Board cover sheet

Meeting of the Choose an item

Click here to enter a date

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Report**  | **State the name and correct job title of the author [no ampersands (&) and acronyms].** | **Agenda Item** | **X** |
| **Report Author** | State the name and correct job title of the author [no ampersands (&) and acronyms]. |
| **Lead Director** | State the name and correct job title of the author [no ampersands (&) and acronyms]. |
| **Executive Summary** | Outline a brief summary/introduction to the paper, including aims and benefits. Please be careful to ensure that this is a summary which outlines the purpose of the report. Aim for no more than two to three paragraphs.When writing avoid use of abbreviations unless you explain them first. For example, when you refer to Integrated Quality and Performance Report (IQPR) its full title should be used in the first reference in the text followed by the abbreviated reference that will be used in the rest of the report. |
| **Link to strategic Objectives 2019/20*****(Please mark X against the strategic goal(s) applicable to this paper - this could be more than one)*** | **Innovation:** We will embrace innovation and digital technology to support the best of care | [ ]  |
| **Finance:** We will deliver financial sustainability and create value in all we do | [ ]  |
| **People:** We will enable our people to give their best and achieve their best | [ ]  |
| **Integrated Health Care:** We will work collaboratively with our system partners to establish an Integrated Care Partnership | [ ]  |
| **High Quality Care:** We will consistently provide high quality care | [ ]  |
| **Due Diligence** | To give the Trust Board assurance, please complete the following:  |
| **Committee Approval:**  | Name of Committee: Date of approval:  |
| **Executive Group Approval:**  | Date of Approval:  |
| **National Guidelines compliance:** | Does the paper conform to National Guidelines (please state): |
| **Resource Implications** | State if the paper will have additional resource implications |
| **Legal Implications/Regulatory Requirements** | State whether there are any legal implications |
| **Quality Impact Assessment** | State whether a Quality Impact Analysis has been undertaken or is proposed |
| **Recommendation/** **Actions required** | The Board is asked to: state decision required i.e. review, approve, note. [For example: The Board is asked to approve the Safeguarding Policy]. |
| **Approval**[ ]  | **Assurance**[ ]  | **Discussion**[ ]  | **Noting**[ ]  |
| **Appendices** | State whether there are any appendices and list them. For example:Appendix 1: Board Assurance FrameworkAppendix 2: Corporate Risk Register |

# Executive Overview

* 1.
1. **Key Heading 1**
2. **Key Heading 2**
	1.
3. **Key Heading 3**
4. **Key Heading 4**
5. **Key Heading 5**
	1.
6. **Conclusion and Next Steps**