**REPORT TO THE xxx COMMITTEE**

**Xx Month 20XX**

|  |  |
| --- | --- |
| **Title** | Approved document title |
| **Author** |  |
| **Accountable Executive Director** |  |

**Purpose of the Report:**

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| A purpose of this report is to seek xxx committee approval for the newly developed / revisions to the xxxxxxx policy / procedure.  The xxx standing committee has requested that all policies and procedures be presented to an appropriate sub-committee for approval before they are submitted for final ratification. The full policy and procedure will not be presented to xxx standing committee in full as it will take assurance from the sub committee that the content is appropriate. However full copies of the policy and procedure will be made available to the standing committee electronically on request. |

**Summary of Key Issues:**

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| This is a revision to an existing ELFT Policy / procedure undertaken as a result of …….  This is a newly developed ELFT Policy / Procedure as a result of ………………  The following changes have been made to the policy and procedure:  -  -  -  Or  Very high summary of the policy / procedure………  The correct Trust has been undertaken as follows;   * Appropriate review date has been set * Appropriate format has been used * Clear reference to other trust policies has been made   Monitoring of compliance will be undertaken …….. ( please write a set of words how you will be undertaking monitoring i.e who will be and how…..  Outline any connection to the trust annual plan, commissioning contract, nhs constitution or key regulatory requirements.  Suicide reduction policy and appropriate Quality Improvement projects ( please include specific initiatives) have been considered – please confirm impacts / considerations have been taken into account or if this is not applicable please state. |

**Strategic priorities this paper supports (Please check box including brief statement)**

|  |  |  |
| --- | --- | --- |
| Improving service user satisfaction |  |  |
| Improving staff satisfaction |  |  |
| Maintaining financial viability |  |  |

**Committees/Meetings where this item has been considered:**

|  |  |
| --- | --- |
| Date | Committee/Meeting |
|  | Procedural document consulted with |

**Implications:**

|  |  |
| --- | --- |
| Equality Analysis | Equality impact has been considered….. (confirm that the equality impact has been reviewed / considered and if there is any impact on the procedural document with the new changes. If yes outline what impacts and how they are mitigated.) |
| Risk and Assurance | A summary statement on the level of assurance that can be provided from the report, and the key actions taken to address any implications for risks/controls identified in the Trust’s Board Assurance Framework; Trust’s Compliance with its Terms of Authorisation; or legal or health and safety implications |
| Service User/Carer/Staff | Implications for service users, carers and staff. Consider implications of the paper across all directorates and service groups in the Trust, and explain if any directorates/services are excluded from the scope of the paper. |
| Financial | This statement must identify whether or not there are any financial implications relating to the report, and if so, how these are proposed to be funded. |
| Quality | State any quality implications, particularly links to the Quality Improvement Programme |

**Supporting Documents and Research material**

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**Glossary**

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| --- | --- |
| Abbreviation | In full |
|  |  |

1. **Action being requested** 
   1. RECEIVE and APPROVE the policy / procedure (sponsor committee)

or

* 1. RECEIVE and RATIFY the policy/procedure (ratifying committee)

**NB** Definitions are as follows:

To “approve” - accepting recommendations etc as satisfactory

To “ratify” - to approve an action/policy formally so that it can come into force