

Context card guide

Description of the paper

1. *Explain in very clear terms the purpose of the paper. State what Court is being asked to approve/decide/note/other (please be clear which). If it is a discussion paper, set out which topics should be discussed.*

Example: this report sets out those items considered at the XXX Committee's last ordinary meeting, which require Court approval or which it was considered should be brought to Court's attention. Court is being asked to approve items relating to YYY

Example: brief summary of keynote paper's contents

Action requested of Court

2. *Explain what Court is being asked to do and include any recommendations made by the Committee / author of the paper / other. Include any timescales. Any recommendations should be brief and clear. Make sure all areas for decision are identified and clearly set out.*

Include items for approval or decision ahead of any items that are for noting.

Example: Court is invited to approve a/b/c/

Background and Context, within University Strategic Plan

3. *Include a summary of the history of this item e.g. how it has progressed through a Committee and/or when was the matter last addressed at Court, including date of meeting*
4. *Court needs to understand what it is to consider and why. Include the purpose of the paper and state how the topic(s) in it relate to the University's Strategic Plan (or please state if not related to the Plan), with specific reference to the stated objectives in the Plan : <http://www.gla.ac.uk/about/strategy/implementation/>*

Main Content of Paper

5. *This is the substantive part of the paper. Sufficient information must be included for Court members to understand the issues and any recommendations arising.*

Key information and issues required for good decision making should be included. Alternative options may be included here for consideration; or the rationale for the proposed course of action can be included.

Resource Implications

6. *Include any resource implications from the paper. Outline any costs and how these will be met, e.g. from an existing (named) budget and confirm the budget holder's approval has been given, if applicable. Indicate if funds are being requested.*

Also give an indication of the scale of the resource, e.g. the number of staff/students affected; the value in the context of the budget; the scale in terms of the estate.

Risk Context and Management

7. *Key risks relevant to proposals in the paper should be summarised. Where applicable these should be linked to the University (or relevant College) Risk Register, quoting from these if applicable.*

Location

8. *Include details of which Campus and which College / School / University Services area the subject matter of the paper affects*

Consultation

9. *Indicate who or which Committee/body has reviewed and approved the paper, and the views of that Committee/body. If not already a Committee of Court whose minutes are provided, indicate if any Court members were members.*

Next Steps and Implications

10. *Provide a summary of what will happen next, e.g. who will implement any changes.*

External / Legal Considerations

11. *What are the implications of the paper/decisions arising from it, for external organisations including any other Universities?*
12. *Is there any legislation which applies to the matters contained in the paper, about which Court needs to be aware in making any decision or in its discussions?*
13. *The University is required to give consideration to equality and diversity, including undertaking an Equality Impact Assessment (EIA) for proposed new or revised policies/practices. Please indicate whether equality and diversity has been considered, whether an EIA is needed, and outline any major equality impacts.*

Further information

Provide details of who has authored the paper and who can respond to any requests for further information. Include the date of the paper.