

**Format of Committee Papers**

Each paper that is presented to a Committee should have a [cover template](http://www.sussex.ac.uk/secretariat/documents/cover_template.doc) attached at the front of the paper. The purpose of the cover template is to provide a summary of the item for consideration by a Committee so that members of a Committee can quickly see what the item is about and what action the Committee is being asked to undertake.

The summary box should contain a clear and concise summary of exactly what the Committee are being asked to consider, particularly when the accompanying paper is long or complicated.

In general there are four main actions which should be included on the cover template:

**1. <name of the Committee> is asked to APPROVE...**

This should be used when the Committee has authority to make decisions under its Terms of Reference.

**2. <name of the Committee> is asked to RECOMMEND...**

This should be used when the Committee does not have authority to make decisions and must make a recommendation to its parent Committee.

**3. <name of the Committee> is asked to CONSIDER...**

This should be used when the Committee is being asked to have a discussion on a paper which may or may not lead to a recommendation or decision.

**4. <name of the Committee> is asked to NOTE…**

This should be used when the Committee is being asked to note a paper which is not for consideration or for action.

**5. <name of Committee> is asked to RECEIVE…**

This should be used when the Committee is being asked to receive an oral report, or a written report where there are other actions following i.e. the Committee is asked to RECEIVE the report and a) NOTE the information and b) CONSIDER the recommendation etc.