|  |  |  |
| --- | --- | --- |
| MEMO  ***[Insert School/Service Centre]*** | | |
| **To:** | **Professor Steve Chapman, Vice-Chancellor** | |
| **From:** | **[Policy Owner / Contact Person]** | |
| **Via:** | **Professor Arshad Omari, Senior Deputy Vice-Chancellor**  **Ms Jo Quinn, Director & General Counsel, Strategic and Governance Services Centre** | |
| **Subject:** | ***XX* Policy** | |
| **Date:** |  | **File Ref: SUB/xxxxx** |

**Purpose**

To inform you of the \*development/updating/amending (\*select) of the [*XX*] Policy and seek your approval of the policy.

**Background**

1. Summarise the reasons for the amendment/s and detail the changes. This need not be lengthy but should draw the attention of the VC to the main changes. If necessary, these can be highlighted in the policy (which must be attached). A tracked changes version of the policy is usually the most helpful.
2. Include any key points of interest such as:
   1. Other institutions benchmarked against; best practice; innovative etc.
   2. What the consultation process was and chronological history of which committees considered the policy, on what dates and the progress of the policy.
   3. Any implementation issues.
   4. Include resolution number and text of the committee or person recommending the policy to be approved, e.g. University Executive, Academic Board or Resources Committee etc.
   5. Any urgency and/or timeliness required for approval and reason why.

I confirm the policy has been reviewed and endorsed by the Strategic and Governance Services Centre.

I attach a tracked changes version of the policy for your review.

**Recommendation**

I recommend that you approve the \*new/amendments to (\*select) [*XX*] Policy*.*

[Policy Owner / Contact Person]

**Name**

**Title**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Date** | **Signature** |
| **ENDORSED** | **[Insert name] Policy Owner (if the Policy Owner is not the author of this memo)**  **[Insert title]** | Delete this row if not applicable |  |
| **ENDORSED** | **Director, Strategic and Governance Services** |  |  |
| **ENDORSED** | **[Insert name] Relevant Senior Executive – eg. Senior Deputy Vice-Chancellor / Vice-President (Corporate Services)**  **(if Senior Executive is not the Policy Owner)**  **[Insert title]** | Delete this row if not applicable |  |

|  |  |
| --- | --- |
| **…………………………………………………………**  **PROFESSOR STEVE CHAPMAN**  **VICE-CHANCELLOR**  **Dated:** | **[ ] Approved**  **[ ] Not approved** |