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**COVER PAPER AND SIGN-OFF** (should be 1 page only) ***Updated May 2016***

**<Insert Committee name>** (font 10)<**Paper Number**> (font 14)

**Paper from**: <insert Title > (should be the most senior officer involved)

**Title**: <insert> (identical to Agenda item and paper title)

**Purpose**

<Insert>

**Executive Summary:** (maximum 100 words summarising key points)

<Insert>

**Recommendation(s):**

<Insert>

**Financial Implications:** (costs involved if any)

<Insert>

**Strategic/ Operational Objectives met:** (identify the SP objective)

<Insert>

**Drafted/Compiled by:** <Insert title & name(s)> (name(s) of person(s) who drafted the paper)

**Reviewed by**: <Insert title & name(s)> (name(s) of person(s) who or committee which reviewed the paper)

**Final review and endorsement by:** <Insert title & name(s)> (name(s) of person(s) or committee having authority to review and endorse the paper)

**Date of final review and endorsement**: <Insert>

Note: This Cover paper is to be used for papers that are more than 3 pages long. For papers with 3 pages or less, use the Cover paper template with expanded sections.