UNRESERVED OPEN[[1]](#footnote-2) / UNRESERVED CONFIDENTIAL[[2]](#footnote-3) / RESERVED CONFIDENTIAL[[3]](#footnote-4) *(Paper designation: delete as appropriate, see below)*

RESEARCH AND INNOVATION COMMITTEE

## Paper title

Ref. Nos. RC/1,

## Summary

*[Please summarise the purpose of the paper, normally in a few sentences.]*

## Action requested of the Committee

Research and Innovation Committee is asked to approve/recommend to Council/note[[4]](#footnote-5) …. *[please set out precisely what action is required of RC. It is helpful, if possible, to encapsulate the main recommendation in a single sentence that can be extracted and highlighted on the agenda paper]*

Timing for decisions: *[please state by what date a decision is required]*

## Key points

*[Please set out the key points for the committee to consider. Papers should normally not exceed two sides of A4. Where necessary, additional information and rationale should be included in one or more attachments. Attachments should be called Appendix A, Appendix B, etc (the word ‘annex’ should not be used, as this conflicts with the referencing of business for Council, to which many PRAC papers are submitted). Subsidiary papers to appendices should be called ‘Enclosure A’, ‘Enclosure B’ etc.]*

## Public Sector Equality Duty

As a public body, the University has an active duty to consider the impact on equality in all decision making[[5]](#footnote-6). *Please choose the most relevant of the following statements:*

### **Negative Equality impact**

*Either*

It is considered unlikely that this item will have a negative equality impact by creating or contributing to a risk of discrimination, harassment, victimisation or other prohibited conduct.

*OR*

This item could have [a] negative equality impact[s] by creating or contributing to a risk of [discrimination/harassment/victimisation/other prohibited conduct (*select all that apply*) because (*describe the impact and identify the protected group[s] affected)*

This negative impact[s] [cannot be remedied or mitigated/ can be remedied/mitigated by…]

### **Positive Equality impact**

*Either*

It is considered that this item will have no impact on equality

*OR*

[This item could have [a] positive impact[s] on equality by [eliminating unlawful discrimination, harassment or victimisation / advancing quality of opportunity between people who share protected characteristics and those who do not /fostering good relations between people who share a protected characteristic and those who do not *(select all that apply)*]

The positive impact[s] will be achieved by… *(describe the steps to be taken and identify the protected group[s] affected).*]

### **Evidence**:The following evidence was considered:.../Groups consulted were… / No groups were consulted because…

## Further information

*[Add reference to appendices (not annexes: see under (c) above) where relevant]*

Further details are available from *[give name(s) and contact details]*.

**Note on the use of paper designations**

RC has adopted the same system of paper designations as Council. Each paper should be marked in the top-left corner on the front page with one of the three designations summarised in the table below. If it is ‘Unreserved Open’ then a footnote should be added as per the third column.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category/Designation** | **Treatment** | **Further guidance from Council standing orders** | **Note for Research and Innovation Committee** |
| **Unreserved Open** | Student observers may be present. Does not contain sensitive commentary and is appropriate to be discussed with other members of the University outside the committee.  Any item designated OPEN may be published on the intranet |  | Proposed footnote to all Open papers:  OPEN: This paper may be made available on the University intranet for the information of members of the collegiate University, but should **not** be made available to any individual who is not a member of the collegiate University |
| **Unreserved Confidential** | Student observers may be present. Contains sensitive commentary and may be discussed only with other members of the committee, student observers on the committee, and relevant officers.  Will not be put on the intranet. | In exceptional circumstances, a member may desire to discuss a confidential issue with a person outside the committee; in such a case, approval must be sought, with reasons, from the Registrar in advance of the discussion taking place. | Proposed footnote:  Contains sensitive commentary and may be discussed only with other members of the committee, student observers on the committee, and relevant officers. Will not be put on the intranet.  *[Add any further specific rationale for designation]* |
| **Reserved Confidential** | Student observers may **not** be present. May be discussed only with other members of the committee and relevant officers, and may **not** be discussed with student observers.  Will not be put on the intranet. | The expectation is that this category of business will be used as sparingly as possible. As a principle, items of reserved business are those for which Council members, as Trustees of the University, would take corporate responsibility for the potentially serious consequences of a breach of confidentiality. The following matters will be ordinarily categorised as ‘reserved’ business, and therefore as ‘confidential’:  issues of particular strategic sensitivity;  issues of particular commercial sensitivity;  issues solely for the consideration of the Trustees of the University; and  matters pertaining to specific individuals, such as honorary degrees and decisions on appointments, promotions, and other matters concerning the personal position of members of the staff of the University; and the admission of individuals and their  academic assessment and personal affairs.  The list above is not exhaustive and there may be occasion on which matters falling outside those categories listed above need to be treated as ‘confidential’. If this occurs, the expectation would be to provide the explanation to Council. | This category is expected to be used very rarely at Research and Innovation Committee.  Proposed footnote:  May be discussed only with other members of the committee and relevant officers, and may **not** be discussed with student observers. Will not be put on the intranet.  *[Add any further specific rationale for designation]* |

1. This paper may be made available on the University intranet for the information of members of the collegiate University, but should **not** be made available to any individual who is not a member of the collegiate University [↑](#footnote-ref-2)
2. This paper contains sensitive commentary and may be discussed only with other members of the committee, student observers on the committee, and relevant officers. It will not be put on the intranet. [↑](#footnote-ref-3)
3. This paper may be discussed only with other members of the committee and relevant officers, and may **not** be discussed with student observers. It will not be put on the intranet. [↑](#footnote-ref-4)
4. Delete as appropriate. [↑](#footnote-ref-5)
5. For guidance on the application of this duty, see <http://www.admin.ox.ac.uk/eop/policy/data/analysis/> which also gives sources for further advice. [↑](#footnote-ref-6)