**COUNCIL**

**MEETING COVER SHEET**

**TO Council DATE [Click here to type date]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FROM [Click here to type name]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUBJECT [Click here to type subject]**

**PURPOSE**

E.g.:

What is the purpose of the submission in keeping with Council’s powers?

What is Council being asked?

**BACKGROUND**

E.g.:

What is the purpose of presenting this submission?

Issues

Current position/policy

Options; discussion; preferred options, and why?

What are the financial implications/impacts?

What are the Compliance, Legal, Risk aspects or implications?

What are the upstream/downstream impacts on VU and/or its external stakeholders as a result of the submission/recommendation?

How does the submission link to/support the VU Agenda and Strategic Plan?

What timing considerations need to be addressed (is this time critical)?

What sensitivities or issues are being addressed?

**COMMENTS**

E.g.:

What judgments have been made relating to this submission?

Are there any resource or other implications?

What sensitivities or political issues have been identified? Recommendations for mitigation?

Key conclusion?

**CONSULTATION/DISCUSSION TO DATE**

E.g.:

Other Board Committees or Senior Leadership Team involvement? Views?

Consultation process? (e.g., internal, external, students, staff, collegial groups?)

**RECOMMENDATION /ACTION SOUGHT FROM COUNCIL**

E.g.:

What action is being recommended to Council?

What action is being requested of Council?

What, by whom and by when?

How is this going to impact the five highest risks on the high risk register?

**SPEAKING TO THE ITEM**

Who will be speaking to the item at Council?

Prepared by: (Name of Person)

Title:

Date:

(and if required)

Cleared by: (Name of Person)

Title:

Date: