**Chief Executive Officer’s Report – add in name of Trust**

Accountable director: add CEO name

Job title: Chief Executive Officer

**Executive summary and key messages**

1. **Key messages**

1.1 [include bullet points only of 3-4 key messages)

1. **Quality and Safety**

2.1

1. **Operational performance (including winter planning)**

3.1 *[To ensure transparency of information for members of the public - please include a narrative of local Trust performance and an extract of relevant table / graphs from the collaborative performance report showing local Trust data. To include vaccination performance when relevant, and winter planning/resilience]*

1. **Finance performance**

4.1

1. **People**

5.1 [include changes to the Board/ Executive management changes]

1. **Equality, Diversity and Inclusion (EDI) update**

6.1

1. **Trust highlights**

7.1 [title may change for Trust specific information, such as CQC update, redevelopment or visit / inspections]

1. **[Updates from CoG / Annual Members meeting / AGM]**

8.1

1. **[Research and innovation]**

9.1

1. **Stakeholder engagement**

10.1

1. **Recognition and celebrating success**

11.1