Meeting of the Choose an item

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| --- | --- | --- | --- |
| **Title of Report**  | State the title of the report [no ampersands (&) and acronyms | Agenda Item |  X  |
| **Lead Director** | State the name and job title of the lead director [no ampersands (&) and acronyms |
| **Report Author** | State the name and 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. |
| **Due Diligence** | To give the Committee assurance, please complete the following:  |
| **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 Committee is asked to: state decision required i.e. review, approve, note. [For example: The Committee 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 |

|  |
| --- |
| ***Reports to committees will require an assurance rating to guide the Committee’s discussion and aid key issues reporting to the Board*** |
| **The key headlines and levels of assurance are set out below:** |
| **No assurance** | **Red - there are significant gaps in assurance and we are not assured as to the adequacy of current action plans** |
| **Partial assurance**  | Amber/ Red - there are gaps in assurance  |
| **Assurance** | Amber/ Green - Assurance with minor improvements required |
| **Significant Assurance** | Green – there are no gaps in assurance |
| **Not Applicable** | White - no assurance is required |
| ***Where a heading has been rated ‘Red’ or ‘Amber-Red’, actions taken/ to be taken for improvement with timeline (where applicable), should be included in the report.*** |

# Executive Overview

* 1.

# Key Heading 1

Amber / Green

# Key Heading 2

Choose an assurance item.

* 1.

# Key Heading 3

Choose an assurance item.

# Key Heading 4

Choose an assurance item.

# Key Heading 5

Choose an assurance item.

* 1.

# Conclusion and Next Steps