|  |  |
| --- | --- |
| U:\Logos & signatures\Logos\New LJMU_Master_Logo_Blue CMYK.jpg | INSERT REFERENCE |

|  |  |
| --- | --- |
| Title |  |
| Author and Job Title |  |
| Audit Trail |  |
| Date of Meeting |  |

1. **PURPOSE**
2. **EXECUTIVE SUMMARY**
3. **FINANCIAL IMPLICATIONS/RISK ANALYSIS**
4. **RECOMMENDATION**For approval/endorsement/information/discussion**:** Click here to choose an item