences. This should include a short history of any earlier deliberations of the item by the Group, outlining the key issues discussed and any decisions taken.]*

## Action required of the Group

The Group is asked to **approve/recommend to GPC/note**

*[please set out precisely what action is required of the Group, including the cost and proposed source of funds where appropriate. It is helpful, if possible, to encapsulate the main recommendation in a single sentence that can be extracted and highlighted on the agenda paper]*

## Committees considered by [delete section if not applicable]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Committee | Date | SharePoint Link to original paper | SharePoint Link to minute of decision | Decision (endorsed/approved etc) |
| Include previous discussion of The Group if appropriate |  |  |  |  |

*State briefly why the item is coming to the Group.*

## Key issues

1. [*Please set out the key points for the committee to consider. Papers should normally not exceed two sides of A4 – please retain paragraph numbering and add sub-headings as appropriate*]

[This section should explain the proposal in more detail, including, as necessary, information on risks and financial/resource implications arising from the proposal and any legal advice sought. Please include details of which bodies have considered the proposal, or the body that is making the proposal. If the proposal has been considered by other committees, please note any particular issues/concerns considered at that committee. Where necessary, additional information and rationale should be included in an annex or annexes to the paper.]

After addressing the key issues and matters of concern, include in this section the following, under these sub-headings. Where not applicable, state that.

[*Include in this section the following, under these sub-headings. Where not applicable, state that*.]

*Strategic Plan*

*How this item relates to the current Strategic Plan and strategic priorities set out under it[[2]](#footnote-3).*

*Risk analysis*

*The risks of taking the recommendation (or of not doing so) and how the risks of taking the recommended action are to be managed. Where possible link this to the University’s Strategic Risk Register or that of the reporting committee. This will enable the Group to consider the implications of proceeding down a particular route.*

*Cost and sustainability*

*Include here the costs of the decision, both one-off and recurrent, including commentary on tax payable; whether or not these costs will be met from within existing budgets, and if not from what source it is proposed to meet the costs; and comments on sustainability, including maintenance, replacement, and environmental considerations.*

[If needed]: Further background information

[If additional information is necessary (for example, because it has emerged subsequent to previous discussion), please provide further information in an Annex or, if lengthy, in a document that will be provided on the Group’s SharePoint site, and refer to it in this section e.g.

‘Further information is set out in the meeting of [date]’

…on the […] Committee’s SharePoint site at http…’ or

‘in Annex [A]

## Annexes

*[Provide a list of annexes here if applicable]*

## Public Sector Equality Duty

As a public body, the University has an active duty to consider the impact on equality in all decision making. *Please choose the most relevant of the following statements*[[3]](#footnote-4)*:*

### ***Negative Equality impact***

*Either*

It is considered unlikely that this item will have a negative equality impact by creating or contributing to a risk of discrimination, harassment, victimisation or other prohibited conduct.

*OR*

This item could have [a] negative equality impact[s] by creating or contributing to a risk of [discrimination/harassment/victimisation/other prohibited conduct (*select all that apply*) because (*describe the impact and identify the protected group[s] affected)*

This negative impact[s] [cannot be remedied or mitigated/ can be remedied/mitigated by…]

### ***Positive Equality impact***

*Either*

It is considered that this item will have no impact on equality

*OR*

[This item could have [a] positive impact[s] on equality by [eliminating unlawful discrimination, harassment or victimisation / advancing quality of opportunity between people who share protected characteristics and those who do not /fostering good relations between people who share a protected characteristic and those who do not *(select all that apply)*]

The positive impact[s] will be achieved by… *(describe the steps to be taken and identify the protected group[s] affected).*]

### ***Evidence****:*The following evidence was considered:.../Groups consulted were… / No groups were consulted because…

## Further information

Additional information may be obtained from *[Please give names and contact details]*.

**[If relevant] Attendance at the meeting of [committee] on [date]**

Present:

Apologies:

In attendance:

1. Please delete headings that do not apply, and explain briefly, via a footnote like this, why an item carries such a designation, bearing in mind the criteria set out below:

   OPEN: business is not of a sensitive nature and may be discussed within the wider University. [*Add any further rationale for designation]*

   *RESTRICTED*: the subject of the paper may be discussed within the wider University but because of certain sensitivities the paper will not be made generally available on the intranet. [*Add any further rationale for designation]*

   CONFIDENTIAL: business is of a sensitive nature and may be discussed only with other members of the committee, student observers on the committee, and relevant officers. *[Add any further rationale for designation]*

   RESERVED CONFIDENTIAL: may be discussed only with other members of the committee and relevant officers, and may **not** be discussed with student observers. *[Add rationale for designation. The reserved category should be used as sparingly as possible, for cases such as personal matters pertaining to specific individuals, or issues of exceptional commercial or strategic sensitivity.]* [↑](#footnote-ref-2)
2. The Strategic Plan 2018-23 is available online at: <http://www.ox.ac.uk/about/organisation/strategic-plan-2018-23/resources> [↑](#footnote-ref-3)
3. For guidance on the application of this duty, see <https://edu.admin.ox.ac.uk/home> which also gives sources for further advice. [↑](#footnote-ref-4)