

**REPORT TO THE NAME OF COMMITTEE/TRUST BOARD IN PRIVATE/TRUST
BOARD IN PUBLIC
DD MMMM YYYY**

Title	
Author	
Accountable Executive Director	

Purpose of the report

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Committees/meetings where this item has been considered

Date	Committee/Meeting

Key messages

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Strategic priorities this paper supports

Improved population health outcomes	☐	
Improved experience of care	☐	
Improved staff experience	☐	
Improved value	☐	

Implications

Equality Analysis	
Risk and Assurance	
Service User/ Carer/Staff	
Financial	
Quality	

1.0 Background/Introduction

1.1

1.2

2.0 xxx

2.1

2.2

2.3

3.0 xxx

3.1

3.2

3.3

4.0 xxx

4.1

4.2

4.3

5.0 Recommendations

5.1

5.2

6.0 Action Being Requested

6.1 The Board/Committee is asked to:

a. **RECEIVE** and **NOTE** the report

b. **XX**