Select meeting name  
Select meeting date  
Item number: #  
This report is: choose an item.

Report title

Author: Enter author name

Job title: Enter author job title

Accountable director: Enter accountable officer

Job title: Enter accountable officer

## Purpose of report

Purpose: Select report purpose

Click to enter text: what are you asking the board or committee to do?  
Ensure any recommendations address conclusions requiring action

## Report history

Outline committees or meetings where this item has been considered before being presented to this meeting.

Committee name

Click or tap to enter a date.

What was the outcome?

Committee name

Click or tap to enter a date.

What was the outcome?

Committee name

Click or tap to enter a date.

What was the outcome?

## Executive summary and key messages

Click to enter text: your executive summary should be a short review (5-10%) of the main document.   
Paragraphs should be short and concise, using language appropriate for the audience  
The summary should stand on its own without having to refer to the main document

## Strategic priorities

Tick all that apply

Achieve recovery of our elective care, emergency care, and diagnostic capacity

Support the ICS’s mission to address health inequalities

Attract, retain, develop the best staff in the NHS

Continuous improvement in quality, efficiency and outcomes including proactively addressing unwarranted variation

Achieve a more rapid spread of innovation, research, and transformation

Click to describe impact

## Impact assessment

Tick all that apply

Equity

Quality

People (workforce, patients, families or careers)

Operational performance

Finance

Communications and engagement

Council of governors

Click to describe impact

## Reason for private submission

Tick all that apply

Commercial confidence

Patient confidentiality

Staff confidentiality

Other exceptional circumstances

If other, explain why