**Briefing for <insert job title of signatory> on the <insert return name> [[1]](#footnote-1)**

**On <date>**

**Prepared by** **<insert name and job title of preparer>**

**Aim**

The <insert job title of signatory> is requested to confirm that the data returned for this University is correct and has been returned in accordance with the guidance set out.

**Function and Coverage of the Return**

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| *Return made to:**Function or brief description of the return:**Funding determined by the return and/or other potential negative impact/risk to the University:* |

**Risks Associated with the Return**

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| *Gross risk – impact and likelihood of error:**Area(s) giving rise to highest level of Gross Risk e.g. complexity and range of data sources used to compile the return, weaknesses in process or infrastructure, departure of key staff:**Types of control processes undertaken (e.g. exception) to reduce identified gross risks which may include:** *Exception Reports (including completeness and duplication of data)*
* *Sample Checks*
* *Reasonableness Checks – comparison with previous submission and changes to activity in intervening period*
* *Independent scrutiny conducted before finalising the return (including name and date independent review took place)*

*Net risk after control processes – impact and likelihood of error:* |

**Results of Control Procedures**

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| *Describe briefly the actions taken to improve the return for this submission after control processes:* |

**Quality of Key Data**

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| *Describe briefly the quality of the data sources used to compile the return:**Describe briefly the quality of the process used to compile the return e.g. level of manual handling:**Describe briefly the quality of operation of control processes:**Describe briefly the quality of the processed data used to compile the return:* |

1. The completed briefing template should be provided to the officer/body responsible for signing off the return. It will need to be submitted to the Data Assurance Group (DAG) for review only in case of a major change or a reportable event. It does not need to go to DAG if there is nothing specific to report and discuss. [↑](#footnote-ref-1)