**Wednesday, 03 June 2020**



**Executive Summary**

Please provide explicit reference to the Institutional Risk Register where appropriate. Consult with your ELT Member or Director of Strategic Planning if unclear.

Provide a summary of your report outlining your key points to enable members to make a decision (referencing items/pages in your report where applicable). Are there implications for students? How does the report link to the LJMU Strategic Plan?

**Purpose:** Choose an item.

**Recommendations:** Include a brief summary of your recommendations (what do you want the committee to do?). Direct to recommendations within the report if necessary.

**Choose a Committee**

**Insert report title**

**Insert Name – Insert Title**

**Executive Summary (continued)**

**Audit Trail**

Outline the committee’s or working groups that have previously considered this report and the dates considered.